



National Student
Clearinghouse[®]

CORA User's Guide

JUNE 1, 2015

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Step 1. Log on to the School Secure Site

1. Go to www.studentclearinghouse.org.
2. Click "User Login" on the green menu in the upper-right corner.



3. Enter your user name and password in the login box.

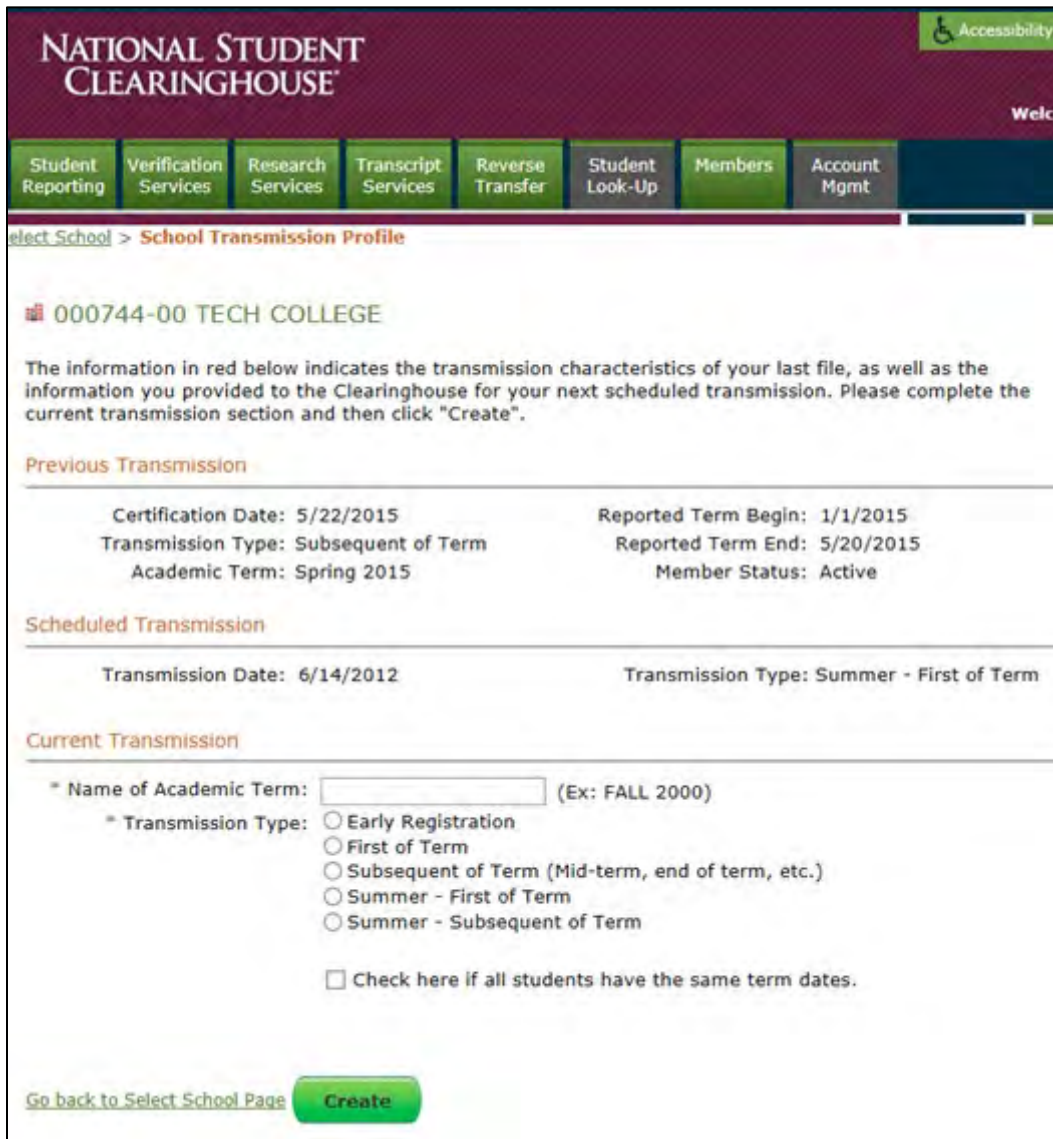
Log In	Don't Have A Login?
User Name: <input type="text"/>	Perform a Verification >
Password: <input type="password"/>	Order a Transcript >
<input type="button" value="Log in >"/>	<input type="button" value="Bookmarking this page will result in an error."/>
Forgot your User ID or Password?	
Looking for FTP? Secure FTP Login	
System Requirements	

4. Click Log in to access your account.

Step 2. Enter current transmission

The landing page displays information about your previous submission (if you had one) and the information currently due, per your school's schedule of submissions.

1. Enter the name of the current term
2. Select the type of submission you are sending.



The screenshot shows the 'National Student Clearinghouse' interface. At the top, there is a navigation menu with options: Student Reporting, Verification Services, Research Services, Transcript Services, Reverse Transfer, Student Look-Up, Members, and Account Mgmt. The page title is 'School Transmission Profile' for '000744-00 TECH COLLEGE'. A message states: 'The information in red below indicates the transmission characteristics of your last file, as well as the information you provided to the Clearinghouse for your next scheduled transmission. Please complete the current transmission section and then click "Create".'

Previous Transmission

Certification Date: 5/22/2015	Reported Term Begin: 1/1/2015
Transmission Type: Subsequent of Term	Reported Term End: 5/20/2015
Academic Term: Spring 2015	Member Status: Active

Scheduled Transmission

Transmission Date: 6/14/2012	Transmission Type: Summer - First of Term
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Current Transmission

* Name of Academic Term: (Ex: FALL 2000)

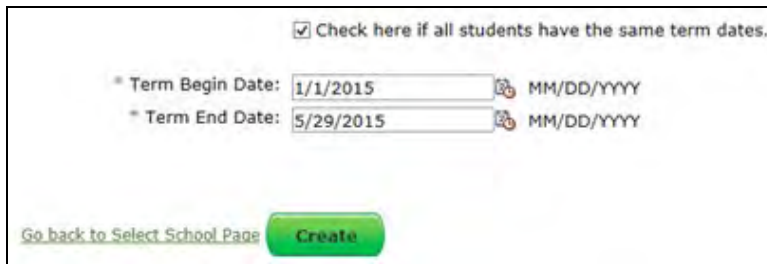
* Transmission Type:

- Early Registration
- First of Term
- Subsequent of Term (Mid-term, end of term, etc.)
- Summer - First of Term
- Summer - Subsequent of Term

Check here if all students have the same term dates.

At the bottom, there is a link 'Go back to Select School Page' and a green 'Create' button.

- If all the students have the same term begin and end dates, check the box.
- The fields where you can enter the term begin and end dates are displayed. These dates will be applied to EVERY student on the submission. If you do not check the box, you will need to enter the term date fields on each student's record.



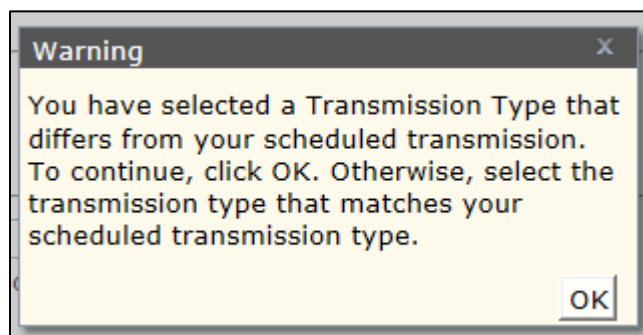
Check here if all students have the same term dates.

* Term Begin Date: MM/DD/YYYY

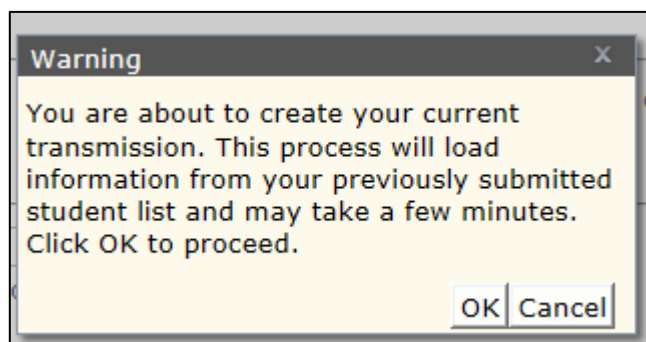
* Term End Date: MM/DD/YYYY

[Go back to Select School Page](#)

- A warning will display, if you select a transmission type different from what you are scheduled to send. However, you will be allowed to proceed.

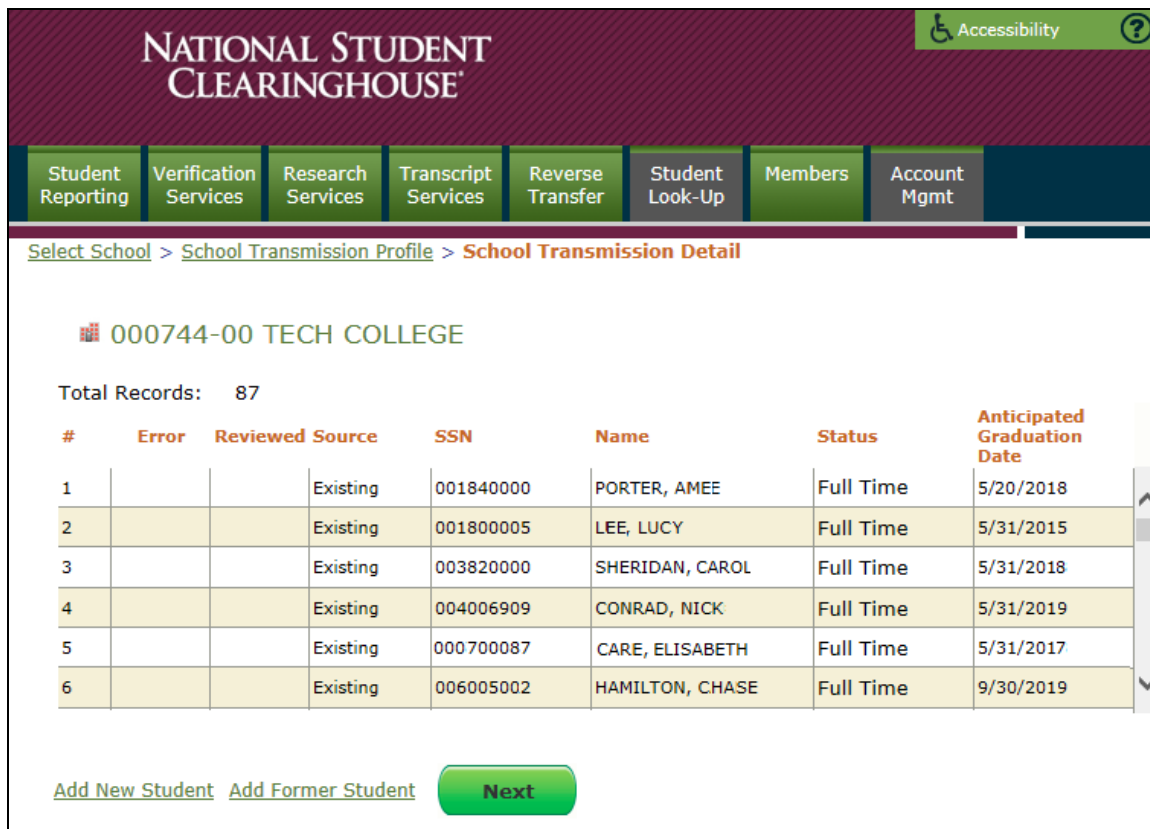


- When you select the "Create" button, another warning will display advising a list is being created based on your last submission to the Clearinghouse. As of June 2015, this does not include updates submitted through the Clearinghouse's "Update Student" option. It will ONLY include information reported on your last CORA submission.



Step 3. Review students

1. A list of students previously reported at your school will display. You will be presented with the option to "Add New Student" or "Add Former Student." (A former student is someone you previously reported to the Clearinghouse, who has withdrawn or graduated from a prior term.)



NATIONAL STUDENT CLEARINGHOUSE

Accessibility ?

Student Reporting | Verification Services | Research Services | Transcript Services | Reverse Transfer | Student Look-Up | Members | Account Mgmt

[Select School](#) > [School Transmission Profile](#) > [School Transmission Detail](#)

000744-00 TECH COLLEGE

Total Records: 87

#	Error	Reviewed Source	SSN	Name	Status	Anticipated Graduation Date
1		Existing	001840000	PORTER, AMEE	Full Time	5/20/2018
2		Existing	001800005	LEE, LUCY	Full Time	5/31/2015
3		Existing	003820000	SHERIDAN, CAROL	Full Time	5/31/2018
4		Existing	004006909	CONRAD, NICK	Full Time	5/31/2019
5		Existing	000700087	CARE, ELISABETH	Full Time	5/31/2017
6		Existing	006005002	HAMILTON, CHASE	Full Time	9/30/2019

[Add New Student](#) [Add Former Student](#) [Next](#)

- Double click on the student to display his or her record. Any information previously reported will display. You can make any current enrollment updates on this screen. Required fields are marked with a single asterisk (*); view-only fields are marked with a double asterisk (**). If you change the Social Security number or last name, the "Previous SSN" or "Previous Last Name" fields will be automatically populated.

[Accessibility](#)
[Help](#)
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NATIONAL STUDENT CLEARINGHOUSE

Welcome, DAMICO | [Log Out](#)

[Student Reporting](#)
[Verification Services](#)
[Research Services](#)
[Transcript Services](#)
[Reverse Transfer](#)
[Student Look-Up](#)
[Members](#)
[Account Mgmt](#)

CORA Application

[Select School](#) > [School Transmission Profile](#) > [School Transmission Detail](#) > **Student Record Detail**

Student Record Detail: PORTER, AMEE
(* = required) (** = read only)

Personal Information

<p>* Social Security Number: <input type="text" value="001840000"/></p> <p>PORTER</p> <p>COLLEGE STUDENT ID: <input type="text"/></p> <p>FIRST NAME: <input type="text" value="AMEE"/></p> <p>* LAST NAME: <input type="text" value="PORTER"/></p> <p>MIDDLE INITIAL: <input type="text" value="B"/></p> <p>MIDDLE NAME: <input type="text" value="BELINA"/></p> <p>NAME SUFFIX: <input type="text"/></p>	<p>STATE STUDENT ID: <input type="text"/></p> <p>**Previous SSN: <input type="text"/></p> <p>**Previous Last Name: <input type="text"/></p> <p>* Date Of Birth: <input type="text" value="4/27/1989"/></p> <p>Gender: <input type="text" value="Select"/></p> <p>Race/Ethnicity: <input type="text" value="Select"/></p>
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Permanent Address

<p>* STREET 1: <input type="text" value="2555 JOSHUA LANE"/></p> <p>STREET 2: <input type="text"/></p> <p>* CITY: <input type="text" value="HERNDON"/></p>	<p>* State: <input type="text" value="VIRGINIA"/></p> <p>* Zip: <input type="text" value="20120"/></p>
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Enrollment Information

<p>* Enrollment Status: <input type="text" value="Full Time"/></p> <p>* Anticipated Graduation Date: <input type="text" value="5/20/2018"/></p> <p>Directory Block Indicator: <input type="checkbox"/></p>	<p>* Term Begin Date: <input type="text" value="1/1/2015"/></p> <p>* Term End Date: <input type="text" value="5/29/2015"/></p>
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Additional Information

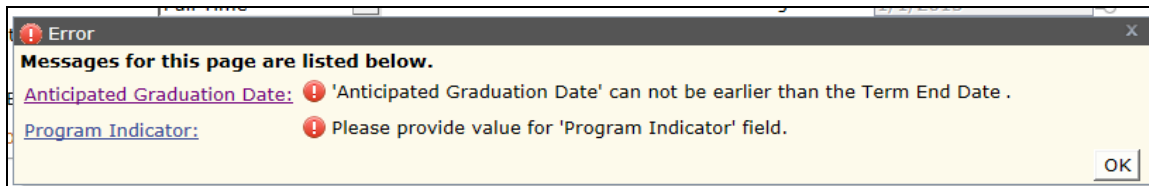
<p>NCES CIP CODE Major 1: <input type="text"/></p> <p>NCES CIP CODE Major 2: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 1: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 2: <input type="text"/></p> <p>Class/Credential: <input type="text" value="Select"/></p> <p>First Time/Full Time: <input type="text" value="Select"/></p> <p>Degree Seeking: <input type="text" value="Select"/></p> <p>HIGH SCHOOL CODE: <input type="text"/></p> <p>Good Student: <input type="text" value="Select"/></p> <p>Student Phone Type: <input type="text" value="Select"/></p>	<p>Student Preferred Phone Flag: <input type="text" value="Select"/></p> <p>Student Phone Country Code: <input type="text"/></p> <p>Student Phone Number: <input type="text"/></p> <p>VETERAN STATUS: <input type="text" value="Select"/></p> <p>Pell Recipient: <input type="text" value="Select"/></p> <p>Remedial Course Flag: <input type="text" value="Select"/></p> <p>Citizenship: <input type="text" value="Select"/></p> <p>MoveTo OPEID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>**COMMIT ID (FUTURE USE): <input type="text"/></p>
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Program Information

* Program Indicator:

[Cancel](#)
[OK and Previous](#)
[OK and Next](#)

- An error message will display, if you leave a required field blank or the record has errors.



- Fields that need to be completed or corrected before the record can be submitted are outlined in red.

Enrollment Information

Check here if student is no longer enrolled.

* Enrollment Status: Term Begin Date:

* Anticipated Graduation Date: Term End Date:

Directory Block Indicator:

Additional Information

<p>NCES CIP CODE Major 1: <input type="text"/></p> <p>NCES CIP CODE Major 2: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 1: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 2: <input type="text"/></p> <p>Class/Credential: <input type="text" value="Select"/></p> <p>First Time/Full Time: <input type="text" value="Select"/></p> <p>Degree Seeking: <input type="text" value="Select"/></p> <p>HIGH SCHOOL CODE: <input type="text"/></p> <p>Good Student: <input type="text" value="Select"/></p> <p>Student Phone Type: <input type="text" value="Select"/></p>	<p>Student Preferred Phone Flag: <input type="text" value="Select"/></p> <p>Student Phone Country Code: <input type="text"/></p> <p>Student Phone Number: <input type="text"/></p> <p>VETERAN STATUS: <input type="text" value="Select"/></p> <p>Pell Recipient: <input type="text" value="Select"/></p> <p>Remedial Course Flag: <input type="text" value="Select"/></p> <p>Citizenship: <input type="text" value="Select"/></p> <p>MoveTo OPEID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>***COMMIT ID (FUTURE USE): <input type="text"/></p>
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Program Information

* Program Indicator:

[Cancel](#) [OK and Next](#)

- Select the "Program Indicator."

- Selecting "No" allows you to choose either "OK and Next" or "OK."

Program Information

* Program Indicator:

[Cancel](#) [OK and Previous](#) [OK and Next](#)

- b. Selecting “Yes” displays the “Program 1” screen, which you must complete. You will also be provided with the option to add a second program, “Program 2.”
- i. Dropdowns are provided for fields with limited value options. As of June 2015, the ONLY option for Program CIP Year is 2010.

▲ Program 1

✓ If Program Indicator is Yes, all additional program 1 information is required.

* Program 1 CIP:

* Program 1 CIP Year:

* Program 1 Credential Level:

* Program 1 Published Length:

* Program 1 Published Length Measurement:

Program 1 Weeks in Title IV Academic Year:

* Program 1 Begin Date:

* Program 1 Special Program Indicator:

* Program 1 Enrollment Status:

* Program 1 Enrollment Status Effective Date:

- ii. Adding “Program 2” displays the same fields, but also allows you the option to delete “Program 2.”

▲ Program 2

* Program 2 CIP:

* Program 2 CIP Year:

* Program 2 Credential Level:

* Program 2 Published Length:

* Program 2 Published Length Measurement:

Program 2 Weeks in Title IV Academic Year:

* Program 2 Begin Date:

* Program 2 Special Program Indicator:

* Program 2 Enrollment Status:

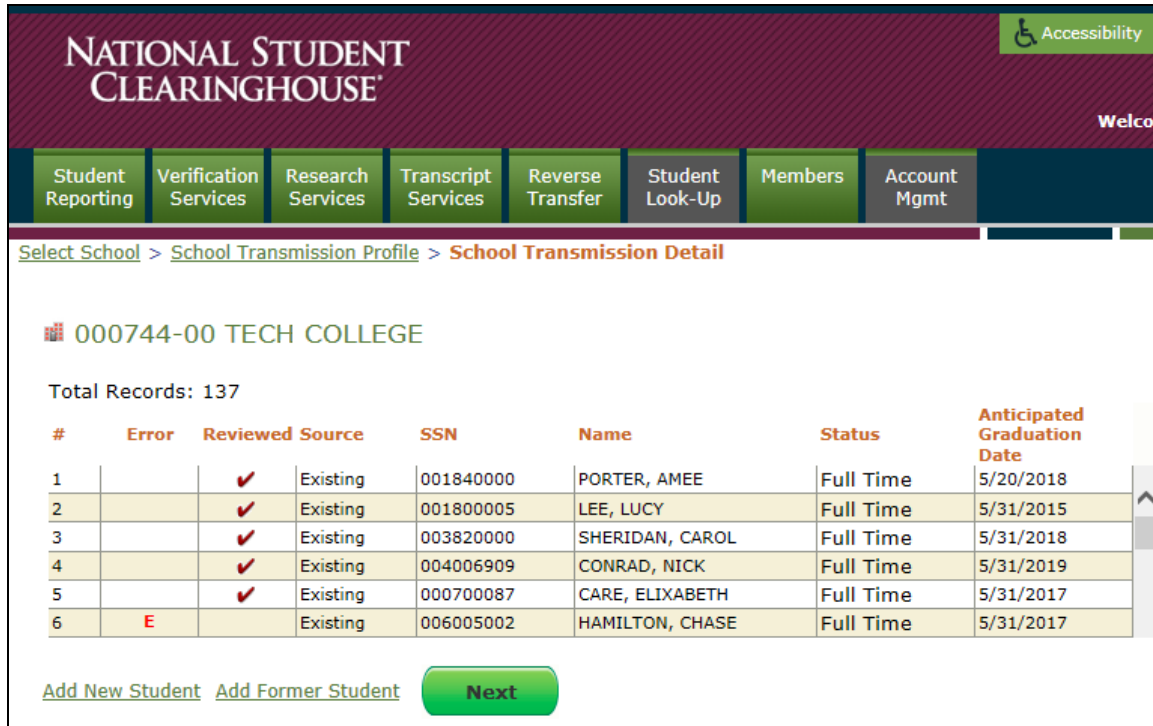
* Program 2 Enrollment Status Effective Date:

[+ Add Program 3](#) [✖ Delete Program 2](#)

6. After you review and complete the first record, you can:
- Cancel changes
 - Accept the changes and go to the previous record,
 - Accept the changes and go to the next record, or
 - Click “OK” to go to the “Transmission Detail Screen.”

[Cancel](#)
[OK and Previous](#)
[OK and Next](#)
OK

7. The "Transmission Detail Screen" shows which, if any, records still need to be reviewed.



NATIONAL STUDENT CLEARINGHOUSE

Accessibility

Welcor

Student Reporting | Verification Services | Research Services | Transcript Services | Reverse Transfer | Student Look-Up | Members | Account Mgmt

Select School > School Transmission Profile > **School Transmission Detail**

000744-00 TECH COLLEGE

Total Records: 137

#	Error	Reviewed Source	SSN	Name	Status	Anticipated Graduation Date
1		✓ Existing	001840000	PORTER, AMEE	Full Time	5/20/2018
2		✓ Existing	001800005	LEE, LUCY	Full Time	5/31/2015
3		✓ Existing	003820000	SHERIDAN, CAROL	Full Time	5/31/2018
4		✓ Existing	004006909	CONRAD, NICK	Full Time	5/31/2019
5		✓ Existing	000700087	CARE, ELIXABETH	Full Time	5/31/2017
6	E	Existing	006005002	HAMILTON, CHASE	Full Time	5/31/2017

Add New Student | Add Former Student | **Next**

8. Selecting "Next" takes you to the confirmation page, which will display if there are any errors that you need to correct.


Accessibility

NATIONAL STUDENT CLEARINGHOUSE

Welco

Student Reporting
Verification Services
Research Services
Transcript Services
Reverse Transfer
Student Look-Up
Members
Account Mgmt

[Select School](#) > [School Transmission Profile](#) > [School Transmission Detail](#) > **Transmission Confirmation**

 000744-00 TECH COLLEGE

The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.

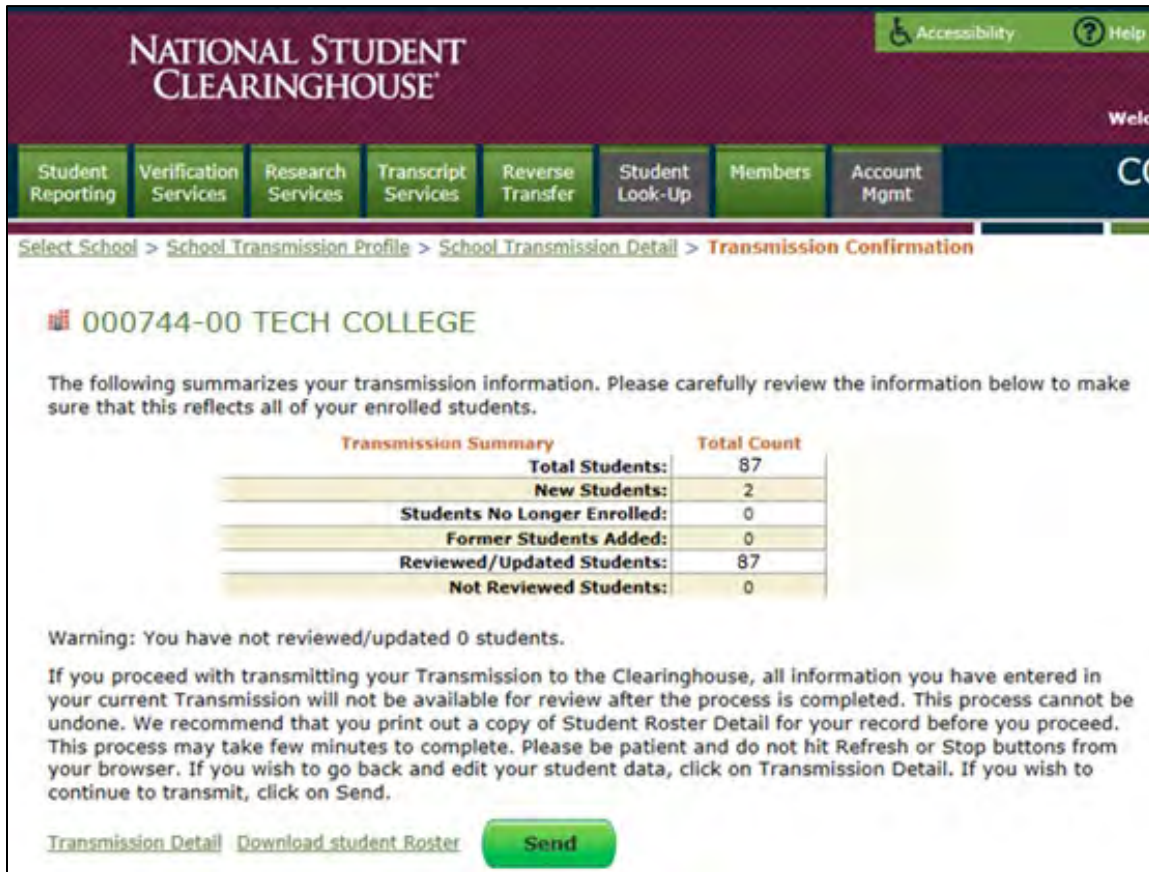
Transmission Summary	Total Count
Total Students:	87
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	6
Not Reviewed Students:	81

Errors Found: 77
 We have found the following errors in the student data you provided. You must correct them before you can complete the transmission.

- Required data missing in '77' record(s).

Show Errors

- Select "Show Errors" to go to the list of students that need to be reviewed or updated.



NATIONAL STUDENT CLEARINGHOUSE

Accessibility Help

Student Reporting Verification Services Research Services Transcript Services Reverse Transfer Student Look-Up Members Account Mgmt

Select School > School Transmission Profile > School Transmission Detail > Transmission Confirmation

000744-00 TECH COLLEGE

The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.

Transmission Summary	Total Count
Total Students:	87
New Students:	2
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	87
Not Reviewed Students:	0

Warning: You have not reviewed/updated 0 students.

If you proceed with transmitting your Transmission to the Clearinghouse, all information you have entered in your current Transmission will not be available for review after the process is completed. This process cannot be undone. We recommend that you print out a copy of Student Roster Detail for your record before you proceed. This process may take few minutes to complete. Please be patient and do not hit Refresh or Stop buttons from your browser. If you wish to go back and edit your student data, click on Transmission Detail. If you wish to continue to transmit, click on Send.

[Transmission Detail](#) [Download student Roster](#)

Step 4. Finish and submit

1. After you've completed all review and corrections, you'll be returned to the confirmation page, where you can:
 - a. Select "Transmission Details" to return to the "Transmission Detail Screen" to view it,
 - b. Select "Download Student Roster" to save an Excel spreadsheet of all the information for each student. (We strongly encourage you to download and save a copy of your transmission for your records.)
2. Select "Send" when you are ready to report your information to the Clearinghouse. Confirmation that your data has been submitted will be displayed on the screen.



IMPORTANT: Validations on all fields are NOT performed via CORA. Additional information or clarification may be needed to complete processing of the data you submitted. If so, an analyst from our Data Integrity & Operations Department will contact you to resolve any issues they may find.

If you have questions or need assistance, please contact schoolops@studentclearinghouse.org.