

# Guide to the McNair Online Student Record Verification Process (Tier 1A)

**Contact Information:**

**Julie Laurel**

**202-502-7664 (ofc)**

**703-567-4560 (ofc)**

**703-470-0858 (cell)**

**[Julie.Laurel@ed.gov](mailto:Julie.Laurel@ed.gov)**

# McNair Student Record Verification Process (Tier 1A)

## ➤ **What is the McNair Student Record Verification Process (i.e., Tier 1A)?**

A process for verifying the following participant information based on bachelor's degree first reported:

- First and Last Name
- SSN
- DOB
- Bachelor's Degree Cohort Year

## ➤ **Who must participate in this process?**

Projects who were continuously funded in:

- 2002—2012
- 2003—2012
- 2007—2012
- 2009—2012

# Student Record Verification Process (Tier 1A)

## Why must projects participate?

- So that the Department can create a match file (Tier 1A) that contains verified information for participants who attained a bachelor's degree.
  - So that the Department can use the Tier 1A file to ensure that all records on the file are included in the APR data file being submitted (i.e., 2012-13 APR reporting period). \*
  - So that the Department can calculate Prior Experience (PE) points for the doctorate degree attainment objective at the time of APR data submission.
- \* **IMPORTANT: Projects must retain records for a period of ten (10) years from the time of first bachelor's degree attainment.**

# Student Record Verification Process (Tier 1A)

## Where will projects need to go to complete the Tier 1A process?

- To a Web site that meets the Department of Education's data security standards for sensitive data, including password and site access procedures.
- Web site can be accessed at: <https://trio.ed.gov/mcnair>

### Web Features:

- Ability to print a report of all participant records: (1) By Data Errors and (2) by Cohort Year (*links located above the Table View*)
- Ability to correct records that contain data errors
- Ability to change Name, SSN, and DOB for records that contain no errors (excludes the cohort year)
- Ability to provide an explanation
- Ability to download the final McNair Tier 1A data file

# Student Record Verification Process (Tier 1A)

**When will the process for verifying student records be available?**

- September 16, 2013 through October 16, 2013
- Projects will receive an email from the Department notifying them to register, login and complete the student verification process.

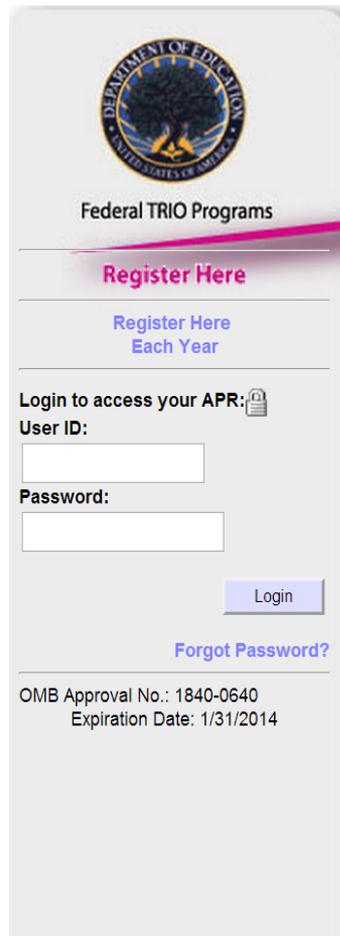
# Student Record Verification Process (Tier 1A)

## How will projects verify student records and complete the Tier 1A process?

- **Step 1:** By registering
- **Step 2:** By reviewing and correcting records that contain **data errors** and confirming records that contain **data messages**.
- **Step 3:** By submitting the data file.
  - ✓ Submit with no explanation
  - ✓ Submit with explanation

# Step 1.1—Register

To begin registration process, click on [Register Here Each Year](#)



  
Federal TRIO Programs

[Register Here](#)

[Register Here Each Year](#)

Login to access your APR: 

User ID:

Password:

[Forgot Password?](#)

OMB Approval No.: 1840-0640  
Expiration Date: 1/31/2014

## McNair Student Verification (Bachelor's Degree) - Tier 1A

### ➤ Important Dates

- Each McNair grantee must complete and submit this report by:

October 16, 2013

### ➤ Reminders:

Registration is required in order to protect the security of the data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's E-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program specialist for your grant and the Help Desk will be notified via e-mail to assist you.

### Begin completing the verification of your McNair participant data:

- To begin completing the verification of your McNair participant data, enter your user id and password.
- As part of the initial registration, you must select and answer two security questions. You will be required to provide responses to these questions should you need to use the [Forgot Password](#) link to receive a new temporary password. In most cases, if you use the [Forgot Password](#) feature and are able to answer the two security questions, you will not have to call the Help Desk.
- If you do not have a user id or password, click on the "[Register Here Each Year](#)" link to register.

[Paperwork Reduction Act](#) | [Warning](#)

# Step 1.2—Registration

- The project must provide the PR/Award Number, Project Director's First and Last Name, E-mail address, and answer two security questions.
  - If the information is correct, the project will receive an email with the user ID and temporary password.
  - The project must then reset the password. \*
  - If information provided by the project is incorrect, their program specialist and/or the Help Desk will receive an email requesting assistance.
- \* If project director forgets the password, he/she can retrieve it by clicking on the "Forgot Password" link and answer the two securities questions he/she provided at initial registration.

# Step 1.3—Register

## User Registration

To receive your userid and password:

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

If you do not have the project information or we are unable to verify it:

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

PR Number\*:

Director's E-mail Address\*:

Director's First Name\*:

Director's Last Name\*:

Security Questions\*:

-- Select one --

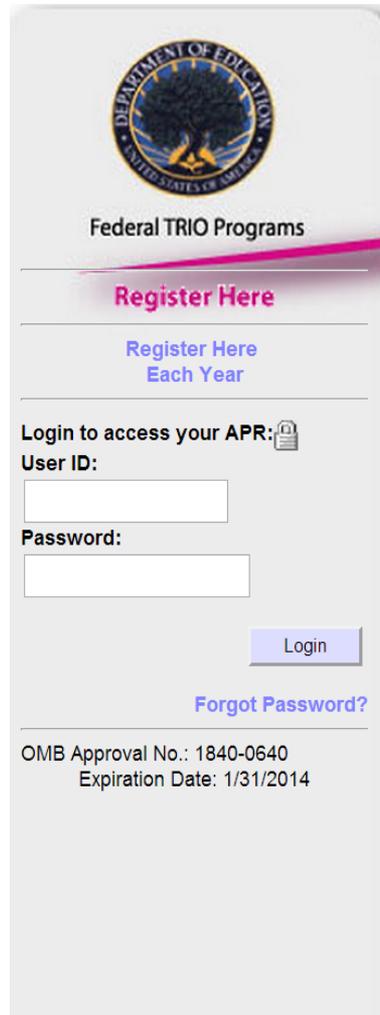
Answer:

-- Select one --

Answer:

\*Required fields.

# Step 1.4—Login Using Temporary Password



  
DEPARTMENT OF EDUCATION  
UNITED STATES OF AMERICA

Federal TRIO Programs

[Register Here](#)

[Register Here Each Year](#)

Login to access your APR: 

User ID:

Password:

[Forgot Password?](#)

OMB Approval No.: 1840-0640  
Expiration Date: 1/31/2014

## McNair Student Verification (Bachelor's Degree) - Tier 1A

### ► Important Dates

- Each McNair grantee must complete and submit this report by:  
**October 9, 2013.**

### ► Reminders:

Registration is required in order to protect the security of the data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's E-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program specialist for your grant and the Help Desk will be notified via e-mail to assist you.

### Begin completing the verification of your McNair participant data:

- To begin completing the verification of your McNair participant data, enter your user id and password.
- As part of the initial registration, you must select and answer two security questions. You will be required to provide responses to these questions should you need to use the Forgot Password link to receive a new temporary password. In most cases, if you use the Forgot Password feature and are able to answer the two security questions, you will not have to call the Help Desk.
- If you do not have a user id or password, click on the "[Register Here Each Year](#)" link to register.

[Paperwork Reduction Act](#) | [Warning](#)

# Step 1.5—Resetting Your Temporary Password

McNair Student Verification  
(Bachelor's Degree) - Tier 1A

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## First Time Login

You are required to change your password the first time you log into the system. The password must be at least eight characters, and include combinations of the following:

- at least one English uppercase character (A-Z)
- at least one English lowercase character (a-z)
- at least one number (0-9)
- at least one non-alphanumeric special character (e.g.: !, @, #, \$, &, \*, %, /, +, -)

The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.

PRNO Number	P217A070088
Temporary Password*	<input type="text"/>
New Password *	<input type="text"/>
Confirm Password*	<input type="text"/>
Email Address*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

\*Required fields.

# Navigational Instructions

Before proceeding with the verification process, familiarize yourself with the navigational instructions located below the Table View.

## **Navigational Instructions and Data Error Information**

**How do I sort?** The Table View page is sorted by Data Error/Message, so all participant records containing errors and messages will be listed first. To change the SORT order, you may click on the column: Last Name or Data Error/Message.

**How do I view or print a report of all my records containing data errors and messages?** To identify the participant records that contain errors and messages, you will need to scroll through several screens. You can also view and print your report by clicking on either the link "Original Participant Data List by Data Error/Message" or "Original Participant Data List by Cohort Year" at the top of the Table View.

**What data fields are contained in the individual participant screen?** There are three (3) primary student identifiers that are used to match participant records across project years. They are the participant's (1) First and Last Name, (2) Date of Birth, and (3) Social Security Number. In addition, the Student Cohort Field (i.e., the year the participant was first served by the project) is also contained in the individual participant screen as this field is critical in the calculation of prior experience points.

**How do I know if a record contains a data error or data message?** If the column "Data Error/Message" is blank (i.e., no information is displayed), then no data errors to the participant's name, SSN, date of birth (DOB), and cohort year are present in the file. This means that the participant's identifier information did not change between the year the participant earned their first baccalaureate degree and the 2011-12 reporting period. This also means that there were no issues in establishing the participant's cohort year.

If the column "Data Error/Message" contains a data error/message, then there are data error(s); therefore, projects must correct the applicable error(s).

**NOTE:** For records that contain the data error "Degree Date/Cohort Mismatch", please select the cohort year based on the date the participant first attained a baccalaureate degree.

**How do I correct a record that contains a data error(s)?** The participant's last name is a hyperlink to the individual's participant data. To correct a data error, from the Table View, click on the participant's last name which will direct you to the individual's participant data.

# Step 2: Reviewing and Correcting Records

- Projects must review and correct records with data errors.
- **Data Error/Message**—Column displaying data fields that have been reported inconsistently or are missing from the 2011-12 APR file.
- Data errors occur when there is a conflict between the year the participant was first reported as having earned a baccalaureate degree and the most recently submitted data.
- There are five (5) types of data errors that may be displayed:
  - Name Change
  - SSN Change
  - DOB Change
  - Degree Date/Cohort Mismatch
  - Unknown Cohort

## Step 2: Reviewing and Correcting Records

- There is one type of data message that may be displayed:
  - Not reported in 2011\_12 APR

If a record displays the note: “Not reported in 2011\_12”, projects are required to confirm that they will restore the record(s) to their 2012-13 APR data file.

# Step 2.1: Reviewing and Correcting Records Table View

## Review Participant List and Data Error Report (Table View)

The Table View below displays a list of participants that were served by your project between 2002-03 and 2011-12. These participants belong to a specific cohort based on the year the participant first received a baccalaureate degree. Grantees are required to review the list of participant records displayed below and correct data errors, where applicable, before submitting the data.

The column "Data Error/Message" provides a brief description of the data error(s) and/or message(s) contained in the student record, if applicable. Below are the five (5) types of Data Errors and one type of Data Message that have been identified.

### Data Errors:

1. Name Change—Indicates the participant's name was changed between the year the participant earned their baccalaureate degree and the most recent year reported.
2. SSN Change—Indicates the participant's SSN was changed between the year the participant earned their baccalaureate degree and the most recent year reported.
3. DOB Change—Indicates the participant's date of birth was changed between the year the participant earned their baccalaureate degree and the most recent year reported.
4. Degree Date/Cohort Mismatch—Indicates the participant's baccalaureate degree date does not fall within the cohort year. For example, the participant's baccalaureate degree date is May 15, 2007 but the first time the participant appears on the file as having earned a baccalaureate degree is in reporting period 2010-11 which places them in the 2010-11 cohort year.
5. Unknown Cohort—Indicates the participant has not been assigned to a bachelor's degree cohort year.

### Data Message:

- Not reported in 2011-12 APR—Indicates the student is missing from the 2011-12 data file. Projects will need to restore the records that contain this message to their 2012-13 APR data file by clicking on the last name for any record and then clicking on the "Confirm" button. NOTE: The system does not restore the records; you must restore these records to your APR data file.

If you have data errors/data messages, click on the participant's last name. If you do not have data errors/data messages but wish to make changes to the participant's record, click on the "Edit" button.

For additional information regarding data errors and navigational instructions, please [click here](#).

Printable version:

[Original Participant Data List by Data Error/Message](#)

[Original Participant Data List by Cohort Year](#)

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### Table View - Total Number of Participants: 126

Last Name	First Name	SSN	DOB	Data Error/Message
CARL				Unknown Cohort, Message: Not reported in 2011_12 APR
Shamburg				Unknown Cohort, Message: Not reported in 2011_12 APR
Bowlin-Hernandez				Degree Date/Cohort Mismatch, Name Change, Message: Not reported in 2011_12 APR
Najee-Ullah				Degree Date/Cohort Mismatch, Name Change, Message: Not reported in 2011_12 APR

# Original Participant Data List by Data Error/Message

- You can click on the [“Printable Version—Participant List Report”](#) above the Table View to print a report of all of your participant records by Data Error/Message.

Original Participant Data List P217A0700 Total Number of Participants: 130					
<p>The “Original Participant Data List by Data Error/Message” is sorted by data error and contains the original, unaltered individual participant information TRIO has on its data file based on your project’s past APR submissions. The file was generated as a reference document for you to use during the student data verification process. This report is of particular usefulness if you have any participants that need to be added back to your file in preparation for the 2012-13 APR submission, as it shows which students were not reported in 2011-12.</p> <p>In addition, the list provides the data error (e.g., SSN change) and/or message (i.e., not reported in 2011-12 APR) for every record that contained an error.</p> <p>Please note that this file is <b>NOT</b> updated as data errors are resolved within the Table View; however, you will have the opportunity to download the updated participant data file (i.e., that reflects the changes) after you have reviewed and submitted your data.</p>					
	Last Name	First Name	DOB	Cohort	Data Error/Message
1	Shaw (rodgers)			999999	Unknown Cohort, Name Change, DOB Change, not reported in 2011_12 APR
2	Krueger			999999	Unknown Cohort, not reported in 2011_12 APR
3	Toston			999999	Unknown Cohort, not reported in 2011_12 APR
4	(Sawyer) Van Loh			200304	Name Change
5	Denison (Lent)			200405	Name Change
6	Fox (Shockley, McCarthy)			200203	Name Change
7	Gamboa (Sanchez)			200203	Name Change
8	Lusin (Combs)			200304	Name Change
9	Hungerford			200607	DOB Change
10	Dietel-McLaughlin (Long-Kytonen)			200304	not reported in 2011_12 APR
11	Adolf			201112	
12	Aguilar			201011	
13	Alvarez			200506	
14	Arega			201011	
15	Backman (Hoyle)			200304	
16	Ballard			200203	

# Original Participant Data List by Cohort Year

- You can click on the [“Printable Version—Participant List Report”](#) above the Table View to print a report of all of your participant records by cohort year.

Original Participant Data List  
P217A07  
Total Number of Participants: 130

The “Original Participant Data List by Cohort Year” is sorted by cohort year and contains the original, unaltered individual participant information TRIO has on its data file based on your project’s past APR submissions. The file was generated as a reference document for you to use during the student data verification process. This report is of particular usefulness if you have any participants that need to be added back to your file in preparation for the 2012-13 APR submission, as it shows which students were not reported in 2011-12.

In addition, the list provides the data error (e.g., SSN change) and/or message (i.e., not reported in 2011-12 APR) for every record that contained an error.

Please note that this file is NOT updated as data errors are resolved within the Table View; however, you will have the opportunity to download the updated participant data file (i.e., that reflects the changes) after you have reviewed and submitted your data.

	Last Name	First Name	DOB	Cohort	Data Error/Message
1	Pena			200203	Degree Date/Cohort Mismatch, not reported in 2011_12 APR
2	Jackson			200203	Degree Date/Cohort Mismatch, not reported in 2011_12 APR
3	Ramirez-Cunningham			200203	
4	Mejia			200203	
5	Orozco			200203	
6	Noel			200203	
7	Robinson			200203	
8	Ballard			200203	
9	Gamboa (Sanchez)			200203	Name Change
10	Panamaroff			200203	
11	Fox (Shockley, McCarthy)			200203	Name Change
12	Rivera			200304	
13	Lusin (Combs)			200304	Name Change
14	Johnson			200304	

# Step 2.1: Reviewing and Correcting Records

## Table View

- ▶ **How to correct a record that contains a **data error**.**
  - A. In the Table View, if the Data Error/Message contains one of the following messages, click on the participant's Last Name:
    1. **Name Change**
    2. **SSN Change**
    3. **DOB Change**
    4. **Degree Date/Cohort Mismatch, and/or**
    5. **Unknown Cohort**
  - B. Once you click on the participants Last Name, the individual participant record will be displayed.

# Step 2.2: Reviewing and Correcting Records

## Table View

Printable version:

[Original Participant Data List by Data Error/Message](#)

[Original Participant Data List by Cohort Year](#)

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**Table View - Total Number of Participants: 300**

Last Name	First Name	SSN	DOB	Data Error/Message
MONTAQUE				Unknown Cohort, Name Change, Message: Not reported in 2011_12 APR
BIKOS				Unknown Cohort, Message: Not reported in 2011_12 APR
BREEDLOVE				Unknown Cohort, Message: Not reported in 2011_12 APR
FITTS				Unknown Cohort, Message: Not reported in 2011_12 APR
GASTON				Unknown Cohort, Message: Not reported in 2011_12 APR
HANKINSON				Unknown Cohort, Message: Not reported in 2011_12 APR
HUGHES				Unknown Cohort, Message: Not reported in 2011_12 APR
JACKSON				Unknown Cohort, Message: Not reported in 2011_12 APR
JORDAN				Unknown Cohort, Message: Not reported in 2011_12 APR

# Reviewing and Correcting Records With Data Error: “Name Change”

In the example on the right, Ruhlman (i.e., Case Number 16277) has an **Name Change** data error (i.e., item #1, last name). (Note: The response always defaults to “Yes”.)

- If the most recently reported last name (Ruhlman) is correct, do the following:
  - Click on “Yes”,
  - Click on “Confirm”, and
  - Click on “Back to Table View”.
- If the most recently reported last name is not correct, do the following:
  - Click on “No”,
  - Enter the first name,
  - Enter the correct last name,
  - Click on “Confirm”, and
  - Click on “Back to Table View”.

Case Number: 16277

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1. Participant Name: Ruhlman

**Data Error!**  
Participant was originally reported as **RULHMAN**, but has most recently been reported as **Ruhlman**. Please confirm that this was a valid name update.

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's first name should be:  last name should be:

2. Social Security Number:

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select "No" and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth:

Yes, I confirm that the most recently reported DOB on record is correct

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort:

# Reviewing and Correcting Records With Data Error: “SSN Change”

In the example on the right case number 39009 has an **SSN Change** data error (i.e., item #2). (Note: The response always defaults to “Yes”.)

- If the most recently reported SSN (xxx-xx-x235) is correct do the following:
  - Click on “Yes”,
  - Click on “Confirm”, and
  - Click on “Back to Table View”.
- If the most recently reported SSN is not correct do the following:
  - Click on “No”,
  - Enter the correct SSN,
  - Click on “Confirm”, and
  - Click on “Back to Table View”.
- If you do not know the SSN or can no longer provide SSNs for your participants, do not leave it blank, enter 000000000.

Case Number: 39009

---

1. Participant Name:

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's first name should be:  last name should be:

2. Social Security Number: 235

**Data Error!**  
Participant's SSN was originally reported as 234, but has most recently been reported as 235. Please confirm that this was a valid SSN update.

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select “No” and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth:

Yes, I confirm that the most recently reported DOB on record is correct

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort: 200809

# Reviewing and Correcting Records With Data Error: “DOB Change”

In the example on the right Case Number 31303 has an **DOB Change** data error (i.e., item #3). (Note: The response always defaults to “Yes”.)

- If the most recently reported **DOB** (10/19/xxxx) is correct, do the following:
  - Click “Yes”,
  - Click “Confirm”, and
  - Click “Back to Table View”.
- If the most recently reported **DOB** is not correct, do the following:
  - Click “No”,
  - Enter the correct **DOB**,
  - Click “Confirm”, and
  - Click “Back to Table View”.

Case Number: 31303

1. Participant Name.

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's first name should be:  last name should be:

2. Social Security Number:

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select "No" and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth: 10/19/

**Data Error!**  
**Participant's DOB was originally reported as 10/10/ but has most recently been reported as 10/19/ Please confirm that this was a valid DOB update.**

Yes, I confirm that the most recently reported DOB on record is correct

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort: 200607

# Reviewing and Correcting Records With Data Error: “Degree Date/Cohort Mismatch”

In the example on the right, Pena (i.e., Case Number 5373) has an **Degree Date/Cohort Mismatch** data error (i.e., item #4).

- To fix the data error, from the drop down list, select the year the participant attained their bachelor’s degree (i.e., cohort year).
- Once the data error has been corrected, **you must** click on the tab “Confirm” to save it, then click on the tab “Back to Table View”.
- If the student earned a bachelor’s degree prior to 2002-03, you must submit an explanation. Using the drop down list, first select the cohort assigned according to our records. Click “Confirm” and then click “Back to Table View”. Once you fix all of the data errors, you will be given an opportunity to submit an explanation. If you are submitting an explanation for this data error, please provide the case number, student’s full name, DOB, and the degree date the participant earned their bachelor’s degree.

Case Number: 5373

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1. Participant Name: ..... Pena

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's first name should be:  last name should be:

2. Social Security Number:

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select "No" and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth:

Yes, I confirm that the most recently reported DOB on record is correct

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort:

**Data Error!**  
**Cohort years are based on the academic year the participant first earned a baccalaureate degree (e.g., May 15, 2006 is cohort year 2005-06). According to our records, the participant's cohort year (200203) is not within the degree date (05/15/2006); please select the correct cohort year based on the date the participant first attained a bachelor's degree.**

Please select a correct cohort for this Participant

**Note:** If the cohort year is correct, then select it from the drop down list. Also, when you submit your 2012-13 McNair APR data, please be sure to provide the correct degree date based on the cohort year selected above.

# Reviewing and Correcting Records With Data Error: “Unknown Cohort”

In the example on the right, Barr (i.e., Case Number 20849) has an **Unknown Cohort** data error (i.e., item #4).

- To fix the data error, from the drop down list, select the cohort (if any) the participant belongs in.
- If the participant has not attained a bachelor’s degree, select “No BA Earned/Unknown”. *(Note: If you select this option, the record will be automatically dropped from the final Tier 1A file.)*
- If the student earned a bachelor’s degree prior to 2002-03, please select “No BA Earned/Unknown”. The record will then be deleted from the Tier 1A file and you will not be required to retain the record on your 2012-13 data file.
- Once the data error has been corrected, **you must** click on the tab “Confirm” to save the it, then click on the tab “Back to Table View”.

Click on the “Back to Table View” button to return to the participant list.

**Case Number: 20849**

1. Participant Name: **BARR**

Yes, I confirm that the most recently reported name on record is correct.  
 No, Participant's first name should be:  last name should be:

2. Social Security Number:

Yes, I confirm that the most recently reported SSN on record is correct.  
 No, Participant's SSN should be:  (If you select “No” and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth:

Yes, I confirm that the most recently reported DOB on record is correct  
 No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort:

**Data Error!**  
**Case number 20849, BARR, has not been assigned to a bachelor's degree cohort. Please indicate the year (if any) in which the student graduated with a bachelor's degree.**

Please select a correct cohort for this Participant

# Reviewing and Correcting Records With “Message: Not Reported in 2011-12 APR”

In the example below, six records contain the data message **Not reported in 2011\_12 APR**.

To confirm that you will restore these records to your APR data file, click on the Last Name in anyone of the records that contains this message.

## Table View

<a href="#">Andrews</a>	Message: Not reported in 2011_12 APR
<a href="#">Bell</a>	Message: Not reported in 2011_12 APR
<a href="#">Bundrage</a>	Message: Not reported in 2011_12 APR
<a href="#">Burson</a>	Message: Not reported in 2011_12 APR
<a href="#">Davila</a>	Message: Not reported in 2011_12 APR
<a href="#">Dorvil</a>	Message: Not reported in 2011_12 APR

# Reviewing and Correcting Records With “Message: Not Reported in 2011-12 APR”

Once you click on the any of the last names, a list of all of the records containing this message will be displayed.

Click on the button “Confirm”, then click on the button “Back to Table View”. Once you click Confirm and go back to the Table View, this message will no longer be displayed.

**NOTE:** Confirming does not mean the records will automatically be restored to your APR data file. You must restore them prior to submitting your 2012-13 APR data.

**Message:**

**According to our records, the following participant(s) were reported as having received a baccalaureate degree in a previous reporting period, but were not on the 2011-12 APR data file that you submitted to the Department. Please add these participant(s) back to your 2012-13 APR data file. You must click on the “Confirm” button to verify that you will add the participant records to your 2012-13 data file.**

Last Name	First Name	SSN	DOB	Cohort	Last Reported
Andrews					2010–11
Bell					2010–11
Bundrage					2009–10
Burson					2009–10
Cadogan					2010–11
Castaneda					2007–08
Davila					2008–09
Dorvil					2009–10

Confirm

Back to Table View

# How to edit records that contain no data errors

- You can edit the Name, SSN and/or DOB but you cannot edit the cohort year.
- From the Table View click on the **Edit** button on the far right.

Last Name <sup>^</sup>	First Name	SSN	DOB	Data Error/Message	
Abdujelil					<a href="#">Edit</a>
ACHONG					<a href="#">Edit</a>
ACOSTA					<a href="#">Edit</a>
AHETO					<a href="#">Edit</a>
AKYEAMPONG					<a href="#">Edit</a>
ALBERT					<a href="#">Edit</a>
ALDRIDGE					<a href="#">Edit</a>
ALLEN					<a href="#">Edit</a>
ALPIZAR					<a href="#">Edit</a>
ALSAMARI					<a href="#">Edit</a>
ALTAS					<a href="#">Edit</a>
ALVARADO					<a href="#">Edit</a>
AMANKWAH					<a href="#">Edit</a>
ARGUINZONI					<a href="#">Edit</a>

# How to edit records that contain no data errors

*(cont.)*

- The individual participant record will be displayed.
- To edit the Name, SSN and/or DOB, click on the button “No” for the field you wish to edit.
- Enter the new Name, SSN, and/or DOB.
- Click on the button “Confirm”
- Click on the button “Back to Table View”

Case Number: 4603

1. Participant Name: **Abduljelil**

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's **first name** should be:  **last name** should be:

2. Social Security Number:

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select "No" and you are not able to provide the participant's SSN or if you do not know the SSN, please enter 000000000. Please do not use dashes.)

3. Date of Birth:

Yes, I confirm that the most recently reported DOB on record is correct

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort: **200304**

# Step 3: Submit Your Data File With No Explanation

Once you have verified and corrected all the data issues, do the following:

- From the Table View, click on the Review and Submit tab:



- Under “Provide Explanation Yes/No”, click on “No”.
- Click the button “Continue”.

**Explanation**

Although you are generally not allowed to delete or add records or change a participant's cohort, if you feel that you need to make a change, please select "Yes" below and click "Continue". Otherwise, to continue the verification process select "No".

Provide explanation:

Yes

No

Notes:

Explanations such as you lost track of the student, you lost the student's data, the student was called for military service, the student withdrew or did not return, etc., are not valid reasons for deleting the record from the file. However, if the student is deceased you can drop the record from the file but you must provide the following information in the explanation box: (1) case number, (2) student's name, and (3) student is deceased.

## Step 3: Submit Your Data File With No Explanation *(cont.)*

- Check the box to verify your data submission.
- Then click the button “Submit”.

**Review & Submit**

You have successfully completed your student verification process.

Please check this box to verify that the data you are submitting is correct and that, if applicable, you have reviewed the list of students that need to be added back to your APR for 2012-13.

After you click on the Submit button below, you will be able to download participant data.

# Step 3: Submit Your Data File With Explanation

- There are very rare instances in which a project will be allowed to delete or add a record or change a student's cohort year.
- Each explanation(s) will be reviewed on a case-by-case basis by the Department.
- Your submission is not complete until the explanation(s) has been reviewed.
- If your explanation(s) **has been accepted**, the Department will make any necessary changes to the Tier 1A file. You will then be contacted by the Department and will be instructed to login and submit your data.
- If your explanation(s) **has not been accepted**, the Department will contact you and instruct you to login and submit your data.

# Step 3: Submit Your Data File With Explanation *(cont.)*

## How to submit an explanation(s).

Once you have verified and corrected all data the issues, do the following:

- From the Table View, click on the Review and Submit tab.
- Under “Provide Explanation Yes/No”, click on “Yes”.
- Click the button “Continue”.

**Explanation**

Although you are generally not allowed to delete or add records or change a participant's cohort, if you feel that you need to make a change, please select "Yes" below and click "Continue". Otherwise, to continue the verification process select "No".

Provide explanation:

Yes  
 No

Notes:

Explanations such as you lost track of the student, you lost the student's data, the student was called for military service, the student withdrew or did not return, etc., are not valid reasons for deleting the record from the file. However, if the student is deceased you can drop the record from the file but you must provide the following information in the explanation box: (1) case number, (2) student's name, and (3) student is deceased.

[Continue](#)

# Step 3: Submit Your Data File With Explanation *(cont.)*

- Enter an explanation(s) in the box above the button “Submit Explanation”.
- If you are providing explanations for multiple records, please enter all of the requested information for each record in the explanation box.
- Click the button “Submit Explanation”.

**Explanation**

Although you are generally not allowed to delete/add records or change a participant's cohort, if after reviewing the records you feel that you need to make changes, please provide an explanation in the box below. **However, please note that there are very rare instances in which a grantee will be allowed to delete or add a record or change a student's cohort year.**

If you are providing an explanation because you want to:

- Change a cohort,
- Add a record, and/or
- Delete a record (includes deceased students).

Please provide, in addition to the explanation, the following information for each record:

1. Case Number – Provide if deleting a record or requesting a change to an existing record.
2. First and Last Name
3. DOB
4. Cohort Year – If requesting a change to the cohort year, provide the new cohort year.
5. BA degree date – If a change to the cohort year, please provide the new bachelor's degree date.

Each explanation will be reviewed on a case-by-case basis by TRIO staff. Upon reviewing your explanation, you will be contacted and informed on how to proceed to complete the data verification process. **Please note that providing an explanation does NOT mean that you have successfully submitted and completed the data verification process.** You will be required to log in and complete the verification process.

Once you provide an explanation, please click on the Submit button.

(Maximum characters: 1000) You have  characters left.

## Step 3: Submit Your Data File With Explanation *(cont.)*

- ▶ Once you submit an explanation(s), the following page will be displayed.

**Review & Submit**

Thank you for submitting an explanation.

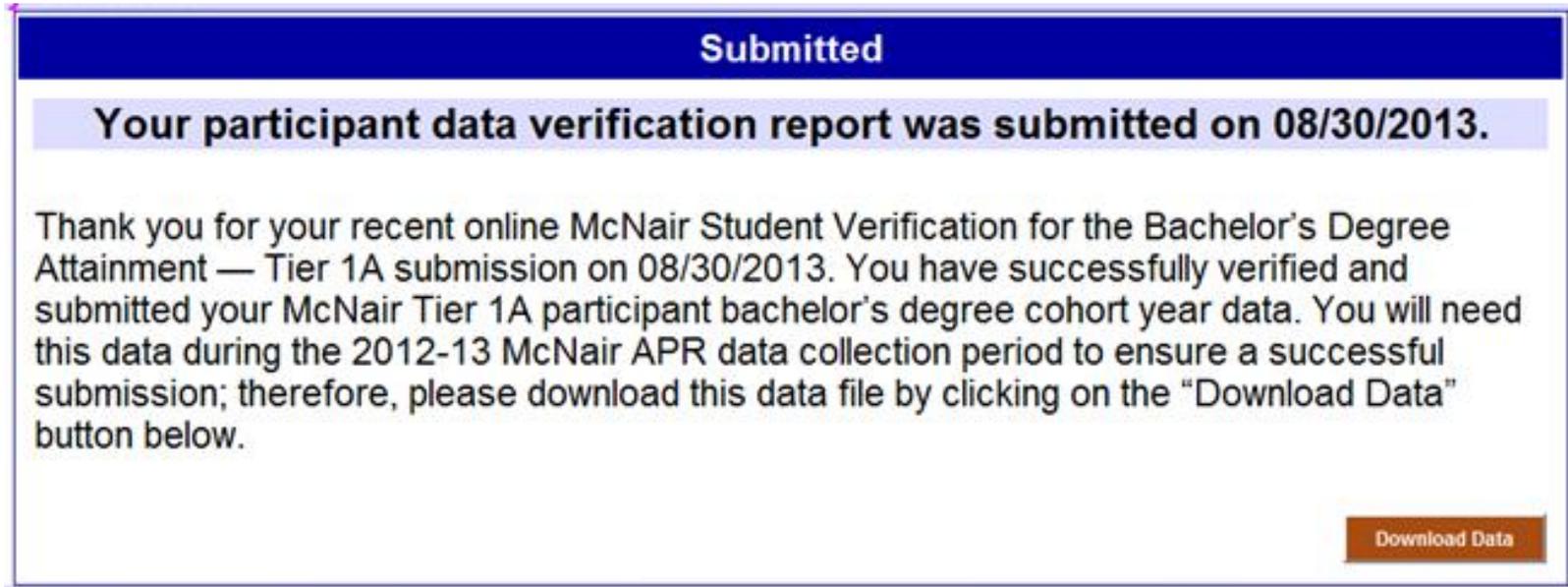
You have **not** completed the student verification because you provided an explanation. Your explanation will be reviewed by TRIO and/or the Help Desk.

After the review process is completed, you will be contacted and informed on how to proceed with your final submission.

- ▶ Once you are contacted by the Department, login and follow the instructions to complete your submission.
- ▶ Make sure you download your McNair Tier 1A file as you may need it when you submit your 2012-13 APR data.

# Step 4: Download Your McNair Tier 1A Data File

- To download your data file click on “Download”.



**Submitted**

**Your participant data verification report was submitted on 08/30/2013.**

Thank you for your recent online McNair Student Verification for the Bachelor's Degree Attainment — Tier 1A submission on 08/30/2013. You have successfully verified and submitted your McNair Tier 1A participant bachelor's degree cohort year data. You will need this data during the 2012-13 McNair APR data collection period to ensure a successful submission; therefore, please download this data file by clicking on the “Download Data” button below.

[Download Data](#)

## Step 4: Download Your McNair Tier 1A Data File

- The screen will be refreshed with a link that displays your file name.
- Click on the file name to open it or right click to save it.
- For a list of the variables contained in the Tier 1A file, click on the link “Guide to Variables Contained in the Download File”.

**Submitted**

**Your participant data verification report was submitted on 08/20/2013.**

Thank you for your recent online McNair Student Verification for the Bachelor's Degree Attainment — Tier 1A submission on 08/20/2013. You have successfully verified and submitted your McNair Tier 1A participant bachelor's degree cohort year data. You will need this data during the 2012-13 McNair APR data collection period to ensure a successful submission; therefore, please download this data file by clicking on the “Download Data” button below.

[Guide to Variables Contained in the Download File](#)

**P217A0700 .xlsx**

# Guide to Data Fields Contained in the McNair Tier 1A File

## **Project Identifiers**

- **PrNo**: This is your FY 2012 Pr/Award Number as assigned by the Department of Education.
- **Grantee**: This is the name of your institution and is based on information the Department has on file.
- **State**: This is the state abbreviation where your institution resides and is based on information the Department has on file.

## **Participant Identifiers and BACohort Year**

The following fields are the participant's identifiers along with the participant's cohort year. These fields are critical in ensuring that records are matched correctly across reporting periods. As such, we ask you to please ensure that the participant's first and last name, DOB, SSN, and bachelor's degree cohort year as they appear on the final Tier 1A be identical to the information you provide when you submit your APR data to the Department. Failure to do so will result in data submission issues and delays. **WARNING!** If you wish to sort the data, you can sort one of two ways—either by selecting the entire spreadsheet or by selecting any of the columns you wish to sort on. If you select a column, be sure to expand the selection; otherwise, your data will sort incorrectly.

- **Casenum**: The case number is a unique identifier assigned to each participant. The case number was created by the Department's data analysis contractor for the purpose of merging existing data files. The case number can also be used as a reference to assist projects in resolving issues. We highly recommend grantees make note of the case number when contacting TRIO and/or the Help Desk about specific participant records.
- **BACohort**: The BACohort represents the year the participant earned their bachelor's degree.
- **LastNM**: The LastNM is the participant's last name as confirmed by your project via the McNair Tier 1A process.
- **FirstNM**: The FirstNM is the participant's first name as confirmed by your project via the McNair Tier 1A process.
- **DOB**: The DOB is the participant's date of birth as confirmed by your project via the McNair Tier 1A process.
- **SSN**: The SSN is the participant's social security number as confirmed by your project via the McNair Tier 1A process.

## **Flags**

The following fields are data flags that can be used to assist you when you prepare your 2012-13 APR data file. This information is based on your successful McNair Tier 1A submission.

- **Add\_Record\_to\_2012-13:** Indicates whether a record was missing from your 2011-12 APR data file. A “Yes” means that the record was missing; therefore, you will need to add this record back to your 2012-13 APR data file prior to submitting your data to the Department. When sorting your data, please refer to the **WARNING** statement above.
  
- **Name\_Change:** Indicates whether a change in the participant’s first or last name occurred. A “Yes” means you made a change to the participant’s name during the McNair Tier 1A verification process.
  
- **DOB\_Change:** Same as above only applies to date of birth.
  
- **SSN\_Change:** Same as above only applies to the SSN.
  
- **UnknownMissingCohort:** Indicates a change to the cohort on file because:
  - The cohort was not known at the time of the McNair Tier 1A data submission, or
  - The information on cohort on file conflicted with the bachelor’s degree date on file.
  - You requested and the Department approved a change to your cohort.

# Contact Information:

**Julie Laurel**

**202-502-7664**

**703-567-4560**

**[Julie.Laurel@ed.gov](mailto:Julie.Laurel@ed.gov)**