



National Student Clearinghouse®

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Herndon, Virginia 20171

703-742-4200

www.studentclearinghouse.org

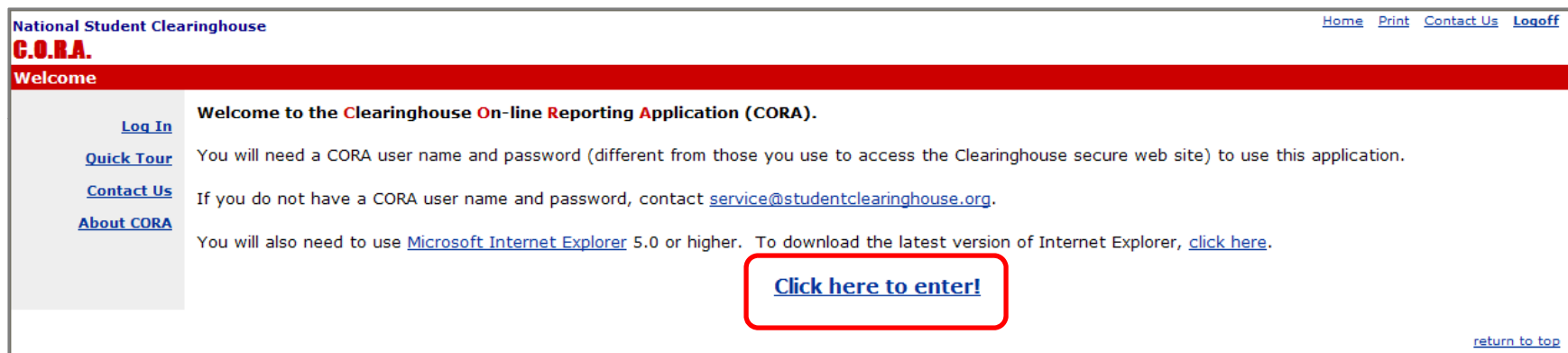
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CORA User's Guide

How to Submit Your Student Roster to the Clearinghouse

To access the CORA home page, go to cora.nslc.org.

Select “Click Here to Enter” to begin.



The screenshot shows the CORA home page. At the top left, it says "National Student Clearinghouse" and "C.O.R.A." in red. At the top right, there are links for "Home", "Print", "Contact Us", and "Logoff". Below this is a red banner with the word "Welcome" in white. On the left side, there is a grey box containing links for "Log In", "Quick Tour", "Contact Us", and "About CORA". The main content area has a heading "Welcome to the Clearinghouse On-line Reporting Application (CORA)." followed by three paragraphs of text. The first paragraph states that a CORA user name and password are needed. The second paragraph provides the email address "service@studentclearinghouse.org" for users who do not have credentials. The third paragraph mentions the requirement for "Microsoft Internet Explorer 5.0 or higher" and provides a link to download the latest version. A red-bordered button with the text "Click here to enter!" is centered below the text. At the bottom right, there is a link for "return to top".

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)

C.O.R.A.

Welcome

[Log In](#)

[Quick Tour](#)

[Contact Us](#)

[About CORA](#)

Welcome to the Clearinghouse On-line Reporting Application (CORA).

You will need a CORA user name and password (different from those you use to access the Clearinghouse secure web site) to use this application.

If you do not have a CORA user name and password, contact service@studentclearinghouse.org.

You will also need to use [Microsoft Internet Explorer](#) 5.0 or higher. To download the latest version of Internet Explorer, [click here](#).

[Click here to enter!](#)

[return to top](#)

Enter your CORA user name and password and click “Submit.”

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)

C.O.R.A.

Log In

[Log In](#) *This service is free to our school participants because of the support of our member guarantors and servicers.*

[Quick Tour](#)

[Contact Us](#)

[About CORA](#)

Please enter your CORA user name and password below and click **Submit**.

User Name:

Password:

If you have not signed an agreement with the Clearinghouse, you are not authorized to access this site. To obtain access, please contact service@studentclearinghouse.org.

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

[return to top](#)

The “School Contacts” page contains important information about your school’s administrators, which will be used by the Clearinghouse to resolve questions about your enrollment reporting. It is important to keep these contacts up to date.

To add or remove contacts, click the e-mail link to contact Customer Service. If your contacts are correct, click the “Next” button.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
G.O.R.A.
School Contacts > 098765-00 HOMETOWN COLLEGE
07/02/2008 11:01:17 EST [Help](#)

This is a view-only page.

These are the contacts your institution has provided to the Clearinghouse. The Clearinghouse will contact these individuals regarding questions related to their area (s) of responsibility. Please keep this list up-to-date. Accurate phone numbers and e-mail addresses will ensure that we are able to contact the correct individuals when necessary. Please contact our customer service area at service@studentclearinghouse.org with any updates.

Please click **Next** to continue.

Name/Title/Address	Telephone	Fax	E-mail Address	Responsibility
ANTHONY ANDERSON	(703) 742-4206			Web
CAROL CRANKENSTEIN REGISTRAR 333 FAUNCE CORNER ROAD DARTMOUTH, MA 02747	(703) 742-4206			Enrollment Research Web
PATRICK D. PERKINS CONTROLLER 333 FAUNCE CORNER ROAD DARTMOUTH, MA 02747	(703) 742-4206	(703) 742-7792		Billing Executive Late Submissions Programmer/Technical Reports Submission Data Web
OFFICE OF STUDENT SERVICES 333 FAUNCE CORNER ROAD DARTMOUTH, MA 02747	(703) 742-4206			Certification Address
SANDRA SMITH DIRECTOR OF FINANCIAL AID 333 FAUNCE CORNER ROAD DARTMOUTH, MA 02747	(703) 742-4206			Enrollment Research Web

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

[return to top](#)

The “School Transmission Profile” page will display.

The “Previous Transmission” section contains information from your last report.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
C.O.R.A.
School Transmission Profile > 098765-00 HOMETOWN COLLEGE
08/19/2008 14:01:12 EST [Help](#)

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:	01/20/2008	Reported Term Begin:	01/15/2008
Transmission Type:	First of Term	Reported Term End:	05/15/2008
Academic Term:	SPRING	Member Status:	Active

The “Scheduled Transmission” section displays information about your next scheduled report.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
G.O.R.A.

School Transmission Profile > 098765-00 HOMETOWN COLLEGE

08/19/2008 14:01:12 EST [Help](#)

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: 01/20/2008	Reported Term Begin: 01/15/2008
Transmission Type: First of Term	Reported Term End: 05/15/2008
Academic Term: SPRING	Member Status: Active

Scheduled Transmission

Transmission Date: 03/30/2008	Transmission Type: Subsequent of Term
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(* = required)

In the “Current Transmission” section, enter the name of the academic term and select the transmission type for the file you are submitting. Click “Create.”

Your current transmission type should match the type indicated for the scheduled transmission.

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G.O.R.A.
School Transmission Profile > 098765-00 HOMETOWN COLLEGE
08/19/2008 14:01:12 EST [Help](#)

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:	01/20/2008
Transmission Type:	First of Term
Academic Term:	SPRING
Reported Term Begin:	01/15/2008
Reported Term End:	05/15/2008
Member Status:	Active

Scheduled Transmission	
Transmission Date:	03/30/2008
Transmission Type:	Subsequent of Term

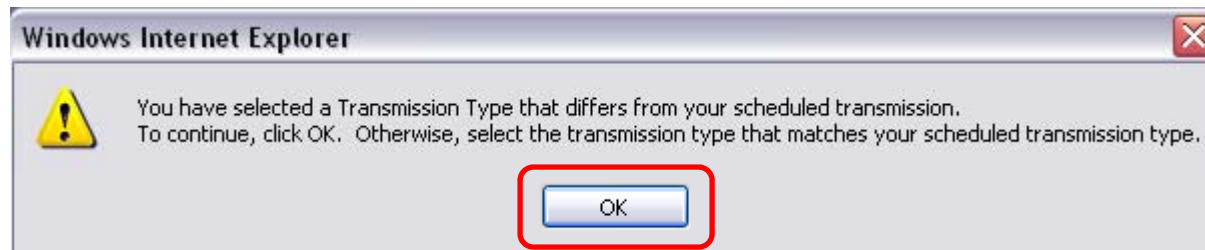
(* = required)

Current Transmission	
* Name of Academic Term:	<input type="text" value="FALL 2008"/> (Ex: FALL 2000)
* Transmission Type:	<input type="radio"/> Early Registration <input type="radio"/> First of Term <input checked="" type="radio"/> Subsequent of Term (Mid-term, end of term, etc.) <input type="radio"/> Summer - First of Term <input type="radio"/> Summer - Subsequent of Term
<input type="checkbox"/> Check here if all students have the same term dates.	
Click here for an explanation of the various transmission types.	
<input type="button" value="Create"/>	

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

If you select a transmission type that is different from your scheduled transmission, a warning will display.

Click “OK.” This will return you to the “School Transmission Profile” where you can change the current transmission type to match your scheduled transmission, if needed.



If all the students in your current transmission have the same term begin and end dates, check the box below “Transmission Type.” Enter the term begin and end dates.

Once you have entered your “Current Transmission” information, click “Create.”

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.

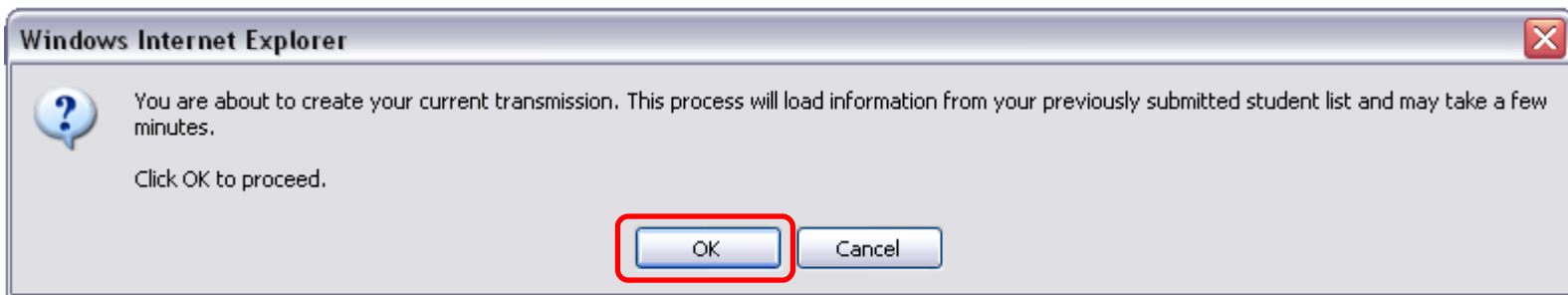
* **Term Begin Date:** (mm/dd/yyyy)

* **Term End Date:** (mm/dd/yyyy)

Click [here](#) for an explanation of the various transmission types.

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

A pop-up message will appear informing you that your roster is being created.
Click "OK" to proceed.



Your School Transmission Detail report will be displayed.
You must review each record in the student roster.

To select a student detail record to review or update, place your cursor on the appropriate row (the row will become highlighted in blue), and click anywhere within that row.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
G.O.R.A.
School Transmission Detail > 098765-00 HOMETOWN COLLEGE
08/19/2008 14:36:01 EST [Transmission Profile](#) [Help](#)

Page 1 of 1 Total Records: 4

#	SSN	Name	Status	Anticipated Graduation Date
1	168-95-4523	Anderson, Christine	L	
2	133-45-4549	Brady, Greg	F	12/15/2013
3	147-52-6580	Liddy, William	F	12/15/2010
4	155-65-6967	Smith, Kimberly	H	12/15/2011

[View Student Roster Detail](#) [Add Former Student](#) [Add New Student](#) [Next](#)

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

Review the student record detail and make any necessary changes.
Click “OK” to save the changes and return to the roster,
or “OK & Next” to save and proceed directly to the next student record.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
C.O.R.A.
Student Record Detail > 098765-00 HOMETOWN COLLEGE
08/19/2008 14:36:48 EST [Transmission Profile](#) [Help](#)

(* = required)

Personal Information

* Social Security Number: 168-95-4523
First Name: CHRISTINE
Middle Initial:
* Last Name: ANDERSON
Name Suffix:
* Date Of Birth: 05/17/1976 (mm/dd/yyyy)

Permanent Address

* Street 1: 1987 WALNUT STREET
Street 2:
* City: RESTON
* State: VIRGINIA
* Zip: 22098

Enrollment Information

* Enrollment Status: LESS THAN HALF TIME
* Status Start Date: (mm/dd/yyyy)
* Term Begin Date: 01/15/2008 (mm/dd/yyyy)
* Term End Date: 05/15/2008 (mm/dd/yyyy)
Directory Block Indicator:

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

To add a new record, click the “Add New Student” button from the “School Transmission Detail” page.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)

C.O.R.A.

School Transmission Detail > 098765-00 HOMETOWN COLLEGE

08/19/2008 14:37:27 EST [Transmission Profile](#) [Help](#)

Page 1 of 1 Total Records: 4

#	SSN	Name •	Status	Anticipated Graduation Date
1	168-95-4523	Anderson, Christine	L	
2	133-45-4549	Brady, Greg	F	12/15/2013
3	147-52-6580	Liddy, William	F	12/15/2010
4	155-65-6967	Smith, Kimberly	H	12/15/2011

[View Student Roster Detail](#) [Add Former Student](#) [Add New Student](#) [Next](#)

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

A blank student detail record page will be displayed. After you have entered the student's information, select "OK" to return to the current roster or "OK & New" to enter another new student.

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
C.O.R.A.
Student Record Detail > 098765-00 HOMETOWN COLLEGE
07/23/2008 15:35:16 EST [Transmission Profile](#) [Help](#)

(* = required)

Personal Information

* Social Security Number:
First Name:
Middle Initial:
* Last Name:
Name Suffix:
* Date Of Birth: (mm/dd/yyyy)

Permanent Address

* Street 1:
Street 2:
* City:
* State: -select-
* Zip:

Enrollment Information

* Enrollment Status: -select-
* Term Begin Date: (mm/dd/yyyy)
* Term End Date: (mm/dd/yyyy)
Directory Block Indicator:

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

When a record has been reviewed, a red check mark will appear next to the student's SSN. Each record must be reviewed before you can proceed. After you have reviewed all the records, click "Next."

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
G.O.R.A.
School Transmission Detail > 098765-00 HOMETOWN COLLEGE
08/19/2008 14:40:31 EST [Transmission Profile](#) [Help](#)

Page 1 of 1 Total Records: 4

#	SSN	Name	Status	Anticipated Graduation Date
1	✓ 168-95-4523	Anderson, Christine	L	
2	✓ 133-45-4549	Brady, Greg	F	12/15/2013
3	✓ 147-52-6580	Liddy, William	F	12/15/2010
4	✓ 155-65-6967	Smith, Kimberly	H	12/15/2011

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

The “Transmission Confirmation” page is a summary of the transmission detail.

If the “Errors Found” message is displayed, you must resolve the errors before you can send your transmission to the Clearinghouse. Click the “Show Errors” button to display the records requiring a status update.

National Student Clearinghouse
G.O.R.A.

Transmission Confirmation > 098765-00 HOMETOWN COLLEGE

07/24/2008 08:45:46 EST

[Home](#) [Print](#) [Contact Us](#) [Logoff](#)

[Transmission Profile](#) [Transmission Detail](#) [Help](#)

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:	4
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	0
Not Reviewed Students:	4

Errors Found:

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

- Invalid Term Begin Date found in '4' record(s). (Term Begin Date can not be earlier than '07/24/2006')

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

Once all errors have been corrected, the “Transmission Confirmation” page will display an updated summary of the transmission detail and a link to your “Student Roster Detail.” Please print a copy of the “Student Roster Detail” for your records.

If additional edits are necessary, click the “Transmission Detail” button. To transmit your data, click “Send.”

National Student Clearinghouse [Home](#) [Print](#) [Contact Us](#) [Logoff](#)
C.O.R.A.

Transmission Confirmation > 098765-00 HOMETOWN COLLEGE

07/24/2008 08:58:50 EST [Transmission Profile](#) [Transmission Detail](#) [Help](#)

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:	4
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	4
Not Reviewed Students:	0

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**.

To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA.

The “Transmission Completed” page confirms your report was sent to the Clearinghouse. Click the “Logoff” when you are finished to protect the privacy of your student records.

If the Clearinghouse has any questions regarding your data, a school relations analyst will contact you to resolve the issue. As always, your prompt response allows your data to be sent to the Department of Education without delay.

The screenshot shows the National Student Clearinghouse CORA interface. At the top left, it says "National Student Clearinghouse" and "C.O.R.A.". On the top right, there are links for "Home", "Print", "Contact Us", and "Logoff". A red banner across the top reads "Transmission Completed > 098765-00 HOMETOWN COLLEGE". Below this, the date and time "07/24/2008 09:03:36 EST" are displayed, along with a "Help" link. The main content area features the heading "Congratulations!!!" in red, followed by the message: "You have just submitted your students to the Clearinghouse. If you have any further questions regarding your transmission, please [contact us](#)." Below this message is a "Logoff" button. At the bottom of the page, a note states: "To protect the privacy of the student records, please [logoff](#) and close your browser when you are done using CORA."