

Unique Student Identification System (USIS)

MHEC User Manual



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Authors

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Introduction

Purpose

This document is the Unique Student Identification System (USIS) User Manual for the Maryland Higher Education Commission (MHEC). This manual provides information necessary in understanding and working with USIS and addresses the following topics:

- Searching for students
- Validating files

Overview

Every publicly funded student in the State of Maryland is assigned a State Assigned Student Identifier (SASID). The SASID remains with the student until the end of the school year of their 22nd birthday (after which the SASID is archived). In addition to providing a longitudinal link, the use of the SASID provides users with the ability to identify each student uniquely and track student movement within a Maryland Local Education Agency (LEA) or across multiple LEAs.

USIS will provide the vehicle through which Institutes of Higher Education (IHEs) and MHEC users can validate student demographic information for a single student or a batch of students.

Unique Student Identification System (USIS)

Accessing USIS

To access USIS, open your internet browser and navigate to the USIS Login page by clicking on the link provided below or copying and pasting the link into your web browser.

https://usis.msde.state.md.us/usis_mhec

Logging In

Purpose: The login page authenticates your user ID and password against the security database allowing you to enter the USIS web application. Your access to data fields and functionality is based upon the role assigned to your user ID. For information on registering for the USIS application, see the *LMA Registration* document for instructions.

Unique Student Identifier System (Test)

Help

Welcome to the Unique Student Identifier System (USIS)

Please enter your User ID and Password below, then press the Login button.

User ID

Password

Login

For support or suggestions, please contact the administrator at: usis@mhec.state.md.us

Login Page

To access the web application you must enter a valid user ID and password. If you do not have a valid user ID, you must register within LMA (refer to *LMA Registration* document for instructions). If you do not have a valid password, you must contact the USIS Administrator.

To access the USIS homepage:

1. Enter your **User ID**.
 2. Enter your **Password**.
 3. Click 'Login'.
- If you are not authenticated, you will be redirected back to the login page and the message, **“(You have entered an invalid User ID or Password)”**, will be displayed at the top of the page. If problems persist contact the USIS Administrator for assistance.
 - If you are authenticated, you will be taken to the USIS Validation home page, displayed below.

Login Error

If the system gives an error- “[You have already logged with the same user](#)” check the box under the Password box and try logging in again with your username and password.

The screenshot shows the login interface for the Unique Student Identifier System (USIS). At the top left is the Maryland State Department of Education logo with the tagline "Achievement Matters Most". At the top right, the text "Unique Student Identifier System (Test)" is displayed. Below the header, there are two buttons: "USIS Home" and "Help". The main content area is titled "Welcome to the Unique Student Identifier System (USIS)" and contains a red-bordered error message: "(You have already logged with the same userid.)". Below this message, it says "Please enter your User ID and Password below, then press the Login button." There are two input fields: "User ID" and "Password". Below the "Password" field is a checkbox with the text "Check here and re-login if you want to renew your session." A red arrow points to this checkbox. Below the checkbox is a "Login" button. At the bottom of the form, there are two links: "Not Registered? -- Do you need a User Name and Password? [Click here to Register.](#)" and "Already Registered? -- Do you need to change your existing registration? [Click here to change existing Registration.](#)". At the very bottom, there is a footer with the text "For support or suggestions, please contact the administrator at: usisadministrator@msde.state.md.us" and a small link "[Report Card | MSDE | Top]".

Selecting Menu Options

Purpose: The home page provides a snapshot of the functionality available within USIS and allows you to navigate to the various web forms of the application using the links provided on the left-hand side of the page.

The screenshot shows the USIS Validation Home page. On the left, a navigation menu is organized into three categories: **Student Maintenance** (with links for Student Search / View, File Validation, Documents, File Layout, and Colloquy User Manual), **Reports** (with a link for Validation Report), and **Validation Report**. A red box highlights the 'Student Maintenance' category, and a red arrow points to the 'File Validation' link. The main content area is titled 'File Validation' and contains the following elements:

- Instructions: "Select the file type you are uploading. The file will be sent to the server over a secure https (SSL) connection for validation. Email notification will be sent to the registered user after the validation."
- A 'File Type' dropdown menu with 'Select' as the current selection.
- A 'File Name' field with a 'Choose File' button and the text 'No file chosen'.
- An 'Upload File' button.

 The page header includes the MHEC logo, the text 'Unique Student Identifier System (Test)', a user welcome message 'Welcome John doe Your role is : [collegeResearcher]', and a 'Logout?' link. The footer contains the Maryland State Department of Education logo and contact information: 'For support or suggestions, please contact the administrator at: usis@mhec.state.md.us'.

USIS Validation Home

Pages within the menu are logically grouped into three categories: Student Maintenance, Documents, and Reports. The pages available for each category are fully explained in this manual.

Student Maintenance

The pages contained in **Student Maintenance** provide users with the ability to search and view student records within the Master Student Index (MSI), a table that contains all active and validated student SASIDs.

The screenshot displays the 'Unique Student Identifier System (Test)' interface. At the top left is the MHEC logo with the tagline 'Creating a state of achievement'. The top right corner shows the system title 'Unique Student Identifier System (Test)'. A yellow banner below the header contains the text 'Welcome John doe Your role is : [collegeResearcher]' and 'Are you ready to Logout?'. On the left side, there is a navigation menu with 'Student Maintenance' highlighted in a red box, with a red arrow pointing to it. Below 'Student Maintenance' are links for 'Student Search / View', 'File Validation', 'Documents', 'File Layout', and 'College User Manual'. The 'Reports' section includes a link for 'Validation Report'. The main content area is titled 'File Validation' and contains the following text: 'Select the file type you are uploading. The file will be sent to the server over a secure https (SSL) connection for validation. Email notification will be sent to the registered user after the validation.' Below this text is a form with a 'File Type' dropdown menu set to 'Select', a 'File Name' field with a 'Choose File' button and the text 'No file chosen', and an 'Upload File' button. At the bottom of the page, there is a logo for the 'Maryland State Department of EDUCATION' and the text 'For support or suggestions, please contact the administrator at: usis@mhec.state.md.us'.

The pages listed under **Student Maintenance** are provided below with a brief description of their purpose:

Student Search/View : Provides the ability to SEARCH for records located in the MSI.

File Validation: Provides the ability to VALIDATE demographic information for a batch of records.

Each page and the functionality available within the page is described in the sections that follow.

It is imperative that student demographic information be entered accurately when loading data into the system.

Student Search / View

To locate students within USIS, click on the [Student Search/View](#) link under the Student Maintenance menu. You will be transferred to the **Student Search** page shown below.

Student Search

Purpose: The **Student Search** page allows you to locate records in the Master Student Index. After locating the desired record, you have the ability to review the details associated with the record.

The screenshot displays the 'Student Search' page within the 'Unique Student Identifier System (Test)'. The page header includes the MHEC logo and the text 'Welcome John doe Your role is : [collegeResearcher]'. The main content area features a search form with the following fields: Last Name*, First Name*, Middle Name, Date Of Birth* (MM/DD/YYYY), Gender (None), SASID, LASTID, LEA (ALL), and SSN*. A red box highlights the search form, and a red arrow points to the 'Search' button. The page also includes a sidebar with links for 'Student Maintenance', 'Documents', and 'Reports'.

Student Search page

To search for a student:

1. Provide the following required fields:
 - Last name
 - First Name
 - Date of Birth
 - SSN
2. Click 'Search'.

Clicking 'Search' prompts USIS to scan the MSI for records matching the desired search criteria.

- If no student records match the desired search criteria, the following message will be displayed, '**No students found for this search**'. If you receive this message relax the search criteria previously entered. Supplying less stringent search criteria is more likely to produce search results.
- If multiple student records match your search criteria, you will automatically be taken to the **Student Search Results** page shown on the following page.
- If a single student record matches your search criteria, you will automatically be taken to the **View Student Detail** page (refer to the *View Student Detail* section of this manual, page 7.)

Student Search Results

Purpose: The **Student Search Results** page returns the results of the search you conducted on the Student Search page when multiple matching records are found in the Master Student Index.

The screenshot displays the 'Student Search Results' page in the Unique Student Identifier System (Test). The page header includes the MHEC logo and the text 'Unique Student Identifier System (Test)'. A navigation bar shows 'Welcome John doe' and 'Your role is : [collegeResearcher]'. The main content area features a table with 4 records. The table columns are: Row, Last Name, First Name, Middle Name, DOB, Gender, Grade, LEA, SASID, and LASID. Below the table, there are pagination controls showing 'Page 1 of 1' and buttons for 'Go To', 'First', 'Prev', 'Next', and 'Last'. The footer includes the Maryland State Department of Education logo and contact information for the administrator.

Student Search Results Page

Each row corresponds to a record on the MSI. The data elements displayed for each record are described below:

- Row:** Displays a count of the records.
- Last Name:** Displays the last name of the student; provides a link to the View Student Detail page.
- First Name:** Displays the first name of the student.
- Middle Name:** Displays the middle name of the student.
- DOB:** Displays the date of birth of the student.
- Gender:** Displays the gender of the student.
- Grade:** Displays the last known grade of the student.
- LEA:** Displays the number of the last LEA to have updated the record in the MSI.
- SASID:** Displays the state assigned student identifier assigned to the student.
- LASID:** Displays the locally assigned student identifier assigned by the LEA to the student.

- If multiple pages of results are returned, the following buttons are useful:
 1. Click on 'Go To' to transfer to the page specified in the adjoining text box.
 2. Click on 'First' to view the first page of the results.
 3. Click on 'Prev' to view the previous page of the results.
 4. Click on 'Next' to view the next page of the results.
 5. Click on 'Last' to view the last page of the results.
- If you wish to view details of a record, click on the [Last Name](#) hyperlink. You will be transferred to the *View Student Detail* page, displayed on the next page.

View Student Detail

Purpose: The **View Student Detail** page provides details of the selected record and is displayed when:

1. a single record is found on the MSI matching the search criteria entered on the Student Search page or
2. a user clicks on the [Last Name](#) hyperlink available on the Student Search Results page.

The screenshot shows the 'View Student Detail' page. The header includes the MHEC logo and the text 'Unique Student Identifier System (Test)'. Below the header, there is a navigation menu on the left with categories like 'Student Maintenance', 'Documents', and 'Reports'. The main content area is titled 'View Student Detail' and contains a form with the following fields:

SASID	*Last Name	*First Name	Middle Name	Generational Suffix	*DOB (MM/DD/YYYY)	*Gender

Grade (Updated: 08/28/2012)	*LASID	Active	Inactive	MSI Last Updated	Update Source
01		*			

LEA: _____ School: _____

Buttons: Back, View History

Footer: Maryland State Department of EDUCATION, For support or suggestions, please contact the administrator at: usis@mhec.state.md.us, Release Information: Version 14.01.01 dated January 16, 2014

View Student Detail page

The data elements displayed on the View Student Detail page are described below.

- SASID:** Displays the state assigned student identifier assigned to the student.
- Last Name:** Displays the last name of the student.
- First Name:** Displays the first name of the student.
- Middle Name:** Displays the middle name of the student.
- Generational Suffix:** Displays the generational suffix of the student.
- DOB:** Displays the date of birth of the student.
- Gender:** Displays the gender of the student.
- Grade:** Displays the last known grade of the student and the date the grade was last updated.
- LASID:** Displays the locally assigned student identifier assigned by the LEA to the student.
- Active:** Indicates the student record is active.
- Inactive:** Indicates that the student record is inactive.
- MSI Last Update:** Displays the date on which the record was last updated on the MSI.
- Update Source:** Provides an indication of how the last known information entered into the system (i.e. the length of the file, the organization responsible, etc.).
- LEA:** Displays the local education agency associated with the record's last update on the MSI.
- School:** Displays the 4 digit school number associated with the record's last update on the MSI.

To return to the **Student Search Results** page, click the 'Back' button. To access the **Activity History for Student** page, pictured below, click the 'View History' button.

Activity History for Student

Purpose: The **Activity History for Student** page displays information about the history of the student record within USIS. Every time the student's record is updated within USIS a row is added to the history. This page is accessed by clicking the 'View History' button located on *View Student Detail* page.

The screenshot displays the 'Activity History for Student' page within the Unique Student Identifier System (Test). The page header includes the MHEC logo and the system name. A navigation bar shows the user's role as 'collegeResearcher' and a 'Logout' link. The main content area features a table with the following columns: SASID, Last Name, First Name, Middle Name, DOB, Gender, Grade, LASID, LEA, School, Updated, and Source. The table is currently empty. Below the table, there are navigation buttons: 'Go To', 'First', 'Prev', 'Next', 'Last', and 'Back'. The page also includes a sidebar with links for 'Student Maintenance', 'Documents', and 'Reports'. The footer contains contact information for the Maryland State Department of Education and release information: 'Release Information: Version 14-01-01 dated January 16, 2014'.

Activity History for Student page

Data elements included on the Activity History for Student page are described below:

- SASID:** Displays the State Assigned Student Identifier assigned to the student.
- Last Name:** Displays the last name of the student as of the date indicated in the 'Updated' column.
- First Name:** Displays the first name of the student as of the date indicated in the 'Updated' column.
- Middle Name:** Displays the middle name of the student as of the date indicated in the 'Updated' column.
- DOB:** Displays the date of birth of the student as of the date indicated in the 'Updated' column.
- Gender:** Displays the gender of the student as of the date indicated in the 'Updated' column.
- Grade:** Displays the grade of the student as of the date indicated in the 'Updated' column.
- LASID:** Displays the locally assigned student ID of the student as of the date indicated in the 'Updated' column.
- LEA:** Displays the local education agency of the student as of the date indicated in the 'Updated' column.
- School:** Displays the School associated with the student as of the date indicated in the 'Updated' column.
- Updated:** Displays the date on which the information associated with the record was updated on the MSI.
- Source:** Describes the time of year or type of file on which the new information entered the system.

To return to the **View Student Detail** page, click 'Back'.

File Validation

Purpose: The **File Validate** page allows users to submit a batch of student records for validation. The file submission is processed by USIS and the student records are either validated or not validated. File Validation verifies the information submitted and populates SASIDs, if available. File validation **does not** add records to or update information in the MSI. To access this functionality, click the [File Validation](#) hyperlink under the Student Maintenance menu. For more information defining validation, refer to the *What does it mean to Validate?* section of this manual on page 22.

The screenshot displays the 'File Validation' page within the Unique Student Identifier System (Test). The page features a navigation menu on the left with 'Student Maintenance' selected. The main content area is titled 'File Validation' and contains instructions: 'Select the file you are submitting. The file will be sent to the server over a secure https (SSL) connection for validation. Email notification will be sent to the user after the validation.' Below the instructions are form fields for 'File Type' (a dropdown menu), 'File Name' (with a 'Choose File' button and 'No file chosen' text), and an 'Upload File' button. The page also includes a header with the MHEC logo, a user greeting 'Welcome John doe', and a 'Logout?' link. A footer contains support contact information and release information.

File Validation Page

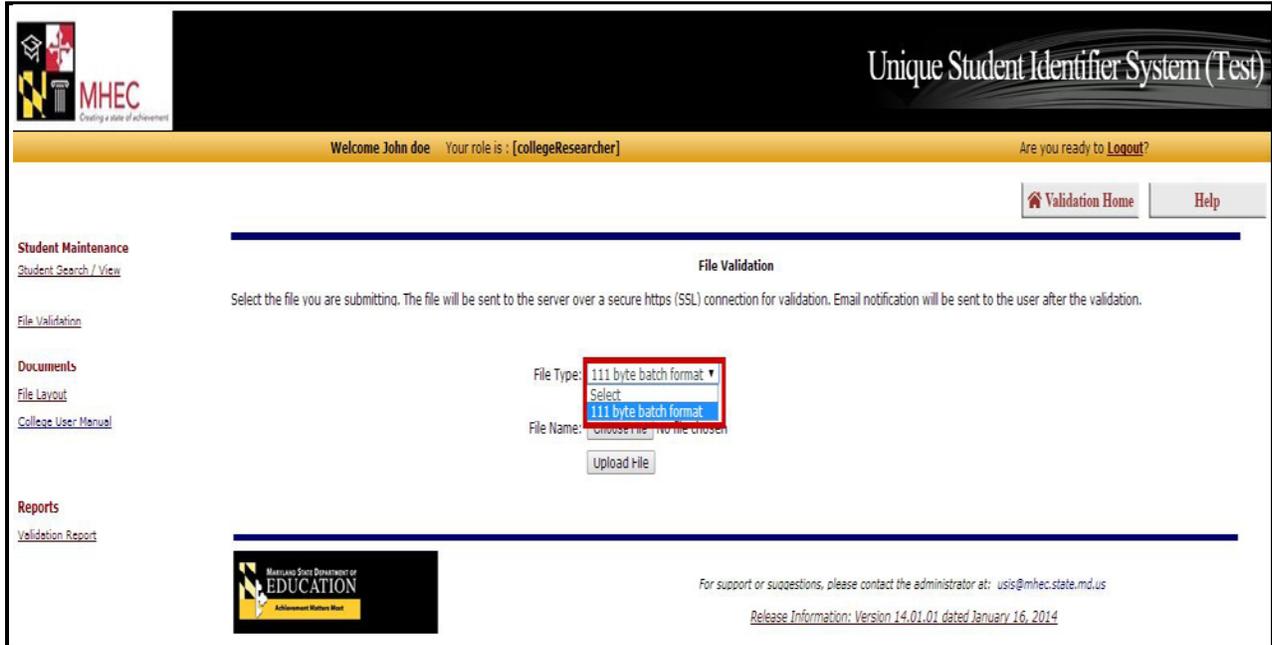
File Requirements and Submission

Before submitting a file, check that it meets the following requirements:

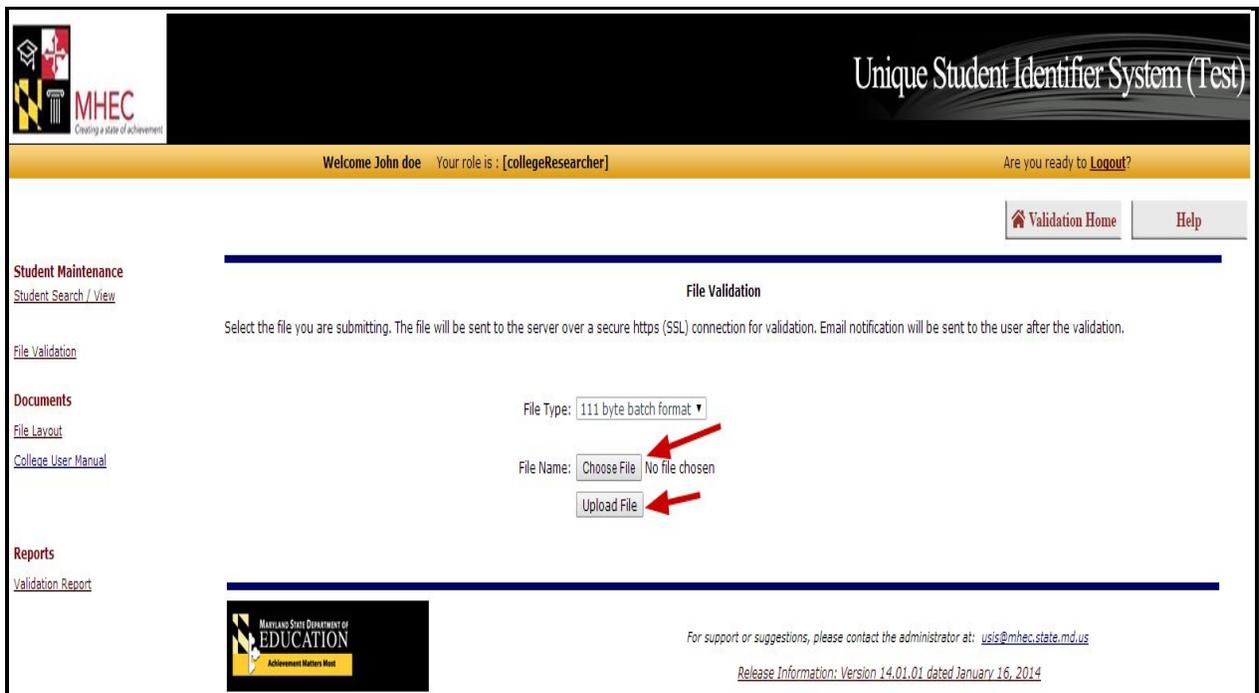
1. The filename **may not** contain any spaces.
2. The file **must** be a text file or a zip text file.
3. The file **must** follow the 111 demographic string file format (see page 21 for details).
 - a. Demographic element: SASID, **MAY BE BLANK**.
 - i. SASID is blank – USIS attempts to validate record using Last name, First name, Middle name, Date of Birth, and Gender.
 - ii. SASID is provided – USIS attempts to validate record using Last name and Date of Birth.

To submit your file:

- Using the File Type drop-down, select *111 byte batch format*.



- Click 'Browse'.
- Locate the file for validation.
- Click 'Upload File'.



File Upload Status Notification Page

Purpose: This page indicates whether the file was successfully uploaded to the system or not. File requirements, along with the error message triggered when the requirement is not met are described below.

Case	Error Message
If the uploaded file is not a zipped file, and the file content type is not 'text/plain' (i.e., the uploaded file is not a text file) the system rejects the file. The error is displayed to the user on the web page.	Invalid file! Please upload text or zipped-text files only.
If the uploaded file is a zipped file, and the content of the zipped file is not a text file, the system rejects the file and shows the error message. The error is displayed to the user on the web page.	Invalid file! Please upload text or zipped-text files only.
If the size of the uploaded file exceeds 1GB, the system rejects the file and shows an error message. The error is displayed to the user on the web page.	File size exceeds limit. Please zip and upload the file.
If the file name contains space, the system rejects the file. The error is displayed to the user on the web page.	Invalid file name - space not allowed.
If the file name contains a special symbol (excludes '-', '_') the system rejects the file. The error is displayed to the user on the web page.	Invalid file name - only alpha numeric characters allowed.
If the file contains no records, the system rejects the file. The error is displayed to the user on the web page.	The Uploaded file is empty.
If the length of the records is not 111 bytes long.	The uploaded file does not meet the minimum record length (111) criterion.

➤ If the file is unsuccessful an error message will appear on the screen, as shown below.

The screenshot displays the 'File Upload Status' page in the USIS system. The page header includes the MHEC logo and the text 'Unique Student Identifier System (Test)'. Below the header, a yellow bar shows 'Welcome John doe' and 'Your role is : [collegeResearcher]'. The main content area shows a status message: 'Status: The file upload failed' and 'Reason: Invalid file name - space not allowed.' The page also features navigation links for 'Validation Home' and 'Help', and a footer with contact information for the administrator.

File Upload Status Notification – Failed

- In addition to the File Upload Status Notification screen, you will also receive an email with the subject: **USIS File Upload Errors**. For email content, refer to the *Emails* section of this manual, page 23.
- In order for the file to load the errors must be resolved and the file resubmitted. If errors persist, contact the USIS Administrator.

- If the submitted file meets all the requirements the file will load and the below message will appear on the screen.

The screenshot displays the Unique Student Identifier System (Test) interface. At the top left is the MHEC logo with the tagline "Creating a state of achievement". The top right features the system title "Unique Student Identifier System (Test)". A yellow navigation bar contains the text "Welcome John doe Your role is : [collegeResearcher]" and a "Logout?" link. Below this are "Validation Home" and "Help" buttons. The main content area is titled "File Upload Status" and contains a red-bordered box with the following text:

```
Status: Success
File Name: S0020622011BowieStateUniv02072014.txt
Submission Id: 66598
Submitted by: John doe
Submitted Date: Fri Feb 07 07:02:36 EST 2014
```

On the left side, there are navigation links for "Student Maintenance", "File Validation", "Documents", and "Reports". At the bottom, there is a logo for the Maryland State Department of Education and a footer with support contact information and release information: "Release Information: Version 14.01.01 dated January 16, 2014".

File Upload Status Notification – Successful

A successful file submission status message provides the following information:

- Status:** Displays the file upload status.
- File Name:** Displays the name of the file submitted.
- Submission Id:** Displays the system generated file submission number.
ALWAYS write this number down to track the submission and locate results on the SASID Download Report.
- Submitted by:** Displays the name of the person responsible for the submission.
- Submitted Date:** Displays the date when the file was submitted.

This message confirms ONLY that the file passed the initial file checks and has begun processing. It does not indicate that the file will process completely.

File Processing

USIS processes File Validation files in an all or nothing manner and informs users of the processing status by generating automatic emails. Prior to processing each record a series of pre-validation checks are performed on the file. The table below lists the pre-validation checks and associated error message.

Case	Error Message
If the length of the file is not correct. End of line characters can also result in this kind of error	The submitted file does not correspond to the required format. File was not uploaded

- If any errors are encountered, the system stops processing the submitted file and begins counting the number of errors in the file until it reaches 300. After the system reaches 300 it stops counting and automatically generates an email to the User responsible for the upload. The email subject will read: **USIS Pre-validation errors**. For email content, refer to the *Emails* section of this manual, page 23.
- In order for the file to process completely, the errors must be fixed and the file resubmitted. It is possible that additional errors exist on the file, however, USIS stops counting errors after reaching 300. Continue fixing the errors and submitting the file until the file processes completely. If errors persist, contact the Administrator.

If USIS is able to process the file completely it generates an email notifying the user of the process completion. The subject of the email will read: **USIS Validation Result Notification**. For email content, refer to the *Emails* section of this manual, page [22](#).

Retrieving File Validation Results

After the confirmation email has arrived, the results are available for user consumption. File validation results are available via the **Validation Report**. Refer to the *Validation Report* section of this manual, page 16, for details regarding report functionality.

Documents

User manuals guides, and the demographic string file layout are provided and accessible under the Documents heading as shown below. Click on the desired link and the document will open.

The screenshot shows the 'Unique Student Identifier System (Test)' homepage. The user is logged in as 'John doe' with the role of 'collegeResearcher'. The page has a navigation menu on the left with sections for 'Student Maintenance', 'Documents', and 'Reports'. The 'Documents' section is highlighted with a red box and a red arrow pointing to the 'College User Manual' link. The main content area is titled 'File Validation' and includes a file upload form with a 'File Type' dropdown, a 'Choose File' button, and an 'Upload File' button. The footer contains the Maryland State Department of Education logo and contact information.

USIS Homepage: Document Links

The links under Documents provide the following information:

- File Layout: provides the 111 byte demographic string file format (also available in the *Demographic String* section of this manual, page 21).
- College User Manual: provides a copy of the College User Manual for IHEs across Maryland.

Reports

The USIS application contains the following reports:

1. **Validation Report:** provides you with results for files loaded via the File Validation page.

Validation Report

To view the Validation Report, click on the [Validation Report](#) link under the **Reports** menu. You will be transferred to the Validation Report Page.

Purpose: The Validation Report page provides users with the ability to view and download results from files submitted on the File Validation page.

The validation process compares user submitted data elements with the data elements stored in the MSI. Results are available for Download. For records with a SASID of 'Not Assigned', the Download Error Report provides a reason for the record being invalidated along with reported and stored data elements for the specific student level record, if applicable.

- To view a Report –
 - 1) Select Submission ID & Date, then
 - 2) Press Refresh Report.

The screenshot displays the 'Validation Report' page in the USIS application. The page header includes the MHEC logo and the text 'Unique Student Identifier System (Test)'. The user is logged in as 'John doe' with the role of 'collegeResearcher'. The page contains a navigation menu on the left with options like 'Student Maintenance', 'File Validation', 'Documents', and 'Reports'. The main content area features a 'Validation Report' section with instructions on how to view and download reports. A red box highlights the 'Submission ID & Date' dropdown menu, and another red box highlights the 'Refresh Report' button. Below the instructions is a download area showing 'Approx. File Size: 0.0 Bytes' and a 'Download' button. At the bottom, there is a table with columns for 'SASID', 'Last Name', 'First Name', 'Middle Name', 'DOB', 'Gender', 'FILE', and 'Campus Student ID'. The table is currently empty, and a message states 'There are no records available for this report.' The page also includes a 'Page 0 of 0' indicator and navigation buttons like 'Go To', 'First', 'Prev', 'Next', and 'Last'.

Validation Report Page

The data elements included on the Validation Report are described below and on the next page:

SASID: Displays the student's state assigned student identifier. If a record was not validated by USIS, the SASID is blanked out and the phrase 'Not Assigned' is displayed. Records with a SASID of 'Not Assigned' are available via the Download Error Report.

Last Name: Displays the student's last name.

First Name: Displays the student's first name.

Middle Name: Displays the student's middle initial.

DOB: Displays the student's date of birth.

Gender: Displays the student's gender type.

FICE: Displays the six-digit institutional identifier assigned to each higher education (two-year and above) institution responsible for the file validation.

Campus Student ID: Displays the student's locally (IHE) assigned student identifier.

Total Number of Records: ID. Displays the number of records submitted on the validation file for the selected Submission ID.

Total Number of records with Valid SASIDs: Displays the number of records validated by USIS.

- If your report consists of more than one page, you may click on the following buttons to review the entire report:
 1. Click on 'Go To' to transfer to the page specified in the adjoining text box.
 2. Click on 'First' to view the first page of the results.
 3. Click on 'Prev' to view the previous page of the results.
 4. Click on 'Next' to view the next page of the results.
 5. Click on 'Last' to view the last page of the results.

To download this report:

1. Select the desired file type using the drop-down menu located underneath **Download File Format**.
2. Click 'Download'.

The screenshot shows the 'Validation Report' page in the USIS system. The page title is 'Validation Report' and it provides instructions for downloading the report. A red box highlights the 'Download File Format' dropdown menu and the 'Download' button, with arrows pointing to them from the numbers 1 and 2 in the instructions above. The page also includes a table with columns for SASID, Last Name, First Name, Middle Name, DOB, Gender, FICE, and Campus Student ID. The total number of records is 3, and the total number of records with valid SASID is 0. The page is on page 1 of 1.

Records with a SASID of 'Not Assigned' will have a blank SASID in the downloaded file. In order for the SASID to be populated in the downloaded file, the SASID must have been successfully validated.

- If a record is not validated by USIS the displayed SASID is 'Not Assigned'. The **Download Error Report** lists all records that were not validated by USIS and provides information as to why the records did not validate.

Validation Report

Validation Download Report provides a list of all student submissions for a College.

- To view a Report** - Select your college name, Submission ID & Date, then press Refresh Report.
- To CHANGE THE REPORT DATA** - Select the **College** and **Submission ID & Date** if applicable; then press the **Refresh Report** button.
- DOWNLOAD THIS REPORT** - Select a **Submission ID & Date**, choose the **File Format** you would like the report in and press the **Download** button. "If you have Internet Explorer version 5.5 or older, a pop-up dialog box will appear. Select "Open this file from its current location". This will prompt a second dialogue box, from which you can choose to either open it or save it to your computer"
- DOWNLOAD NOTICE:** - If your PC is behind a server or firewall that restricts downloads, your System Administrator may need to configure such systems to allow full functionality of this site.

Submission ID & Date

Refresh Report

Download Error Report

Approx. File Size: 0.0 Bytes
Approx. Download Time (1Mbps): 00.0 min 00.0 sec
Download File Format
Fixed Length
Download

SASID	Last Name	First Name	Middle Name	DOB	Gender	FICE	Campus Student ID
There are no records available for this report. Please select a College or Submission ID & Date (if applicable), then press the "Refresh Report" button.							

Page 0 of 0

Total number of records: 0
Total Number of Records with Valid SASID: 0

Go To First Prev Next Last

For support or suggestions, please contact the administrator at: usis@mhec.state.md.us

To view details about the records that did not validate:

3. Click on the 'Download Error Report' button.

The Download Error Report downloads as an Excel spreadsheet and spans eighteen columns. The first eleven columns (A through K) of the excel spreadsheet display the student record, as submitted by the user with the exception of column C (Validated SASID). Columns C and L through R respectively are system populated and display the following:

VALIDATED SASID: Displays the student's validated SASID. This may differ from the SUBMITTED SASID (column B). If it does, your data system should be updated with the SASID in this column.

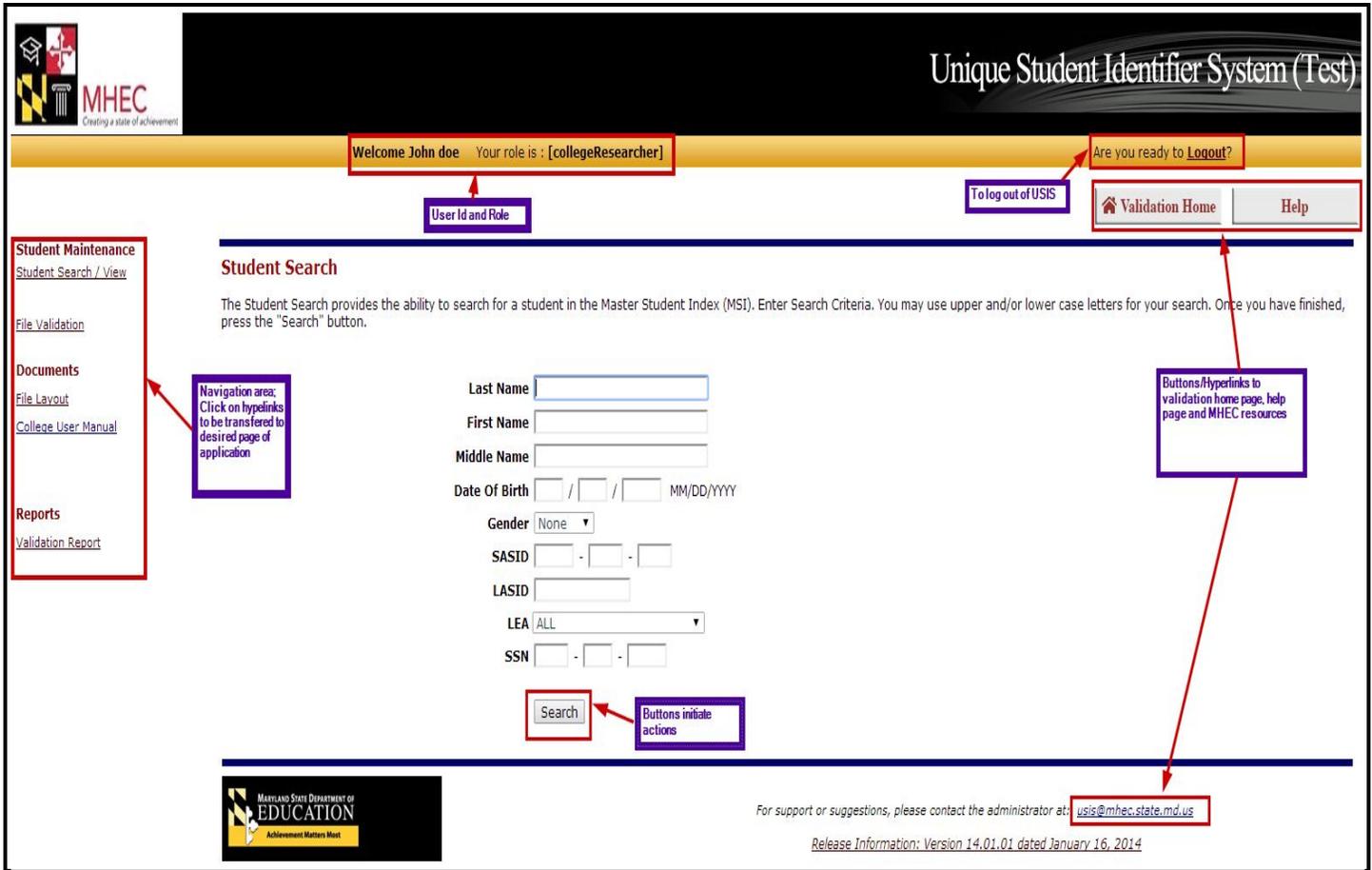
ERROR MESSAGE (Column L): Displays a reason for the record not validating within USIS. Possible error messages include:

- SASID does not exist.
- Last Name does not match.
- DOB does not match.
- Submitted SASID was incorrect.
- More than one match found.
- Matching record does not exist in the MSI.

In order for the error records to validate the demographics provided by the user must match identically to the demographics stored on the MSI for a given student. If IHEs need assistance with this process, they are instructed to contact the USIS System Administrator.

Understanding the USIS User Interface

The USIS web site contains common icons, links and buttons to assist you in navigating throughout the site quickly. These common navigational tools are as follows:



Each hyperlink included on the page redirects the user to another page or MSDE web resource as indicated below:

Links	Description
Validation Home	Links user to the USIS home page
Help	Links user to the on-line help for the page that you are currently accessing.
usis@mhec.state.md.us	Allows you to send an email to the USIS Administrator
Release Information	Provides information about issues that have been resolved with each release of the application.

Demographic String

The demographic string is a 111-byte string of data elements used by USIS. All files loaded into USIS or downloaded from USIS follow this format. Please ensure that FICE code is entered as text so the all 6 digits (including the leading 00's) are captured.

File Format

<i>No.</i>	<i>Data Item</i>	<i>Valid Codes</i>	<i>Type</i>	<i>Length</i>	<i>Position</i>	
					<i>Start</i>	<i>End</i>
1.	FICE Code	Valid FICE Institution Code	C	6	1	6
2.	State Assigned Student ID	Must be blank in Upload File	C	10	7	16
3.	Campus Student ID Number	Institution Assigned ID	C	10	17	26
4.	Last Name	Punctuation is allowed	C	25	27	51
5.	First Name	Punctuation is allowed	C	15	52	66
6.	Middle Name or MI		C	15	67	81
7.	Generational Suffix	Jr, Sr, I, II, III, etc...	C	3	82	84
8.	Date of Birth	YYYYMMDD	N	8	85	92
9.	Filler	Spaces	C	2	93	94
10.	Gender	1 or 2	C	1	95	95
11.	Filler	Spaces	C	6	96	101
12.	Social Security Number	9 digits	C	9	102	110
13.	Numeric	Always '1'	C	1	111	111

What does it mean to Validate?

Validating a record within USIS means the user submitted data elements match data elements stored in the MSI for a given SASID. Users have the ability to submit student records with or without a SASID for validation.

- If a SASID is submitted with the record, the process of validating a SASID requires USIS to:
 1. Locate the submitted SASID on the MSI.
 2. Verify the user submitted Last Name and Date of Birth match the existing Last Name and Date of birth.
 3. If the Last name and Date of Birth match the SASID is validated.
 4. If the Last name and/or Date of Birth do not match, the SASID is not validated and is removed from the submitted record.

- If a SASID is **not** submitted with the record, the process of validating a SASID requires USIS to:
 1. Locate a MSI record with data elements matching the user submitted Last name, First name, Middle Initial, Date of Birth, and Gender.
 2. If a record is located with all five elements matching exactly, USIS populates the SASID for the submitted record and the SASID is validated.
 3. If a record with all five data elements matching does not exist, the submitted record remains without a SASID and is not validated.

Historically reported last names will validate as long as the submitted last name is included in at least one instance of student's SASID history. For example, Montgomery County has reported student A with last name Jones and Prince George's County has reported student A with last name Jones-Smith. Since the student's SASID has one instance of last name Jones and one instance of Jones-Smith, both last names will validate.

Emails

Emails are used to notify users of specific events. Within USIS, users are notified about events related to the submission and processing of files loaded through File Upload, File Update, and File Validate.

File Upload Errors

Subject: USIS File Upload Errors

Content:

This message is to notify you of the USIS file upload errors. The errors must be corrected and the file must be uploaded again.

Student Submission Processed by USIS:

- Submission ID:
- Date:
- Name:
- User ID:
- Record #:

Please correct your errors and upload the file again.

Pre-Validation Errors

Subject: USIS Pre-validation Errors

Content:

This message is to notify you of the following USIS file upload processing pre-validation errors. The errors must be corrected and the file must be uploaded again.

Student Submission Processed by USIS:

- Submission ID:
- District:
- Date:
- Name:
- User ID:
- Records Submitted: 0
- Total Errors: 0

Sample Error Records:

Local Student ID	Error
#####	Error message

Error Records consolidated:

- Records having 'error message' 0

Please correct your errors and upload the file again.

Validation Results

Subject: USIS Validation Result Notification

Content:

This message is to notify you of the following USIS Validation Activities.
Student Submission Validated by USIS:

Submission ID:

Date:

User ID:

Records:

Validation Result Counts:

Records with State ID populated: 0

Records with State ID blank: 0

Browser Requirements

The USIS Application is fully compatible with Internet Explorer versions 6.0 and above on Windows Operating System. Browsers like Firefox 1.5 and above and Netscape 8.0 and above, also support the USIS Application. These browsers can be used with some limitations. The following functionality may not work properly:

- Copy-Paste functionality for SASID
- Auto-tab on date fields
- 'Enter' and 'Go To' buttons on search pages

If problems are experienced try the following:

Enable Cookies

WDCS Applications use cookies for session management. To enable cookies, follow the instructions below for the browser version you are using.

- Mozilla Firefox (1.0 final release and earlier)
 - Go to the “Tools” menu.
 - Select “Options.”
 - Select the “Privacy” icon in the left panel.
 - Check the box corresponding to “Allow sites to set cookies.”
 - Click “OK” to save changes.
- Netscape 7.1/Mozilla 5.0
 - Select “Preferences” from the Edit menu.
 - Click on the arrow next to “Privacy & Security” in the scrolling window to expand.
 - Under “Privacy & Security”, select “Cookies.”
 - Select “Enable all cookies.”
 - Click “OK.”
- Microsoft Internet Explorer 6.0+
 - Select “Internet Options” from the Tools menu.
 - Click on the “Privacy” tab.
 - Click the “Default” button (or manually slide the bar down to “Medium”) under “Settings.”
 - Click “OK.”

Enable Java Script

In order to view Unique Student Identifier System (USIS) and LMA applications, you will need to have JavaScript enabled in your browser. To do so, follow the instructions provided below:

- Internet Explorer (6.0)
 - Select “Tools” from the top menu.
 - Choose “Internet Options.”
 - Click on the “Security” tab.
 - Click on “Custom Level.”

- Scroll down until you see section labeled “Scripting.”
- Under “Active Scripting”, select “Enable” and click OK.

- Netscape Navigator (4.8)
 - Select “Edit” from the top menu.
 - Choose “Preferences.”
 - Choose “Advanced.”
 - Choose “Scripts & Plug-in.”
 - Select the “Enable JavaScript” checkbox and click OK.

- Mozilla Firefox (1.5)
 - Select “Tools” from the top menu.
 - Choose “Options.”
 - Choose “Content” from the top navigation
 - Select the checkbox next to “Enable JavaScript” and click OK

Allow Pop-ups

Like the USIS and LMA, the WDCS applications use pop-ups to show some friendly confirmation messages. Unblock any pop-up blockers in your PC.

Enable Auto Refresh

In your browser’s Internet Options Settings, click on Check for newer version of stored pages on “Every Visit to the Page.”