UIC Resolution Process and the "Add Student" Loop

During the UIC Creation process in MSDS, users can become caught in the "Add Student" loop. This is when the system prompts the user to "Add Student" each time information is entered into the Student Search feature in MSDS. Each time the user attempts to add the student, a pop-up appears:

Explanation: When requesting a new UIC for a student using the Student Search feature, the student is added to your Request for UIC Collection. In many cases, this will result in a UIC being generated. However, if the system finds a record that closely matches the one entered, the new student's record will *Require Resolution*.

Follow these instructions to resolve this issue.

Navigate to the Data Staging Area in MSDS:

1. Log into MSDS: https://sso.state.mi.us/
2. On the left-hand menu, click "Student Data Submission."
3. Click "Data Staging Area." (Image 1)
4. On the Data Staging Area screen, enter your district code in the "Submitting Entity" field.
5. Set the "Collection" field to "Request for UIC Collection."
6. Leave the "Certification Status" menu as is.
7. Click "Filter."
8. The collection will appear below the menu settings area. Click on the name of the collection to enter the Staging Area Detail screen.

Image 1: Navigate to the Data Staging Area

Working in the Staging Area:

1. The student will appear in the Staging Area Detail of the Request for UIC Collection. (Image 2) If you attempted to add the student multiple times, the student will appear more than once.
2. In the Resolution Status column, click "Requires Resolution" in the row where the student is listed.

Image 2: Staging Area Detail

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
☐				Smith	johnnie	M	07/26/2001	Error Free with No Warnings	Requires Resolution	
☐				Smith	Johnnie	M	07/26/2001	Error Free with No Warnings	Requires Resolution	
☐				Smith	Johnnie	M	07/26/2001	Error Free with No Warnings	Requires Resolution	

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Select All | Unselect All | Delete Selected | Add Direct | Search / Add | Rerun Resolution

3. The next screen will show the information entered for the student compared with one or more students who closely match what was entered. (Image 3)
4. Confirm the other student(s) on the screen are not your student by comparing the information. In this example, the middle name and year of birth do not match. **If there is any doubt, you should double check your records and/or confer with the student's guardians to ensure that the information you are entering is correct.**

Image 3: Resolution Screen

UIC Resolution

Core Information

UIC Resolver List

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	*94.59% Requires Resolution (A primary UIC was found with core fields < maybemaximum)*
UIC		*1000088728*
Linked UICs		
First Name	Johnnie	Johnnie
Middle Name	Q	*Lee*
Last Name	Smith	Smith
Suffix		
Date of Birth	07/26/2001	*07/26/2003*
Gender	M	M
Multiple Birth Order	0	0
Last Modified By		*Username unavailable for User with Id: 6743*
Last Modified On	02/18/2016	*11/19/2013*
UIC Requested By		
UIC Requested On		

Request new UIC | Use This Potential

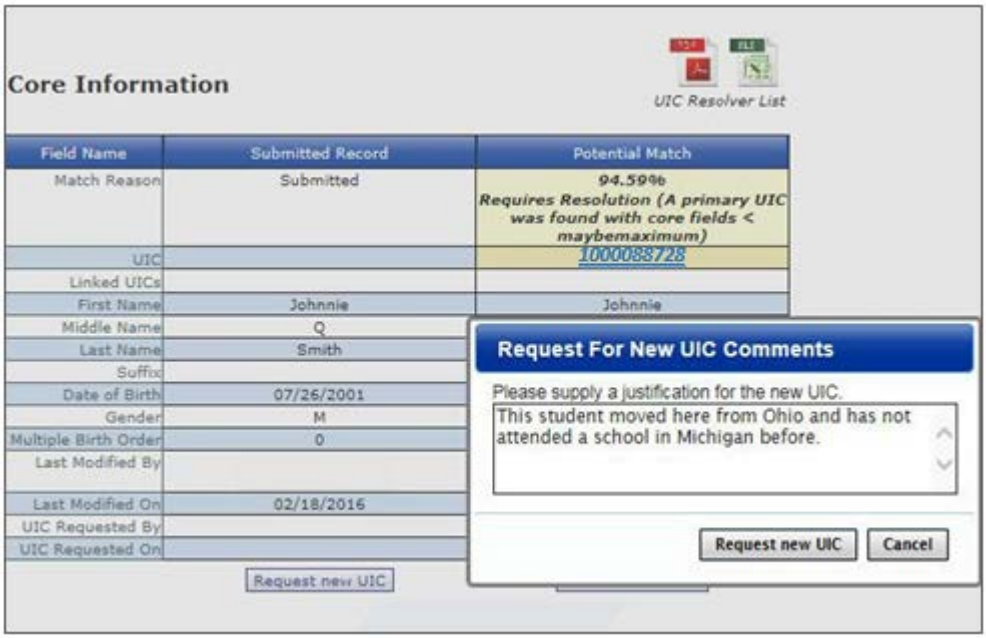
Middle name and date of birth do not match.

5. Once you have determined the student you are entering is different than the others shown in the Resolution screen, click "Request new UIC." If you determine the other record belongs to your student, click "Use This Potential" to assign that UIC to your student in the staging area.

Complete the Request:

1. After clicking "Request new UIC" in the Resolution screen, a pop-up box will appear. (Image 4)

Image 4: Pop-up Box



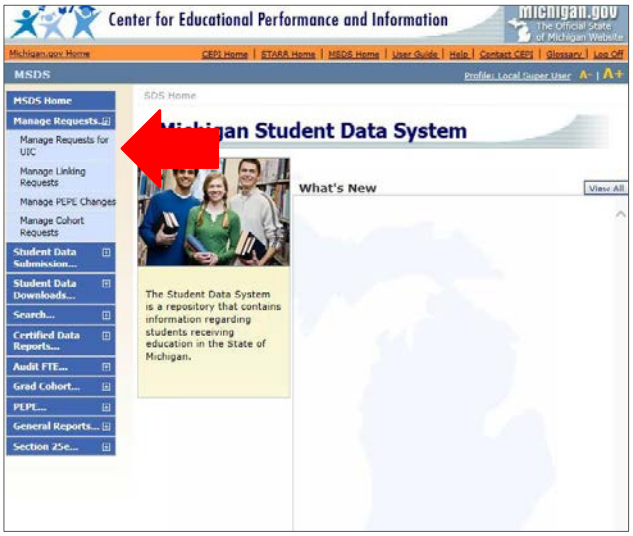
2. Enter comments for the new UIC. **Be sure to include information that explains why this student has not previously been assigned a UIC.** Including this information will expedite the approval process.
3. Once the comments are entered, click "Request new UIC" to submit the request to CEPI. Requests will be reviewed by a CEPI analyst and may take up to a week to complete.
4. Once the request has been processed by CEPI, the new UIC will appear in the Staging Area Detail next to your student's name.

Please view the next pages of this document for information on Managing/Deleting UIC requests.

Managing UIC Requests:

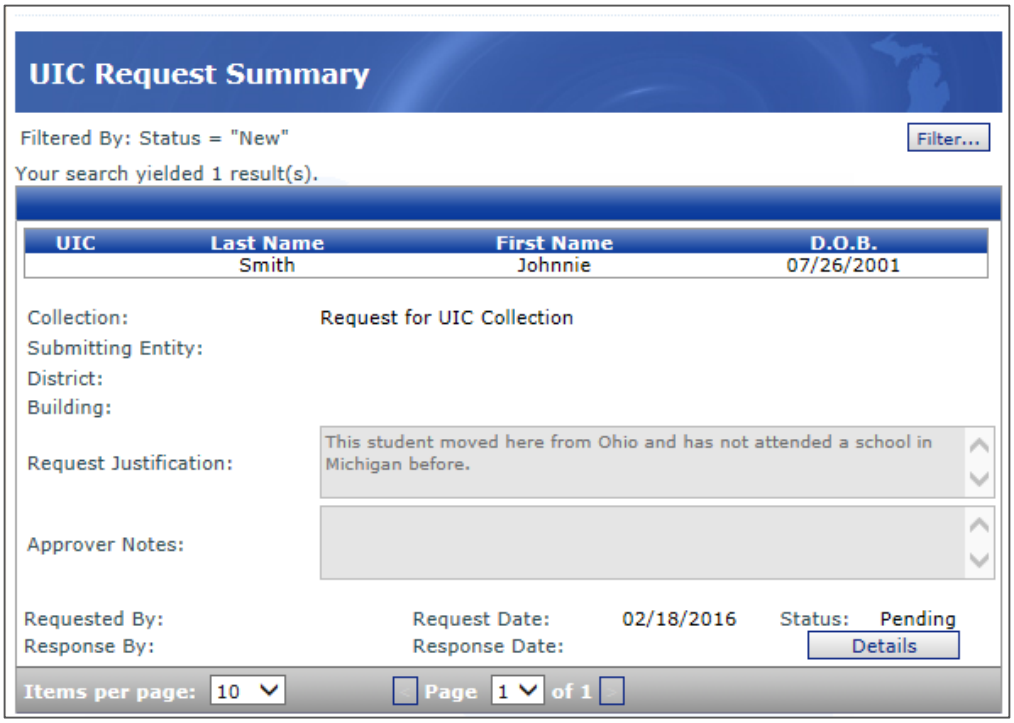
1. To view UIC requests, click "Manage Requests" on the left-hand menu in MSDS.
2. Click "Manage Requests for UIC." (Image 5)

Image 5: Manage Requests for UIC



3. New request(s) will appear in the queue. (Image 6) From here, you can filter your requests to see all, new, denied and approved requests.

Image 6: Request for UIC Queue



Removing UIC Requests:

1. To remove a UIC request, navigate back to the "Request for UIC Collection" in the Data Staging Area.
2. Your pending request will appear in the Staging Area Details. (Image 7)
3. To delete, place a check mark in the box to the left of the student's name.
4. Click "Delete Selected."
5. The request will be removed from the queue.

Image 7: Pending Request in Request for UIC Collection