

# **Center for Educational Performance and Information (CEPI)**

## **Michigan Student Data System (MSDS)**

### **Student Transcript and Academic Record Repository (STARR) Collection**

#### **User's Guide, V1.0**

#### **2014-2015 School Year**

Questions or comments about this document should be directed to:

Email: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Phone: 517-335-0505



## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Gaining Access to the MSDS for the STARR Collection.....</b>	<b>4</b>
Tips for Gaining Access to the MSDS .....	4
Removing Access to the MSDS .....	4
<b>XML File Creation .....</b>	<b>5</b>
<b>Searching for Your Entity Code.....</b>	<b>6</b>
<b>Logging in to the MSDS.....</b>	<b>7</b>
<b>Navigating the MSDS Home Page .....</b>	<b>9</b>
.....	9
Menu .....	9
CEPI Help Desk.....	10
<b>Submitting Records in the STARR Collection.....</b>	<b>11</b>
<b>File Upload.....</b>	<b>11</b>
Checking the File Status .....	13
Reviewing Records .....	14
UIC Resolution .....	18
<b>Correcting Errors and Warnings .....</b>	<b>20</b>
<b>Quality Review – Certify Collection .....</b>	<b>24</b>
<b>Decertify Collection.....</b>	<b>27</b>
<b>Additional MSDS Functionality .....</b>	<b>28</b>
Student Search .....	28

## **Introduction**

This guide has been developed as part of a set of paper-based training materials for the Student Transcript and Academic Record Repository (STARR) Collection in the Web-based Michigan Student Data System (MSDS) application. This guide includes directions for gaining access to the MSDS and using the MSDS to upload files, perform UIC Resolution, download reports, view errors and warnings, perform quality review, certify the STARR Collection and use the additional functionality such as the Student Search feature.

## **Background**

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary education data into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. Connecting preschool through postsecondary education data requires that the student Unique Identification Codes (UICs), assigned and maintained by the Center for Educational Performance and Information (CEPI), be shared among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The STARR Collection is the means for authorized staff members at Institutions of Higher Education (IHEs) to submit student academic records to the State of Michigan. The data collected have been developed into reports that are being published on the [MI School Data](#) site.

## Gaining Access to the MSDS for the STARR Collection

IHE staff members wishing to have access to the MSDS for the STARR Collection will need to complete a two-step process, which consists of:

1. Obtaining a Single Sign-On (SSO) account and
2. Submitting the security agreement form (Institutions for Higher Education) to CEPI, signed by yourself and the Institution Registrar. These forms are posted on the [Application Security Forms Web page](#) in the College/University Users drop-down.

You will receive access to the application when both of the above steps have been completed and verified by CEPI. For more detailed information, please refer to the Single Sign-On User's Guide and security forms posted in the Security section of the [CEPI IHE Web page](#). If you experience problems with your account or password, please use the password recovery function at <https://sso.state.mi.us/> or contact CEPI at 517-335-0505 or by email at: [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

### Tips for Gaining Access to the MSDS

- Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the MACRAO website.
- CEPI staff will also verify that a subscription request has been submitted in SSO and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.
- The SSO subscription expires after 30 calendar days. Please make sure your security agreement form is sent to CEPI about the same time that you request access to prevent auto-rejection notices.
- Access should be limited to only those persons who will be performing the Request for UIC and STARR Collection functions (should range between 2-5 people). STARR IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

### Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. To access the [Removal Form](#):

1. Go to [CEPI Web page](#).
2. Under **Privacy and Security** at the bottom of the page, click on **Application Security Forms**.
3. Click on **User Removal Request Form**.
4. Follow the instructions for completion of the Removal Request Form.
5. Once the form is completed, print and sign a copy, and fax to CEPI at (517) 335-0488.

## XML File Creation

The STARR Collection file must be XML compliant. The [CEPI IHE Web page](#) provides the data elements and student population for upload, as well as the XML schema, sample schema, XML Validation Guide, frequently asked questions, timeline, and a CSV-to-XML conversion tool for the Request for UIC and STARR collection.

Your file for upload should first be saved to your desktop or other location on the computer or network so that it can be easily located. The file should not exceed 2GB, and larger files should be separated into smaller zipped files to help ensure faster uploading and processing.

For more information about XML and schema validation, please refer to the [MSDS Technical Document](#).

For more information on XML validation, please refer to the [XML Validation Guide](#).

The World Wide Web Consortium (W3C) is the ultimate authority on XML data types. All collection schemas will reference the W3C definitions for the base data types. Please reference the appropriate collection schema and the W3C to ensure a valid file submission.

## Searching for Your Entity Code

When creating the STARR data file, the IHE Entity Code is required. The Entity code information is used for the SubmittingEntityCode and SchoolFacilityNumber characteristics. If you do not know your entity code, follow this look-up procedure in CEPI's Educational Entity Master (EEM):

1. Go to the EEM website at [www.michigan.gov/eem](http://www.michigan.gov/eem). Enter your institution's name in the **EEM-Search** box. Click **Go**.

The screenshot shows the Michigan.gov website for the Center for Educational Performance and Information (CEPI). The page title is "Educational Entity Master". In the top right navigation area, there is a search box labeled "EEM-Search" and a "Go" button, both of which are highlighted with a red rectangle. The page also features a navigation menu on the left with options like "EEM Home", "Search...", "Data Sets...", and "Reports...". A "What's New" section is visible, containing a "Welcome to the Educational Entity Master" message.

2. Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.

The screenshot shows the search results page on the Michigan.gov website. The search results are displayed in a table with the following columns: Name, Entity Code, Parent, Type, County, City, and Match Ranking. The "Entity Code" column for the first result, "Kirtland Community College", is highlighted with a red box and contains the value "05213".

Name	Entity Code	Parent	Type	County	City	Match Ranking
<a href="#">Kirtland Community College</a>	05213		Higher Education College/University	Roscommon	ROSCOMMON	1

Below the table, there are options for "Items per page" (set to ALL), "Page 1 of 1", and buttons for "Excel" and "Export". A legend indicates that a red 'X' icon represents a "Closed Entity". There are also buttons for "Mailing/Contacts", "Download Entity Data", and "Back".

## Logging in to the MSDS

Once you have an SSO account, you can access the MSDS. To access the MSDS:

1. Go to <https://sso.state.mi.us/>.
2. Enter your SSO User ID and Password.
3. Click the **Login** button. This will take you to the Application Portal page.



4. If FERPA displays, review the regulations and verify your agreement to comply with the requirements by clicking the button at the bottom of the agreement.

**FERPA and Privacy Act Regulations**

Prior to using the Michigan Student Data System (MSDS) for the first time (and every ninety days thereafter), the Center for Educational Performance and Information requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) as well as the Privacy Act of 1974 governing records maintained on individuals (District User Management).

You may access a copy of FERPA from  
<http://www.ed.gov/legislation/FedRegister/finrule/2000-3/070600a.html>  
and the Privacy Act from  
<http://www.usdoj.gov/foia/privstat.htm>.

Section 9 of the Richard B. Russell National School Lunch Act establishes requirements and limitations regarding the release of information about children certified for free and reduced price meals provided under the National School Lunch Program. A child's eligibility status may only be disclosed to persons directly connected with, and who have a need to know, a child's free and reduced price meal eligibility status in order to administer and enforce Title I requirements.

You may obtain guidance at  
<http://www.fns.usda.gov/cnd/Governance/Policy-Memos/1998-2002/2002-12-11.htm>.  
Also reference the School Meals Eligibility Manual, Part 7: Confidentiality/Disclosure are available at  
<http://www.fns.usda.gov/cnd/lunch>.

By entering the MSDS application, you agree to comply with the requirements of the Family Educational Rights and Privacy Act, the Privacy Act of 1974 and the Richard B. Russell National School Lunch Act.

Signify your acceptance of these requirements by clicking below.

[Click here to verify the Acceptance of FERPA and Privacy Act Regulations](#)

5. Select the **Michigan Student Data System (MSDS)**.

**State of Michigan Single Sign On**

**Application Portal**

WELCOME

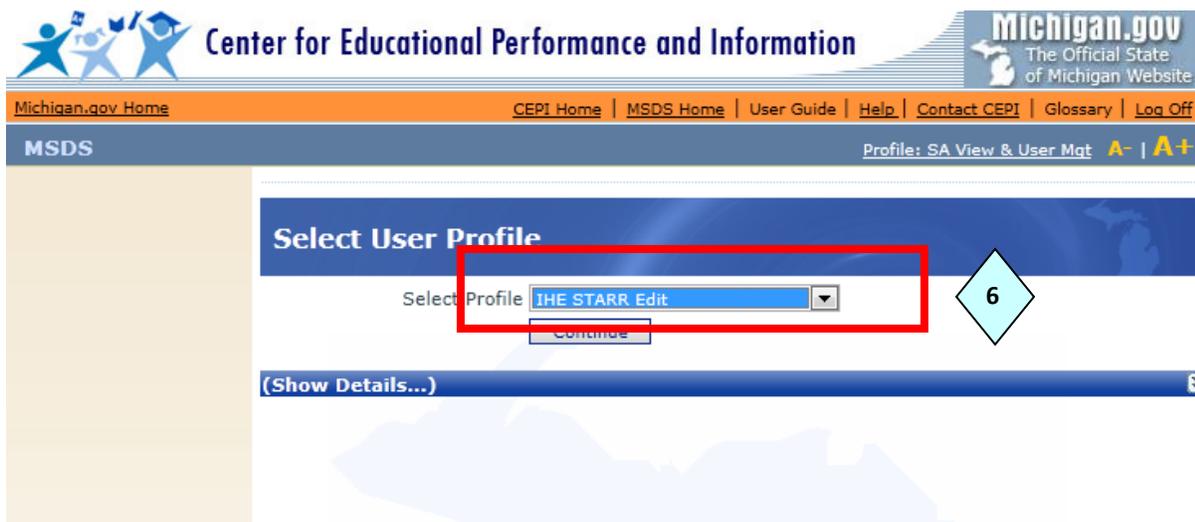
You are currently subscribed to the following applications:

- **Michigan Student Data System (MSDS)**

[Subscribe to Applications](#)   [Add new Roles to Existing Subscription](#)  
[Account Maintenance](#)   [Sign Off](#)

The MSDS provides authorized users with various roles depending on the level of access. For the STARR Collection:

6. Select the appropriate role from the Select Profile drop-down menu and click the **Continue** button. (This only applies to users with multiple roles).



## Navigating the MSDS Home Page

On the next page is a screenshot of the MSDS home page. Various links and menus are available to help users navigate through the MSDS. The link definitions are provided below:



### Menu

- [CEPI Home](#) – The home page for CEPI.
- [STARR Home](#) – The STARR Collection’s home page.
- [SDS Home](#) - The MSDS application's home page, which is the page prior to login.
- [Student Data Submission](#) - This screen allows users to access the file upload function and review data they have already submitted.
- [Upload File](#) - This is a submenu of the Student Data Submission menu, and allows an authorized user to upload the XML student data file.
- [Uploaded File Status](#) - This is a submenu of the Student Data Submission menu, and allows the authorized user to check the status of uploaded file(s) to determine if the file(s) processed successfully (i.e., passed XML schema validation)
- [Data Staging Area](#) - This is a submenu of the Student Data Submission menu. If the uploaded file processed successfully, the data are moved to the data Staging Area. This screen allows the authorized user to view uploaded records and where the MSDS conducts field-level data validation.
- [Student Data Downloads](#) - This screen allows users to download data they have submitted. *This option is not yet available for the STARR Collection.*
- [Search](#) - This screen allows an authorized user to search for individual students using all or portions of the four core fields (first name, last name, date of birth and gender) and/or all digits in the UIC.

## **CEPI Help Desk**

Please visit [CEPI IHE Web page](#) for the most up-to-date information on the STARR Collection. If you have any questions, please email CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Email provides written documentation and allows the quickest, most efficient method for receiving a response. If email is not an option, contact customer support via telephone at (517) 335-0505, option 3. In either case, please include: 1) your name, 2) the application you need help with (in this case it is the MSDS STARR Collection), 3) your telephone number, including area code and extension, 4) your email address and 5) your specific question(s).

To receive official notices from CEPI regarding the STARR Collection, sign up for [GovDelivery Mailing List](#).

## Submitting Records in the STARR Collection

Your XML file of student record data must be uploaded so that the MSDS can validate the data.

### File Upload

1. From the MSDS homepage, click on the **Student Data Submission** tab from the left-hand menu. This will bring up several sub-menus. Click on the **Upload File** link. This will take you to the File Upload screen.

The screenshot shows the MSDS (Michigan State Data System) interface. At the top, there is a navigation bar with links for CEPI Home, MSDS Home, User Guide, Help, Contact CEPI, Glossary, and Log Off. The user profile is identified as STARR/UIC Edit. The left-hand menu includes options like MSDS Home, Manage Requests, Submission, Student Data Downloads, Search, Certified Data Reports, Audit FTE, Grad Cohort, PEPE, General Reports, and Section 25. The 'Submission...' menu item is highlighted with a red box, and a diamond-shaped callout with the number '1' points to it. The main content area is titled 'SDS File Upload' and contains a form with the following fields:

- Collection:** A drop-down menu with 'Select Collection' as the current selection. Below it is a note: 'For more information on the Collections refer to the Collection Data Field Descriptions report on the Report Menu.'
- Description:** A large text area for entering details about the file.
- User Notes:** A text area for adding user-specific notes.
- Click here to receive a notification message when file has been processed
- File Name:** A text box for the file name, with a 'Browse...' button next to it.
- Upload File:** A button to submit the file.

2. Select the **STARR** Collection for the current school year from the drop-down menu. In the text box, add any user notes specific to the file, if desired.
3. Select the **Browse** button to choose the file to upload. Click on the file name and click "Open" or double click on the file name to populate it into the File Name text box. Click the **Upload File** button.

Michigan.gov Home | CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS | Profile: STARR/UTC Edit | A- | A+

**MSDS Home**

- Manage Requests...
- Student Data Submission...
- Upload File
- Uploaded File Status
- Data Staging Area
- Student Data Downloads...
- Search...
- Certified Data Reports...
- Audit FTE...
- Grad Cohort...
- PEPE...
- General Reports...
- Section 25...

### SDS File Upload

Collection: **2** STARR 2013-2014  
 For more information on the Collections refer to the Collection Data Field Descriptions report on the Report Menu.

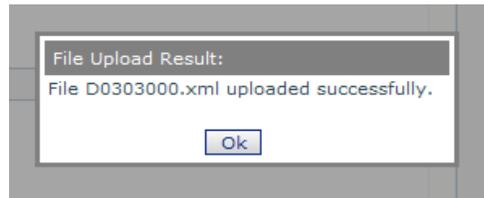
Description: This collection is for STARR testing purposes.

User Notes:

Click here to receive a notification message when file has been processed

File Name: C:\Users\EdmondsonR2\Desktop\Alpena CC.xml **3**

Once processed, you may receive a message indicating that your file was "uploaded successfully." Receiving this message does not mean it passed file-level validation.



It is important to note how validation occurs in the MSDS.

- File-Level Validation (File Upload)** – Although this does happen when the file is uploaded, ideally you should first validate your file offline. System performance is directly related to the number of files that are uploaded that do not pass file-level validation. Many users have had success using an XML Validation Tool. Please note that an XML Validation Tool will only inform the user if the file passes file-level validation. File-level validation ensures that the file meets the schema.
- Field-Level Validation** – Once a file is uploaded and passes file-level validation, the MSDS processes the Field-Level Validation. Once a file is accepted, it is loaded into a Staging Area. Field-level validation may result in field-level errors/warnings.
- Collection-Level Validation (Quality Review)** – Once errors/warnings are corrected in the staging area, Quality Review should be run. Quality Review is the final step prior to certification. This process checks the entire file for duplicate students.

## Checking the File Status

- To check the status of your uploaded file to see if it was accepted or rejected due to file-level validation errors, click **Uploaded File Status** tab from the left-hand menu.
- Select the **STARR** Collection from the drop-down menu.
- Click the **Filter** button. This will take you to a screen showing the results of an uploaded file.

The screenshot shows the 'File Upload Status' page. The left-hand menu has 'Uploaded File Status' highlighted with a red box and callout 4. The main content area has a search filter section with 'Collection' set to 'STARR 2013-2014' (callout 5) and a 'Filter' button (callout 6).

View the Status column to determine if your uploaded file was processed successfully. If the column reads "Processed Successfully," the data have been transferred to the data Staging Area. This screen also shows all files that have been uploaded by your entity that may have been uploaded by a different authorized user. If you wish to view the details of the upload status, click on the File Name.

The screenshot shows the 'File Upload Status' page with a table of uploaded files. The table has columns for Collection, Zip File Name, File Name, Notes, Uploaded Date, Source, Status, and Uploaded By User. The 'File Name' column is highlighted with a red box and callout 1. The 'Status' column shows 'Processed Successfully' and 'Failed Load'.

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload
STARR 2013-2014		Alpena CC.xml		03/20/2014 09:35 AM	STARRUpload	Processed Successfully	Rachel L Edmondson	
STARR 2013-2014		test Ferns (3kids).xml		03/19/2014 11:45 AM	STARRUpload	Failed Load	Rachel L Edmondson	

- Clicking on the file name will bring up the File Upload Status Details screen, which looks similar to the one below. This screen displays details such as if the file was uploaded successfully or if there were issues with the upload. If the file does not process successfully, the user needs to correct the file-level validation issues and re-upload the file. To exit this screen, click on the **Close** button. The file upload status will not refresh automatically. You will have to either refresh your page or go out of this screen and back in to see the status change.

Michigan.gov Home | CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS Profile: STARR/UIC Edit A- | A+

**File Upload Status Details**

Collection: STARR 2013-2014  
 File Name: Alpena CC.xml  
 Stored File Name: Alpena CC\_20140320093504605.xml  
 Notes:  
 Upload Date: 3/20/2014 9:35:04 AM  
 Upload Source: STARR Upload  
 Upload Status: Processed Successfully  
 Status Description: Field Level Validation Phase Complete  
 Uploaded By: Rachel L Edmondson  
 Submitting System Name:  
 Submitting System Version:  
 Submitting System Vendor:

Submitting Entity	Count
Alpena Community College (04942)	3

Records Contained: 3  
 Validation Error: None

## Reviewing Records

After viewing the file upload status and confirming that your file processed successfully, you should next open the data Staging Area. The Staging Area is where:

- The file goes through field-level validation and the UIC matching process.
- The user can view which records resulted in a new UIC being generated, a match found or requires resolution.
- The user can view field-level errors and warnings.
- The user can correct field-level errors.

1. To view the records in the Staging Area, click on the **Data Staging Area** tab from the left-hand menu.
2. In the Staging Area screen, select the **STARR** Collection in the Collection drop-down box.
3. Click the **Filter** button.
4. Clicking on the Collection Name will take you to the STARR Staging Details screen.

Michigan.gov Home | CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS Profile: STARR/UIC Edit A- | A+

**MSDS Home**  
 Manage Requests...  
 Student Data Submission...  
 Upload File  
 Uploaded File Status  
**Data Staging Area**  
 Search Data Downloads...  
 Search...  
 Certified Data Reports...  
 Audit FTE...  
 Grad Cohort...  
 PEPE...  
 General Reports...  
 Section 25...

**Staging Area**

Your search yielded 1 result(s).

\* = Required

Select your filter criteria...

Submitting Entity: Alpena Community College (04942) Add New Collection  
 Collection: STARR 2013-2014  
 Certification Status: [Dropdown]

Filter Clear

Collection	Submitting Entity	Students	Certification Status	Last Certified			Collection Open?	Certification Available?
<a href="#">STARR 2013-2014</a>	Alpena Community College (04942)	3	Unknown		Upload	Delete	Yes	Yes

Page: 10 Page 1 of 1 Excel Export

Your results will have the following link options:

- Collection Link  
This link will display if there is a staging area for the STARR collection.
- Upload Link  
This link will display if the collection is open.
- Delete Link  
This link will display if there are records in the staging area and the collection is open.
- Certify Link  
This link will display if there are records in the staging area that have not been certified and the collection is open.
- Decertify Link  
This link will display if there are records in the staging area that have been certified and the collection is open.

## STARR Staging Detail

The STARR Staging Detail screen displays the errors and warnings with the uploaded records and is broken into the following five areas:

1. **Validation Status (results of field-level validation)**  
Lists the number of records where errors exist, records with warnings and records with no errors or warnings. Clicking on the hyperlink of the validation status will filter those records with that status. The records will display at the bottom of the screen.
2. **Validation Reports**  
Allows you to download reports that give details on which records have errors or warnings.
3. **UIC Resolution Status (results of UIC matching)**  
Lists the number of records which require resolution, that resulted in a match found and that resulted in a new UIC being generated. Clicking on the hyperlink of the UIC resolution status will filter those records with that status. The records will display at the bottom of the screen.
4. **UIC Resolution Reports**  
Allows you to download reports that give details on which records require resolution, that resulted in a match found and that resulted in a new UIC being generated.
5. **General Reports**  
Allows you to download reports that give details of all students UICs and an indication of whether the assigned UIC in the STARR Collection is different from the submitted UIC.
6. **Student Records**  
Individual records are displayed at the bottom of the screen. Users can filter the list of records by Validation Status, UIC Resolution Status or by students' last name. Users can also filter the list of students by clicking Filter.
  - a. To delete a student record from the STARR Staging Detail screen, check the box beside the student you wish to delete, then click on the Delete button. A message will appear asking if you are sure you want to delete the record. Click Yes or No.
  - b. You can sort the student list by clicking on any of the column headers (User Notes, UIC, Last Name, First Name, Gender, Date of Birth, Validation Status and Resolution Status).
  - c. Click on a student's last name hyperlink to go to the STARR Student Details screen.
  - d. Click on a student's resolution status hyperlink to go to UIC Resolution screen.
7. **Filter**
  - a. Click on any letter of the alphabet to filter the list to show only students whose last names begin with that letter.
  - b. Click on the Filter button to find a specific student or to filter by Validation Status or UIC Resolution Status.



- MSDS Home
- Manage Requests... [icon]
- Student Data Submission... [icon]
- Upload File
- Uploaded File Status
- Data Staging Area
- Student Data Downloads... [icon]
- Search... [icon]
- Certified Data Reports... [icon]
- Audit FTE... [icon]
- Grad Cohort... [icon]
- PEPE... [icon]
- General Reports... [icon]
- Section 25... [icon]

## STARR Staging Detail

Submitting Entity: Alpena Community College (04942)  
Collection: STARR 2013-2014 [dropdown]

Total Records - 3

Certify

Validation Status	
<a href="#">Errors Exist</a>	3
Error Free With Warnings	0
Error Free With No Warnings	0
Pending Validation	0
Processing Validation	0
Validation Failed	0

UIC Resolution Status	
Requires Resolution	0
Match Found	0
<a href="#">New UIC Generated</a>	3
New UIC Requested	0
UIC Request Denied	0

**Validation Reports**

--Select a Report-- [dropdown]

--Select a Format-- [dropdown]

Run Report

---

**UIC Resolution Reports**

--Select a Report-- [dropdown]

--Select a Format-- [dropdown]

Run Report

---

**General Reports**

--Select a Report-- [dropdown]

--Select a Format-- [dropdown]

Run Report



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL [Clear All] [Filter...]

Select All [button] [button] [button]



Your search yielded 3 result(s).

Select	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>		4100538416	<a href="#">Orr</a>	Page	F	07/13/2006	Errors Exist	<a href="#">New UIC Generated</a>
<input type="checkbox"/>		6964626327	<a href="#">Page</a>	Gray	F	04/13/1990	Errors Exist	<a href="#">New UIC Generated</a>
<input type="checkbox"/>		9318852596	<a href="#">Pollard</a>	Randall	M	08/09/2012	Errors Exist	<a href="#">New UIC Generated</a>

Items per page: 10 [dropdown] Page 1 [dropdown] of 1 [dropdown] [Excel] [Export]

## Validation Status (results of field-level validation)

There are six validation statuses in the STARR Staging Detail screen. Below are all the possible validation statuses you may see with a description of each:

Status Message	Description
Errors Exist	Field-level validation errors must be fixed before certification.
Error Free with Warnings	Field-level validation errors should be reviewed to determine if changes are warranted.
Error Free with No Warnings	No field-level validation errors or warnings exist for the record
Pending Validation	The record has not gone through field-level validation.
Processing Validation	The record is currently being processed for field-level validation.
Processing Failed	Processing of the record failed and should be reported to CEPI.

- If your records fall into any of those statuses, the Status Message will be hyperlinked and there will be a number to the left letting you know how many records are affected.
- Click on the Status Message hyperlink, and the records will appear at the bottom of the screen.
- Clicking on the last name of a student will take you to the STARR Student Detail screen.
- On the STARR Student Detail screen you can see errors or warnings for that student record on the bottom of the screen.
- You must correct all errors before you can Certify your collection.
- You should also review warnings to make sure the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field, but may still be correct. Warnings will not prevent you from certifying a collection.

## UIC Resolution

UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC. The MSDS application matches every submitted record against the Student Master Record table. The fields used for matching include the First Name, Last Name, Date of Birth and Gender fields. Additional fields that the MSDS uses for matching are the UIC, Last Name Suffix and the Middle Name/Middle Initial fields, if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields of records in the Student Master Record table to determine if it is the same student or not. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches to a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution necessitate user intervention to determine which UIC should be associated with a student's record. If no match is found, the system automatically creates a new UIC.

To determine which records require resolution:

- Click **Student Data Submission** and **Data Staging Area** from left navigation bar.
- Select the **IHE Request for UIC Collection** from the drop-down menu.
- Click the **Filter** button.
- Click on the collection name link.
- Click **Requires Resolution** from UIC Resolution Status section of **STARR Staging Detail** page.

Select	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>			<a href="#">Orr</a>	Page	M	07/13/2006	Errors Exist	<a href="#">Requires Resolution</a>

6

6. Scroll to bottom of page and click the **Requires Resolution** link to the right of the student's name.
7. Review the student records presented as possible matches. All possible matches will appear. This could be a single match or several.

**UIC Resolution**

**Core Information**

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	94.59% <i>Requires Resolution (A primary UIC was found with core fields &lt; n&gt; to be maximum)</i>
UIC	2751897761 (Invalid)	<u>7662303022</u>
Linked UICs		
First Name	Carvers	Carvers
Middle Name	Constance	Constance
Last Name	Dalton	Dalton
Suffix	I	I
Date of Birth	08/14/1995	08/14/1994
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Rachel L Edmondson	Rachel L Edmondson
Last Modified On	04/14/2015	04/14/2015
UIC Requested By		
UIC Requested On		

Request new UIC      Use This Potential

**Extended Collection Information**

Field Name	From STARR	From STARR
Previous Last Names	Cunningham Herman	Cunningham Herman
Race Ethnicity	1 - American Indian or Alaska Native 2 - Hispanic/Latino	1 - American Indian or Alaska Native 2 - Hispanic/Latino
Student Id Number		
Grade Or Setting		
Enrollment Date	07/11/2008	07/11/2008
Exit Date		
District Exit Status		
Address		
Submitting Entity	Bay de Noc Community College (04969)	Bay de Noc Community College (04969)

Back To Staging Record

8. Click the UIC hyperlink of the possible match record to review the student's history.
9. If you determine that a possible match is your student, click "Use this Potential."
10. If you determine that your student is a different student than the student presented as a possible match(es), click "Request New UIC."
11. Enter reason for new UIC request in the UIC Request Comments pop-up box. For example, if this is a new student entering a Michigan school at the college level is it because they moved from out of state, went to a private school or were home-schooled? Be sure to enter the justification as to why you are requesting the new UIC and the student does not already have one assigned to them.
12. Click **Submit**.
13. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. Typical turn-around time is one to two business days. You may review the status of your request on the Manage Requests for UIC screen or on the STARR Staging Detail screen.

11

Request For New UIC Comments

Please supply a justification for the new UIC.

## Correcting Errors and Warnings

Once the file has been added to the STARR Staging Detail screen, click on a student's **Last Name** link. This will display the STARR Student Detail screen.



**Center for Educational Performance and Information**

Michigan.gov The Official State of Michigan Website



---

Michigan.gov Home
CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS
Profile: STARR/UIC Edit A- | A+

- MSDS Home
- Manage Requests...
- Student Data Submission...
- Upload File
- Uploaded File Status
- Data Staging Area
- Student Data Downloads...
- Search...
- Certified Data Reports...
- Audit FTE...
- Grad Cohort...
- PEPE...
- General Reports...
- Section 25...

STARR Staging Detail

Submitting Entity: Alpena Community College (04942)  
 Collection: STARR 2013-2014

Total Records - 4 Certify

Validation Status

Errors Exist	4
Error Free With Warnings	0
Error Free With No Warnings	0
Pending Validation	0
Processing Validation	0
Validation Failed	0

Validation Reports

--Select a Report--  
 --Select a Format--

UIC Resolution Reports

--Select a Report--  
 --Select a Format--

General Reports

--Select a Report--  
 --Select a Format--

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL
Clear All
Filter...

Select All

Your search yielded 4 result(s).

Select	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>			Orr	Page	M	07/13/2006	Errors Exist	Requires Resolution
<input type="checkbox"/>		4100538416	Orr	Page	F	07/13/2006	Errors Exist	New UIC Generated
<input type="checkbox"/>		6964626327	Page	Sray	F	04/13/1990	Errors Exist	New UIC Generated
<input type="checkbox"/>		9318852596	Pollard	Randall	M	08/09/2012	Errors Exist	New UIC Generated

Items per page: 10 Page 1 of 1 Excel Export

The STARR Student Detail screen shows the details of the submitted student record.

1. If errors or warnings are encountered, they will appear below the student information. Click on either the Error or Warnings link to view them.
2. Click the **Back** button to return to the STARR Staging Detail screen.

Correct all errors and review warnings and make pertinent corrections in your Student Information System (SIS) and upload your file again.

The screenshot displays the STARR Student Detail page for Alpena Community College (04942). The page is divided into several sections:

- Personal Core:**

UIC:	6964626327	Date of Birth:	04/13/1990
Last Name:	Page	Multiple Birth Order:	0
First Name:	Gray	Gender:	F
Middle Name:	Joanne	Previous Last Name(s):	
Student Suffix:	Jr.		
- Student Demographics:**

Local Student Id:	89AC9124BD
Ethnicity Code:	Non-Hispanic/Non-Latino
Race Code:	Asian
Economically Disadvantaged:	NotPellEligible
Residency Status Code:	International
State Province Code:	
- Academic Record:** (Section header)
- Errors and Warnings:** A red box highlights this section, containing:
  - Errors: 3
  - Warnings: 1
 A callout '1' points to this section.
- Back Button:** A red box highlights the 'Back' button, with a callout '2' pointing to it.

- Click the Go To Error hyperlink to review where the error occurred in the student's record.

**Center for Educational Performance and Information** | Michigan.gov | The Official State of Michigan Website

Michigan.gov Home | CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS | Profile: STARR/UIC | A- | A+

### STARR Student Detail Alpena Community College (04942)

▼ Personal Core

UIC:	6430165237	Date of Birth:	04/13/1990
Last Name:	Page	Multiple Birth Order:	0
First Name:	Gray	Gender:	F
Middle Name:	Joanne	Previous Last Name(s):	
Student Suffix:	Jr.		

▼ Student Demographics

Local Student Id:	89AC9124BD
Ethnicity Code:	Non-Hispanic/Non-Latino
Race Code:	Asian
Economically Disadvantaged:	NotPellEligible
Residency Status Code:	International
State Province Code:	

► Academic Record

▼ **Errors: 3**

Component	Characteristic	Message	Rule Number	Error Link
Academic Session	Student Level Code	If the student has a StudentLevelCode other than 20 or 21, then the AcademicProgram component is required		<a href="#">Go To Error</a>
Academic Session	Student Level Code	If the student has a StudentLevelCode other than 20 or 21, then the AcademicProgram component is required	AS003	<a href="#">Go To Error</a>
Course	Course Academic Grade	If CourseAcademicGradeStatusCode equals HonorsGrade, IncompleteNotResolvedFail, OtherFail, OtherPass, PassFailFail or PassFailPass, then CourseAcademicGrade OR AcademicLetterGrade must be submitted.	CS002	<a href="#">Go To Error</a>

► Warnings: 1

[Back](#)



- MSDS Home
- To Do List... ⊕
- Manage Requests... ⊕
- Student Data Submission... ⊕
- Upload File
- Uploaded File Status
- Data Staging Area
- Student Data Downloads... ⊕
- Search... ⊕
- Certified Data Reports... ⊕
- Audit FTE... ⊕
- Grad Cohort... ⊕
- PEPE... ⊕
- General Reports... ⊕
- Section 25... ⊕

## STARR Student Detail Alpena Community College (04942)

▶ Personal Core

▶ Student Demographics

▼ Academic Record

CTE Concentrator:  
High School Student: Dual Enrolled  
Entry Date: 06/16/1994

▶ Academic Award: 1

▼ Session: Other 2005-07

Academic Year Designator: 2012-2013  
Session Designator: 2005-07  
Session Name: Other  
Session Type: TwelveMonth  
Student Level Code: 6  
Post Secondary Enrollment Type: FirstTime  
Academic Session Grade Point Average: 2.56  
Cumulative Grade Point Average: 1.44

▶ Course: COMP321F14

▶ Course: SPCHBBE9C5

▶ Course: CHEMB50D4F

▶ Course: HUM6ECAA8

▶ Session: Other 2006-04

▶ Session: Spring 1987-07

## Quality Review – Certify Collection

Quality review can be done at any time. It is important to note that new errors could display during the Quality Review process. This is because the Staging Area is looking at **field**-level validation while the Quality Review process is looking at **collection**-level validation. After all errors have been corrected, the collection can be certified by clicking on the Certify button.

- From the STARR Staging Detail screen, click the **Certify** button. Or from the Staging Area screen, click on the **Certify** link.

The screenshot displays the "STARR Staging Detail" interface. At the top, it shows the "Center for Educational Performance and Information" logo and "Michigan.gov" branding. The main content area is titled "STARR Staging Detail" and includes the following information:

- Submitting Entity: Alpena Community College (04942)
- Collection: STARR 2013-2014
- Total Records - 1

The interface is divided into several sections:

- Validation Status:** A table showing the following counts:
 

Errors Exist	0
Error Free With Warnings	0
<b>Error Free With No Warnings</b>	1
Pending Validation	0
Processing Validation	0
Validation Failed	0
- UIC Resolution Status:** A table showing the following counts:
 

Requires Resolution	0
Match Found	0
<b>New UIC Generated</b>	1
New UIC Requested	0
UIC Request Denied	0
- Validation Reports:** A section with a dropdown menu for "--Select a Report--", a dropdown menu for "--Select a Format--", and a "Run Report" button.
- UIC Resolution Reports:** A section with a dropdown menu for "--Select a Report--", a dropdown menu for "--Select a Format--", and a "Run Report" button.
- General Reports:** A section with a dropdown menu for "--Select a Report--", a dropdown menu for "--Select a Format--", and a "Run Report" button.

A red box highlights the "Certify" button located in the top right corner of the main content area. A blue diamond with the number "1" is also present near the "Certify" button.

At the bottom of the screen, there is a navigation bar with letters A through Z, "ALL", "Clear All", and "Filter..." buttons.

3. Click the Certify button to bring up the Certify STARR Collection screen.
4. This screen does not automatically refresh. After you run Quality Review click on the Back to Staging button and then return back to the Certify STARR Collection screen to resume certifying the collection.

**Center for Educational Performance and Information** Michigan.gov The Official State of Michigan Website

Michigan.gov Home CEPI Home MSDS Home User Guide Help Contact CEPI Glossary Log Off

MSDS Profile: STARR/UIC A- | A+

### Certify STARR Collection Alpena Community College (04942)

**i** Your data has been added to the Quality Review queue for processing. You may close this page and come back later to check your status.

**Summary**

Collection:	STARR 2013-2014
Current Status:	Ready For Quality Review Pickup
Last Status Update:	04/10/2014 01:50:58 PM

**3** [Back To Staging Detail](#)

**Validation Results:**

- Errors: 0
- Warnings: 0

[Certification Log](#)

5. Once all errors have been corrected and all warnings have been reviewed and corrected if necessary, the collection can be certified.
6. Check the box to confirm that the information submitted is valid and correct.
7. Click the Certify Data button to Certify the collection.

**MSDS Home**  
**To Do List...**  
**Manage Requests...**  
**Student Data Submission...**  
 Upload File  
 Uploaded File Status  
 Data Staging Area  
**Student Data Downloads...**  
**Search...**  
**Certified Data Reports...**  
**Audit FTE...**  
**Grad Cohort...**  
**PEPE...**  
**General Reports...**  
**Section 25...**

**Certify STARR Collection**  
**Alpena Community College (04942)**

**i** Quality Review has completed; no certification-level validation errors have been found. You may now certify your data or re-run quality review.

**Summary**

Collection: STARR 2013-2014  
 Current Status: Completed Quality Review  
 Last Status Update: 04/10/2014 01:51:08 PM

After asserting that your data is accurate, clicking 'Certify' will lock your data and indicate to CEPI that your data submission for this collection is complete.

I confirm that this information is valid and correct to the best of my knowledge.

**5** **6**

**Certify Data**

If you are not ready to certify, you may come back to this page later or run the quality review process again. Click 'Rerun Quality Review' in order to re-validate your data. This will add your data to the Quality Review queue for processing.

**Back To Staging Detail** **Rerun Quality Review**

**Validation Results:**

**Errors: 0**

**Warnings: 0**

**Certification Log**

## Decertify Collection

Once certified, the STARR Collection can be decertified if the collection requires the input of more data, changes to data or the removal of inaccurate data. This decertification process will be available until the certification end date. Decertifying does not delete/remove records from the collection. It simply removes the status of the collection's official submission to the State. Once decertified, the collection will again be open for file upload, manual addition or deletion of records, editing of records and certification.

A collection that has been decertified must go through Quality Review and the certification process again for it to be considered officially submitted to the State.

1. From the Certify STARR Collection screen click on the Decertify Data link.

**MSDS Home**  
**To Do List...** [icon]  
**Manage Requests...** [icon]  
**Student Data Submission...** [icon]  
 Upload File  
 Uploaded File Status  
 Data Staging Area  
**Student Data Downloads...** [icon]  
**Search...** [icon]  
**Certified Data Reports...** [icon]  
**Audit FTE...** [icon]  
**Grad Cohort...** [icon]  
**PEPE...** [icon]  
**General Reports...** [icon]  
**Section 25...** [icon]

**Certify STARR Collection**  
**Alpena Community College (04942)**

**i** Your data has been certified and is locked for editing.

▼ Summary

Collection:	STARR 2013-2014
Current Status:	Certified
Last Status Update:	04/10/2014 02:12:30 PM

After asserting that your data is accurate, clicking 'Certify' will lock your data and indicate to CE that your data submission for this collection is complete.

**1** [Decertify Data](#)

Your STARR data has been certified and can no longer be edited. If you need to make changes to this data, clicking 'DeCertify' will unlock your data. You will have to run the Quality Review process again in order to recertify your data.

[Back To Staging Detail](#)

**Validation Results:**

- Errors: 0
- Warnings: 0

▸ Certification Log

## Additional MSDS Functionality

### Student Search

Use the MSDS Student Search feature when you want to look up individual students to locate their UICs. To perform a student search:

1. Click on the **Search** tab at the left-hand menu. This will bring up a sub-menu. Click on the **Student Search** tab. This will take you to the Student Search screen.
2. Click the radio button next to **Search By Core Fields**.
3. Type in all or portions of the core fields.
4. Click on the **Filter** button. This will bring up the search results for the student. *Note:* No search results will appear if no matches were found in the system. The search results may also bring up multiple matches. If you discover that there are multiple UICs for your student, the UICs should be linked. See the [IHE Request for UIC Collection User Guide](#) section on linking UICs for these instructions.

The screenshot shows the MSDS Student Search interface. The left-hand menu has a red box around the 'Search...' tab, with a callout '1' pointing to it. The 'Student Search' sub-tab is also highlighted with a red box. The main search area has a red box around the 'Search By Core Fields' radio button, with a callout '2' pointing to it. The search form fields are highlighted with a red box, with a callout '3' pointing to the 'Last Name' field. The 'Filter' button is highlighted with a red box, with a callout '4' pointing to it. The search criteria are: Last Name: Banner, First Name: Finn, Date of Birth Year: 2006, Date of Birth Month: 10, Date of Birth Day: 28, Gender: Either. The search criteria are set to 'Search By Core Fields' and 'Search using match criteria (begins/contains ignored)' is checked.

5. The Student Type identifies if the student has a Secondary (K12) and/or a Higher Education (HE) record.
6. Click on the hyperlinked UIC for the student. This will take you to the Student Details screen to view detailed information on the student.

Michigan.gov Home | CEPI Home | MSDS Home | User Guide | Help | Contact CEPI | Glossary | Log Off

MSDS | Profile: STARR/UIC

SDS Home > Student Search

### Student Search

Your search yielded 2 result(s).

Filtered on Last Name(Banner%), First Name(Finn%), Birth Year(2006), Birth Month(10), Birth Day(28)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple	Birth Order	Student Type
<a href="#">0012053500</a>	Banner	Finn	Michael	10/28/2006	M	0		HE
<a href="#">0012053500</a>	Banner	Finn	Michael	10/28/2006	M	0		K12

Items per page: 10 | Page 1 of 1

A screen similar to the one below will display for the student.



## Student Details

[Back to Search Results](#)

[View Student History](#)

	Primary
Unique Identification Code (UIC)	0012053500
Student First Name	Finn
Student Middle Initial	Michael
Student Last Name	Banner
Student Suffix	
Date of Birth	10/28/2006
Gender Code	M
Grade or Setting	
Student ID Number (Membership)	
Racial/Ethnic Code	
Operating District Number	
School or Facility	
Date of Enrollment	
Date Exited	
District Exit Status	
Multiple Birth Order	0
Created By	Deanna J Griak
Created Date	01/09/2014
Created By Submitting Entity	
Modified By	Deanna J Griak
Modified Date	01/09/2014
Modified By Submitting Entity	
Approved By	
Approved Date	

- [MSDS Home](#)
- [To Do List...](#) ⊕
- [Manage Requests...](#) ⊕
- [Student Data Submission...](#) ⊕
- [Upload File](#)
- [Uploaded File Status](#)
- [Data Staging Area](#)
- [Student Data Downloads...](#) ⊕
- [Search...](#) ⊕
- [Student Search](#)
- [Certified Data Reports...](#) ⊕
- [Audit FTE...](#) ⊕
- [Grad Cohort...](#) ⊕
- [PEPE...](#) ⊕
- [General Reports...](#) ⊕
- [Section 25...](#) ⊕