# Center for Educational Performance and Information

## *Institutions of Higher Education Request for UIC Collection: At a Glance*

**Questions:**
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## Uploading a File:

1. Click on Student Data Submission, then Upload File from the left navigation bar.
2. Select the IHE Request for UIC Collection from the drop-down menu.
3. Click the Browse button to choose the file you wish to upload.
4. Click the Upload File button.
5. Once your file is uploaded, you will want to check to see if it successfully processed.

## Checking Your File's Status:

1. To check the status of your uploaded file to see if it was accepted or rejected due to file-level validation errors, click on Student Data Submission, then Uploaded File Status from the left navigation bar.
2. Select the IHE Request for UIC Collection from the drop-down menu.
3. Click the Filter button.
4. 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.

## Reviewing Records:

1. Click on Student Data Submission, then Data Staging Area from the left navigation bar.
2. Select the IHE Request for UIC Collection from the drop-down menu.
3. Click the Filter button.
4. Click the Collection Name to go to the Staging Area Details screen.

## UIC Resolution:

1. Click Student Data Submission and Data Staging Area from the left navigation bar.
2. Select the IHE Request for UIC Collection from the drop-down menu.
3. Click the Filter button.
4. Click on the collection name link.
5. Click Requires Resolution from the UIC Resolution Status section of the Staging Area Detail page.
6. Scroll to the bottom of page and click the Requires Resolution link to the right of the student's name.
7. Compare the data you submitted for the student to the possible match(es) presented.
8. Click the UIC hyperlink of the possible match record to review the student's history.
9. If you determine that a possible match represents your student, click "Use this UIC."
10. If you determine that your student is a different student from the possible match(es), click "Request New UIC."

11. Enter reason for new UIC request in the UIC Request Comments pop-up box.
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 turnaround 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 Staging Area Detail screen.

## Requesting to Link UICs (multiple UICs for a student are found through Student Search or UIC Resolution):

1. From the Student History screen, select Request to Link from the Action drop-down list.
2. Click the Go button.
3. Enter the UICs you wish to link in the UIC column. The Student Link Request form allows users to request to link up to six UICs.
4. Choose the radio button for the primary UIC. The primary UIC should be the UIC with the most recent history records.
5. Add justification for the link request in the Justification text box.
6. Click the Validate button to confirm that you are requesting to link valid UICs.
7. Click the Submit Request button.
8. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. Typical turnaround time is one to two business days. You may review the status of your request on the Manage Linking Requests screen or in Student Search.

## Manage Requests for UICs:

1. Choose Manage Requests for UIC from the Manage Requests menu. You'll be able to filter requests. Once your filter results have been returned, you may click on the Details button to review your request. This will bring up the UIC Resolution screen for that student.
2. Use the Back and Next buttons to move to the next request.
3. Once a system administrator has approved or denied your request, the Details button is disabled.

## Manage Linking Requests:

1. Choose Manage Linking Request from the Manage Requests menu. You'll be able to filter requests.
2. Once your filter results have been returned, you may review your requests to see if they have been approved or denied by the system administrator. Approved/denied status is shown in the bottom right-hand corner of each request.

## Downloading a File from the MSDS (UIC is included as long as the record does not require resolution):

1. Click the Student Data Downloads, then Download Status from the left navigation bar.
2. Click on the Request New Download button.
3. Enter your institution's name or entity code, data location and collection.
4. Click on the Start Download button.
5. You will be prompted to go back to the Download Status. Click OK.
6. The Download Status screen will show the status of the requested download. Your file is ready when the file name is a hyperlink.

## Student Search:

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

1. Click on Search then Student Search from the left navigation bar.
2. Click the radio button next to Search By Core Fields.
3. Type in all or portions of the core fields.
4. Click Filter.
5. Click on the hyperlinked UIC for the student. This will take you to the Student Details screen to view detailed information on the student.
6. The Student Type identifies if the student has a Secondary (K12) and/or a Higher Education record.

## Manually Entering Student Data (a way to enter data other than uploading a file):

1. Click on Student Data Submission, then Data Staging Area from the left navigation bar.
2. Enter your five-digit IHE entity code or name.
3. Click the Add New Collection button. If the IHE Request for UIC Collection has already been added for your entity, skip to Step 7.
4. On the Add New Collection screen, choose the collection from the drop-down list.
5. Press the Add Collection button. Note: Adding a new collection is only necessary if the collection does not already exist. This is not something you need to do each time you want to manually enter data.
6. You will be taken to the Staging Area page to access your collection. Select the collection from the drop-down menu.
7. Click on the collection name.
8. On the Staging Area Detail screen, click on the Add Direct button.
9. Enter all required information. Core field information is required and denoted by a red asterisk (*).
10. Click the Submit button. This will submit the student to the IHE Request for UIC Collection, and the user will be returned to the Staging Area Detail screen.