

How to Complete your Web-Based SSCR Transmission



Step 1. Logon

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C.O.R.A.

Log In

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This service is free to our school participants because of the support of our member guarantors and servicers.


Please enter your valid CORA User Name and Password below and then click on the **Submit** button.

User Name:

Password:

If you have not signed an agreement with the Clearinghouse, you are not authorized to access this site. Unauthorized persons entering this site will be prosecuted. To find out how to obtain access, please contact the CORA coordinator at 703-742-4200 or service@studentclearinghouse.org.

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



Step 2. Review Your School Contacts

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School Contacts > 00001-00 KNOWLEDGE UNIVERSITY

08/11/2006 09:39:55 EST [Select School](#) [Help](#)

This is a view-only page.

Please confirm school contact information correct. If the information is correct, please click on **Continue**. If you need to modify any of this contact information, please email the CORA coordinator at service@studentclearinghouse.org.

Name/Title/Address	Telephone	Fax	E-mail Address	Responsibility
JANE DOE KNOWLEDGE UNIVERSITY	(555) 555-5555		Doe@knowledge.edu	Certification Address Financial Aid Director Online Update Reports Submission Data

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

Verify your school contact information then click "Next"

Step 3. Enter Academic Term

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School Transmission Profile > 00001-00 KNOWLEDGE UNIVERSITY

08/11/2006 10:13:19 EST [Select School](#) [Help](#)

Please complete the information in the current transmission section in order to build your new transmission. The information provided will reflect the general characteristics of the transmission you will create.

(* = required)

Current Transmission

* **Name of Academic Term:** (Ex: FALL 2000)

For Academic Term, enter SSCR

Check here if all students have the same term dates.

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

Step 4. Enter Term Dates

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School Transmission Profile > 00001-00 KNOWLEDGE UNIVERSITY

08/11/2006 09:40:09 EST [Select School](#) [Help](#)

Please complete the information in the current transmission section in order to build your new transmission. The information provided will reflect the general characteristics of the transmission you will create.

(* = required)

Current Transmission

* **Name of Academic Term:** (Ex: FALL 2000)

Check here if all students have the same term dates.

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

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

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

If all the students in your transmission have the same academic period or year, check the box. Enter the term begin and end dates.

Step 5. Review Student Roster

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School Transmission Detail > 000001-00 KNOWLEDGE UNIVERSITY
08/11/2006 11:26:03 EST [Select School](#) [Transmission Profile](#) [Help](#)

Page 1 of 1 Total Records: 3

#	SSN	Name •	Status	Anticipated Graduation Date
1	777-77-7777	Bell, Joe		
2	999-99-9999	Jones, Tom		
3	888-88-8888	Miller, Michelle	F	05/31/2008

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

[Next](#)

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

This page displays a list of the U.S. students who have federal student loans and are/were in attendance at your institution according to the loan guaranty agencies.

Click “View Student Roster Detail” to see a detailed list of all the students in your transmission. You can also click “Add New Student” to add a student to your transmission.

Click the student’s name to review his or her record.

Step 6. Review Student Records

National Student Clearinghouse

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C.O.R.A.

Student Record Detail > 00001-00 KNOWLEDGE UNIVERSITY

08/11/2006 09:41:14 EST

[Select School](#) [Transmission Profile](#) [Help](#)

(* = required)

Personal Information

* **Social Security Number:**

First Name:

Middle Initial:

* **Last Name:**

Name Suffix:

Date Of Birth: (mm/dd/yyyy)

Permanent Address

Street 1:

Street 2:

City:

State: ▼

Zip:

Enrollment Information

* **Enrollment Status:** ▼

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

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

Anticipated Graduation/Completion Date: (mm/dd/yyyy)

Select the student's enrollment status and enter the anticipated completion date. If you did not pre-set the term dates at the beginning of your session, you will need to enter them for each student.

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

“Withdrawn Students”

(* = required)

Personal Information

* **Social Security Number:**

First Name:

Middle Initial:

* **Last Name:**

Name Suffix:

Date Of Birth: (mm/dd/yyyy)

Permanent Address

Street 1:

Street 2:

City:

State:

Zip:

Enrollment Information

* **Enrollment Status:**

* **Status Start Date:** (mm/dd/yyyy)

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

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

For “Withdrawn” students, the status start date should be the student’s last date of attendance.

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

“Students With No Record at Your Institution”

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C.O.R.A.
Student Record Detail > 000001-00 KNOWLEDGE UNIVERSITY
08/14/2006 12:03:59 EST [Select School](#) [Transmission Profile](#) [Help](#)

(* = required)

Personal Information

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

Permanent Address

Street 1:
Street 2:
City:
State:
Zip:

Enrollment Information

* **Enrollment Status:**
* **Status Start Date:** (mm/dd/yyyy)
* **Term Begin Date:** (mm/dd/yyyy)
* **Term End Date:** (mm/dd/yyyy)

For students on your roster who have never attended your institution, select “WITHDRAWN” as the enrollment status and enter 01/01/1900 as the status start date.

After you have reviewed the last student, click “OK”

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

“Student Roster Detail”

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C.O.R.A.

Student Roster Detail > 000001-00 KNOWLEDGE UNIVERSITY

08/11/2006 09:41:29 EST [Select School](#) [Help](#)

This is a view-only page.
Total Records: 3 Transmission Type: Subsequent of Term

#	SSN	Name	Student Data
1	999-99-9999	JONES, TOM M	Date of Birth: 07/27/1982 Address: Enroll Status: Status Start Date: Term Begin Date: Term End Date: Anticipated Graduation/Completion Date:
2	888-88-8888	MILLER, MICHELLE N	Date of Birth: Address: 1234 LOAN WAY Enroll Status: F Status Start Date: Term Begin Date: Term End Date: Anticipated Graduation/Completion Date: 05/31/2008
3	777-77-7777	BELL, JOE B	Date of Birth: Address: Enroll Status: Status Start Date: Term Begin Date: Term End Date: Anticipated Graduation/Completion Date:

[< Back](#)

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

**The roster provides detailed information on your students.
Review the completed student roster detail and print a copy for your records.
To return to the student transmission detail page, click “Back.”**

Step 7. Review Transmission Summary

The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.

Transmission Summary	Total Count
Total Students:	3
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	2
Not Reviewed Students:	1

Errors Found:

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

- Required data missing in '1' record(s).

Show Errors

If you have not reviewed a student, you will receive an error message. If you click "Show Errors," the students you have not reviewed will be indicated by an "E."

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

Step 8. Submit Transmission

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C.O.R.A.

Transmission Confirmation > 00001-00 KNOWLEDGE UNIVERSITY

08/11/2006 10:15:50 EST

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

The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.

Transmission Summary	Total Count
Total Students:	3
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	3
Not Reviewed Students:	0

If you proceed with transmitting your Transmission to the Clearinghouse, all information you have entered in your current Transmission will not be available for review after the process is completed. This process cannot be undone. We recommend that you print out a copy of [Student Roster Detail](#) for your record before you proceed.

This process may take few minutes to complete. **Please be patient** and do not hit Refresh or Stop buttons from your browser.

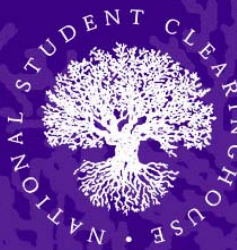
If you wish to go back and edit your student data, click on **Transmission Detail**. If you wish to continue to transmit, click on **Complete Transmission**.

To go back and edit your records, click here. →

Transmission Detail

Complete Transmission ←

After you've reviewed the information, click here to submit your transmission.



About the National Student Clearinghouse

- Created in 1993 to facilitate the distribution of student enrollment information to student loan providers
- Assists 3,300+ colleges and universities with their compliance reporting for U.S. Government guaranteed student loans.

2006:

Offers compliance reporting assistance to international schools



**If you would like more
information...**

e-mail us at:

International@studentclearinghouse.org

Thank you!



Interested in learning more about the Clearinghouse?

Please visit :

www.studentclearinghouse.org