

# TEACH Grant User Screens



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# 1 Introduction

The Office of Postsecondary Education (OPE) is requesting institutions that administered the TEACH grant program provide supplementary data to aid in analysis of the program's activities. OPE uses a web-based reporting system to collect the data.

This document defines the web application's capabilities with screen designs, data validations and error messages, and database table structures. The OMB Approval Number for the TEACH Grant On-line system is 1840-0819. The web application was developed in ColdFusion MX 9 and the database resides in an Microsoft SQL database. The document's intended audience is the OPE management and staff.

## 2 Home Page

### Description

This page displays when the user enters the Teach Grant Online System URL, <http://opeweb.ed.gov/teachsdg>. It provides information about the submission due date, login and registration process. Links are provided for *Registration*, *Forgot Password*, *First time user*, *Contact Help Desk*, and *Warning*. This page allows users to log in to the TEACH Grant online program if they have already registered. All users must register in order to access the APR.

Once users are registered, they will enter their *User ID* and *Password* and click the *Login* button to log in to the system. If the users have three unsuccessful login attempts, the account will be locked. They will need to contact the Help Desk to have their account unlocked.

The **Login** page displays as follows:

TEACH Grant Online System

DEPARTMENT OF EDUCATION  
UNITED STATES OF AMERICA

**TEACH Grant  
Online System**

**Beta Test Site**

[FAQ](#) | [Contact Help Desk](#) | [Warning](#)

**Login to access your data:**

User ID:

Password:

[Forgot Password?](#)

OMB Approval No.: 1840-0819  
Expiration Date: 03/31/2014

**Important**

- The TEACH online system is available from November 1, 2013 to January 3, 2014.
- All reports are due January 3, 2014.
- This data request ONLY applies to institutions that disbursed TEACH grant funds during the 2012-13 award year.
- To begin entering your data, enter your user ID and password and click the 'Login' button.
- If you do not know your login, click on the [Forgot Password](#) link.

**Paperwork Reduction Act of 1995**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (as identified in Section 420P of the Higher Education Act, as amended by the Higher Education Opportunity Act of 2008). Send comments regarding the burden estimate or any other aspect of this collection of information,

## 2.1 Contact Help Desk

### Description

The **Contact Help Desk** screen displays when the user clicks the *Contact Us* link. The user enters the information on the page and clicks the *Send* button to send an email to the help desk. A help desk record will be logged when the message is sent.

The **Contact Help Desk** page displays as follows:

TEACH Online  
OPE

**Contact Help Desk**

To ask a question or report a problem on this website, please complete the form below and click the Send button. An email will be sent to the Help Desk.

\* Required

Date: **Tuesday September 3, 2013 14:07**

To: TEACHAdmin@cbmiweb.com

OPE ID: \*

First Name: \*

Last Name: \*

Email Address: \*

Phone Number:

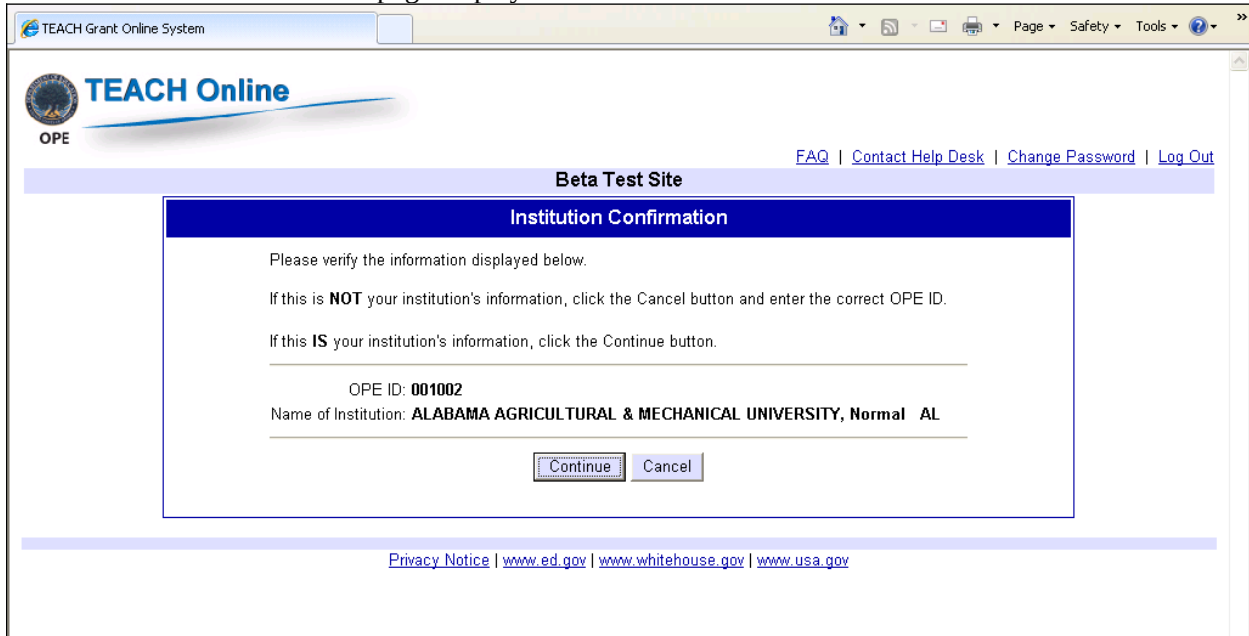
Message: \*  
Limit 2,000 characters

## 2.2 First Time Log In

### Description

A user can begin the data collection process by logging in using the user id and temporary password provided via email. If this is the first time the user logs into the program, the **First Time Login** screen will display are requiring a change to the temporary password. The user must complete all information on this page and click the **Submit** button. The new password must meet all of the complexity rules – at least 8 characters and at least one upper case alpha, lower case alpha, number, and special character. If the password is successfully changed, the login page will redisplay.

The **Institution Confirmation** page displays as follows:



The screenshot shows a web browser window titled "TEACH Grant Online System". The page header includes the "TEACH Online" logo and "OPE" text. A navigation bar contains links for "FAQ", "Contact Help Desk", "Change Password", and "Log Out". Below this is a "Beta Test Site" banner. The main content area is titled "Institution Confirmation" and contains the following text:

Please verify the information displayed below.

If this is **NOT** your institution's information, click the Cancel button and enter the correct OPE ID.

If this **IS** your institution's information, click the Continue button.

OPE ID: **001002**

Name of Institution: **ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY, Normal AL**

At the bottom of the form are two buttons: "Continue" and "Cancel".

At the bottom of the page, there is a footer with links for "Privacy Notice", "www.ed.gov", "www.whitehouse.gov", and "www.usa.gov".

The **First Time Login** page displays as follows:

The screenshot shows a web browser window titled "TEACH Grant Online System". The page header includes the "TEACH Online" logo with "OPE" underneath, and navigation links for "FAQ", "Contact Help Desk", "Change Password", and "Log Out". A blue banner reads "Beta Test Site". The main content area is titled "Change Password" and contains the following text: "You are required to change your temporary password the first time you login. Please enter your current password and new password and click the 'Save' button." Below this is a bulleted list of password requirements: "Your new password cannot contain your first name, last name, or username." and "Your new password must be at least eight characters, and include any combination of the following:" with sub-points for uppercase (A-Z), lowercase (a-z), numbers (0-9), and non-alphanumeric special characters (e.g., !, @, #, \$, %, /, +, -). The form includes three input fields: "Current Password:", "New Password:", and "Re-enter New Password:", followed by a "Save" button. At the bottom, there are links for "Privacy Notice", "www.ed.gov", "www.whitehouse.gov", and "www.usa.gov".

## 2.3 Forgot Password

### Description

If the user has already registered but has forgotten the password, the Forgot Password page can be used to have the login information emailed. This page requires the OPE ID number and FAA's email, first and last name to obtain a forgotten password. If the information provided matches the database records, the password is emailed to the FAA.

The **Forgot Password** page displays as follows:

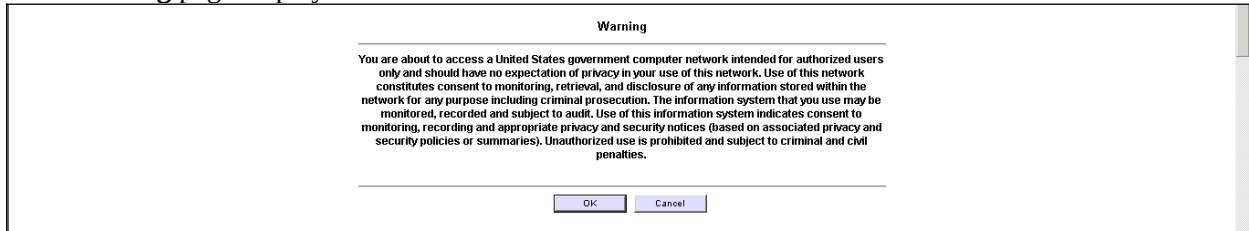
The screenshot shows a web browser window titled "TEACH Grant Online System". The page header includes the "TEACH Online" logo with "OPE" underneath, and navigation links for "FAQ", "Contact Help Desk", and "Home". A blue banner reads "Beta Test Site". The main content area is titled "Forgot Password" and contains the following text: "Please enter your OPE ID and click the 'Send Login' button. An email with login information will be sent to the FAA and data entry emails we have on record." Below this is an input field labeled "OPE ID:" followed by "Send" and "Return" buttons. At the bottom, there are links for "Privacy Notice", "www.ed.gov", "www.whitehouse.gov", and "www.usa.gov".

## 2.4 Successful Login

### Description

The security **Warning** page displays after the user has logged into the system successfully. After clicking on the *OK* button, the user proceeds to the **Institution Confirmation** page.

The **Warning** page displays below:

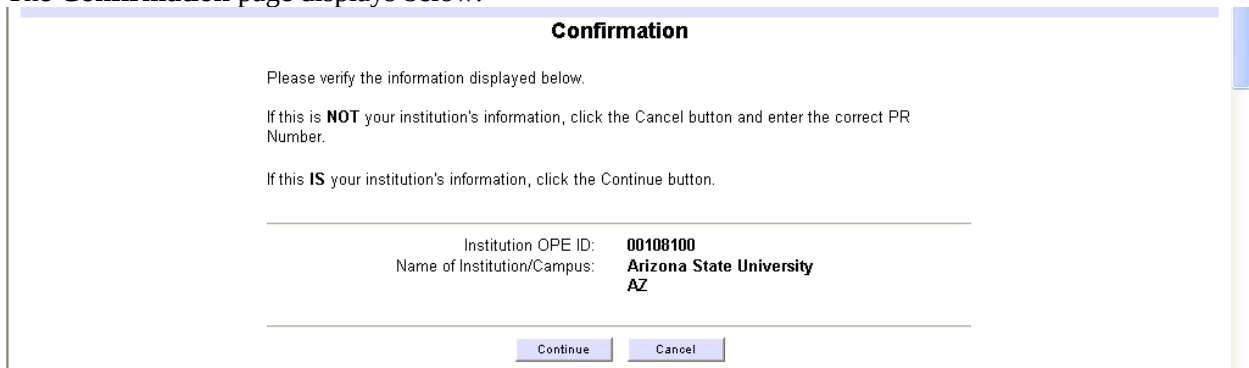


A warning dialog box with a title bar that says "Warning". The main text reads: "You are about to access a United States government computer network intended for authorized users only and should have no expectation of privacy in your use of this network. Use of this network constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose including criminal prosecution. The information system that you use may be monitored, recorded and subject to audit. Use of this information system indicates consent to monitoring, recording and appropriate privacy and security notices (based on associated privacy and security policies or summaries). Unauthorized use is prohibited and subject to criminal and civil penalties." At the bottom, there are two buttons: "OK" and "Cancel".

### Page Details

The user is next asked to verify the institution name and OPEID. This information is displayed from session variables. The user clicks the *Continue* button to begin their report.

The **Confirmation** page displays below:



A confirmation page with a title bar that says "Confirmation". The main text reads: "Please verify the information displayed below. If this is **NOT** your institution's information, click the Cancel button and enter the correct PR Number. If this **IS** your institution's information, click the Continue button." Below the text, there is a table with two rows: "Institution OPE ID: 00108100" and "Name of Institution/Campus: Arizona State University AZ". At the bottom, there are two buttons: "Continue" and "Cancel".

Institution information from session variables is displayed at the top of every page after the user logs in.

## 3 Financial Aid Administrator and Data Entry Person Information

### Description

This page displays the FAA and the Data Entry Person and allows the user to update them. The fields are pre-populated from the database. Once data entry is complete, the user clicks on the *Save and go to next step* button.

The **Update FAA** page displays below:

TEACH Grant Online System

TEACH Online  
OPE

FAQ | Contact Help Desk | Change Password | Log Out

Beta Test Site

**Financial Aid Administrator and Data Entry Person Information Verification**

**Your password has been updated.**

Please verify your financial aid administrator and data entry person information.

\* Required

1. Financial Aid Administrator:

FAA Name: \*  
First Name: Linh MI: Last Name: Vu

FAA Email: \*  
linhw@cbmiweb.com

FAA Phone: \*  
7038468230

Fax Number: 2563728215

Please select one of the following options:

- Yes, The FAA information displayed above is correct.
- I have entered a new FAA.
- I have updated the FAA information.

If someone other than the FAA listed above will be entering the report information, please complete the information below:

2. Data Entry Person:

Data Entry Name: First Name: MI: Last Name:

Data Entry Email:

Data Entry Phone:

By checking this box, you are acknowledging that the FAA continues to be responsible for the integrity of the data.

Save and Continue Reset

Privacy Notice | www.ed.gov | www.whitehouse.gov | www.usa.gov

## 4 Recipient Update

### 4.1 Main Page

#### Description

The Step 2 main page will display brief instructions for completing the TEACH data. The page provides a link for new users to start the recipient data collection process and options for returning users to continue reviewing recipient data or start a new process.



After the user clicks on the Recipient Update tab, the following screen displays:

The screenshot shows the TEACH Grant Online System Beta Test Site. The page title is "Recipient Data Collection". A red message states "The FAA information has been saved." Below this, there are three main sections: "Update Recipient Data On-line", "Download Recipient Data to an Excel File", and "Upload Recipient Excel File".

**Update Recipient Data On-line**  
 Your TEACH recipient data was preloaded into the system.  
 To view or update your recipient data through an on-line form, click

**Download Recipient Data to an Excel File**  
 To obtain your 2012-13 recipient data in an Excel spreadsheet for editing offline, click .  
 Once you have finished updating the recipient spreadsheet, upload it by clicking the "Upload Spreadsheet" button.

**Please Note:**

1. The recipient data in the Teach system was extracted from the COD system on 08/29/2013. Any changes you have made in COD since then will not be reflected in the TEACH data. If there are any students who should be added or removed from the spreadsheet, you may do that on-line after you have uploaded the spreadsheet by clicking the "Update Recipients On-line" button above.
2. You may only update the field of study and the cost of education in the last two columns (columns I and J). The system will **not** accept data changes in any other columns.
3. You can find program of study CIP codes [below](#).
4. The cost of attendance should be rounded to the nearest dollar and include tuition, fees, room and board, and other expenses. It must be more than the total TEACH award.
5. Due to security and privacy concerns, the SSN is not included in the downloaded file.
6. The student ID column is for internal system use only.

**Upload Recipient Excel File**  
 Once you have downloaded and updated the recipient file, you can upload it here. First, click the Browse... button to select the Excel spreadsheet with an .XLS or .XLSX extension from your desktop. Then click on the "Upload File" button to proceed.  
 File to Upload:

Prior to uploading your file, verify that your spreadsheet contains the following columns:

|               |                             |
|---------------|-----------------------------|
| A. OPEID      | F. MI                       |
| B. Award Year | G. Date of Birth            |
| C. Student ID | H. TEACH Award Amount       |
| D. Last Name  | I. Program of Study         |
| E. First Name | J. Total Cost of Attendance |

**View Program of Study CIP Codes**  
 The dropdown below provides the list of valid field of study categories. Select a category from the dropdown and click the "Go" button to view the program of study codes for that category or download a [program of study Excel file](#) which contains all of the codes. Enter the appropriate program of study CIP code in "Total Cost of Attendance" column on the spreadsheet for each recipient.  
 Category:

At the bottom of the page, there are links for Privacy Notice, www.ed.gov, www.whitehouse.gov, and www.usa.gov.

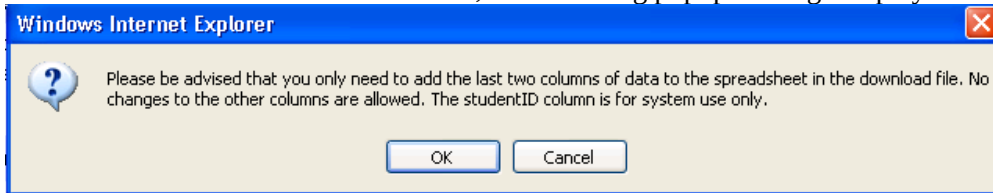
## Description

The **Update Recipient Main** page provides these options for starting the recipient data collection process:

1. Access the student data online through the web data entry form.
2. Download a spreadsheet of student data to an Excel file to enter the field of study and cost of attendance offline.
3. Upload a completed Excel file of student data.

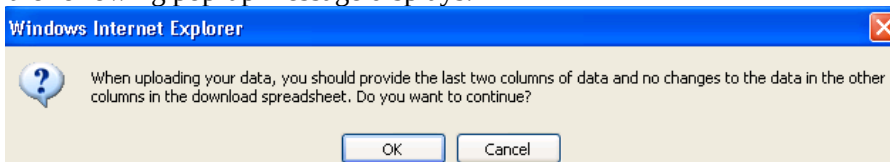
- Select a field of study code from the *Category* dropdown and click the *Display Program of Study Code* button. This page will redisplay with the CIP codes and program of study descriptions for the category to aid the user in entering student information.

When the user clicks the *Download Data* button, the following popup message displays:



After the *OK* button is clicked, the student spreadsheet is generated and the screen redisplay with a link for the user to download the spreadsheet.

The Upload File function allows the user to upload the Excel spreadsheet after the user has finished entering the CIP code and the cost of attendance for each student. The user will click the *Browse...* button and select the file from their desktop and then click the *Upload File* button. When the button is clicked, the following pop-up message displays.



The file uploaded must have an .xls or .xlsx extension. The following edits are performed on the spreadsheet. If an error is found, an error page is displayed.

| Spreadsheet Label  | Edit Check                     | Error Message   |
|--------------------|--------------------------------|---|
|                    | Blank File                     | The data file you uploaded is blank. Please update the data file and try again.";   |
|                    | No heading row                 | The headings in your upload file cannot be read. Please update the data file and try again  |
|                    | Wrong number of columns        | The upload file must have 11 columns of recipients data   |
|                    | Wrong number of recipients     | Your institution has <i>nn</i> recipients, but there are <i>nn</i> recipient records in your upload file.   |
|                    | Invalid Column Name            |   |
| Student ID         | Invalid Student ID             |   |
| Student Name       | Student ID Name mismatch       |   |
| OPEID              | Invalid OPEID                  | The OPEID in your upload file is 000000. This is an invalid OPEID.  |
| Reporting Year     | Invalid Reporting Year         | TEACH on line system collects recipient data for reporting year   |
| Cost of Attendance | Numeric Less than Award Amount | You must enter a numeric value in field 7, Total cost of attendance for the year.<br>Total cost of attendance cannot be less than the total TEACH award |

If there are no errors in the data, upon successfully uploading the file, the **Table View** screen is displayed, which allows the user to view the data and will also indicate all data errors that need to be fixed. See Section 4.2 for more information on the **Table View** screen.

## 4.2 Update Recipient On-line Table View

### Description

The **Table View** screen lists all the recipients for the institution with the Field of Study and Cost of Attendance entered on either the spreadsheet or the Web page. The total number of recipients displays. The recipient last name has a link to the update screen. The *Invalid Format/Value Error* column lists any fields that have errors in the format or value. The *Data Validation Error* column lists any fields that did not pass the cross-check validations. The *Record Number* column displays the record numbers from the spreadsheet uploaded, if any. The user must correct all the data errors displayed in the table before proceeding to the **Review and Submit** page to submit recipient data. The **Table View** page is sorted by data validation error, so all recipient records containing errors will be listed first. Users are able to sort by columns by clicking the link on the field headings.

The **Student Table View** page displays as follows:

TEACH Grant Online System

Update FAA Update Recipients Review and Submit

OPE ID: 001002 Institution: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY, Normal, AL Grant Award Year: 2012-13

**Recipient List**

Your 2012-13 TEACH grant recipients are listed below. To update a recipient's field of study and cost of attendance, click on the name link. Click on a column heading link to sort the data. To add a recipient, click the 'Add Recipient' button. To delete a recipient, click the 'Delete' link to the right of their name.

Add Recipient

Total number of recipients: 19

| Name                              | DOB | Total Award | Field of Study CIP | Cost of Attendance | Invalid Value        | Delete                 |
|-----------------------------------|-----|-------------|--------------------|--------------------|----------------------|------------------------|
| <a href="#">ANGRAND, AMY K</a>    |     | \$4,000     |                    |                    | Blank CIP; Blank COA | <a href="#">Delete</a> |
| <a href="#">AUSTIN, CHARLES D</a> |     | \$2,000     |                    |                    | Blank CIP; Blank COA | <a href="#">Delete</a> |

Privacy Notice | [www.ed.gov](http://www.ed.gov) | [www.whitehouse.gov](http://www.whitehouse.gov) | [www.usa.gov](http://www.usa.gov)

## 4.3 Recipient Information

### Description

The **Recipient Information page** is used for entering the Field of Study and Cost of Attendance on-line. No other fields are updateable. The Field of Study Category defaults to 'Education.' The individual recipient data can be reviewed or edited one record at a time until all the data errors have been fixed. Data validation is enforced when the *Save* button is clicked. The *Back to Table View* button will take the user to the recipient list on the Table View page. A message will be displayed to save the recipient data before the page is redirected. The system provides instructions for certain fields in small popup windows. The user can display another recipient by clicking the *Next* or *Prev* links at the bottom of the table or by selecting a number from the page number dropdown list.

The **Recipient Information** page displays as follows:

**Beta Test Site** [FAQ](#) | [Contact Help Desk](#) | [Change Password](#) | [Log Out](#)

[Update FAA](#) [Update Recipients](#) [Review and Submit](#)

OPE ID: 001002 Institution: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY, Normal, AL Grant Award Year: 2012-13

### Update Recipient Information

Select the recipient's Program of Study from the dropdown, enter the Cost of Attendance, and click a Save button. [Return to Recipient List](#)

**\* Required**

**Name:** AMY K. ANGRAND  
First MI Last

**Date of Birth:** [Redacted]

**Total TEACH Award:** \$4,000

**Eligible Field of Study:** **Category:** EDUCATION [Go]   
To populate the program of study dropdown for a different category, select the category from the dropdown and click "Go"

**Program of Study:** Select One [v]   
If the recipient's major has changed, select the major at the time the award was made.

**Total cost of attendance: \*** \$ [ ] Round to the nearest dollar and include tuition, fees, room and board, and other expenses for the year. The cost of attendance must be more than the total TEACH award.

**Comment:** [ ]

You are not allowed to update the recipient's name, date of birth, or teach award amount on this screen. If changes are needed to any of these fields, please explain in the comments area above. (Limit 1,000 characters and spaces.)

[Privacy Notice](#) | [www.ed.gov](#) | [www.whitehouse.gov](#) | [www.usa.gov](#)

## 5 Review and Submit

### Description

This screen is used to submit the report. An "✓" below indicates that data entry is complete and all validation checks have passed. Users will not be able to submit their information until a Field of Study and a valid Cost of Attendance have been entered for each recipient.

## Review and Submit:

The screenshot shows the TEACH Online interface. At the top left is the TEACH Online logo with 'OPE' below it. To the right are links for 'FAQ', 'Contact Help Desk', 'Change Password', and 'Log Out'. Below this is a 'Beta Test Site' header with three buttons: 'Update FAA', 'Update Recipients', and 'Review and Submit'. The 'Review and Submit' button is highlighted. Below the buttons, the user's information is displayed: 'OPE ID: 001002', 'Institution: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY, Normal, AL', and 'Grant Award Year: 2012-13'. The main content area has a blue header 'Review and Submit' and a message: 'You have completed the data entry process for your recipients and passed all validation checks for all your recipients. Click the "Submit Data" button to submit your data to the Department of Education. Please note that once you submit your data, you will no longer be able to update it.' A 'Submit Data' button is centered below the message. At the bottom of the page are links for 'Privacy Notice', 'www.ed.gov', 'www.whitehouse.gov', and 'www.usa.gov'.

If there are no errors, a Submit button displays. The user can click this button to submit their report. When the report is submitted, a verification email will be sent to the FAA and the data entry person. All recipient records on the tblTempStudent table will be copied to the tblRecipient table.

After the institution clicks the Submit button, the following screen will display:

The screenshot shows the confirmation screen after a successful submission. At the top left is the 'OPE' logo. To the right are links for 'Report Problem', 'Email Help Desk', 'TEACH Instructions', 'TEACH APR Web Site User Guide', and 'Log Out'. Below this is a header with the user's information: 'Institution OPE ID: 01111700', 'Institution Name: Alliant International University', and 'Institution City, State: SAN DIEGO, CA'. The main content area has a blue header 'Review and Submit APR Submitted' and a message: 'Data Successfully Submitted! Your participant data file has passed the data quality checks. No additional changes to your participant data file are required.' Below the message is a 'Thank You!' message.