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.

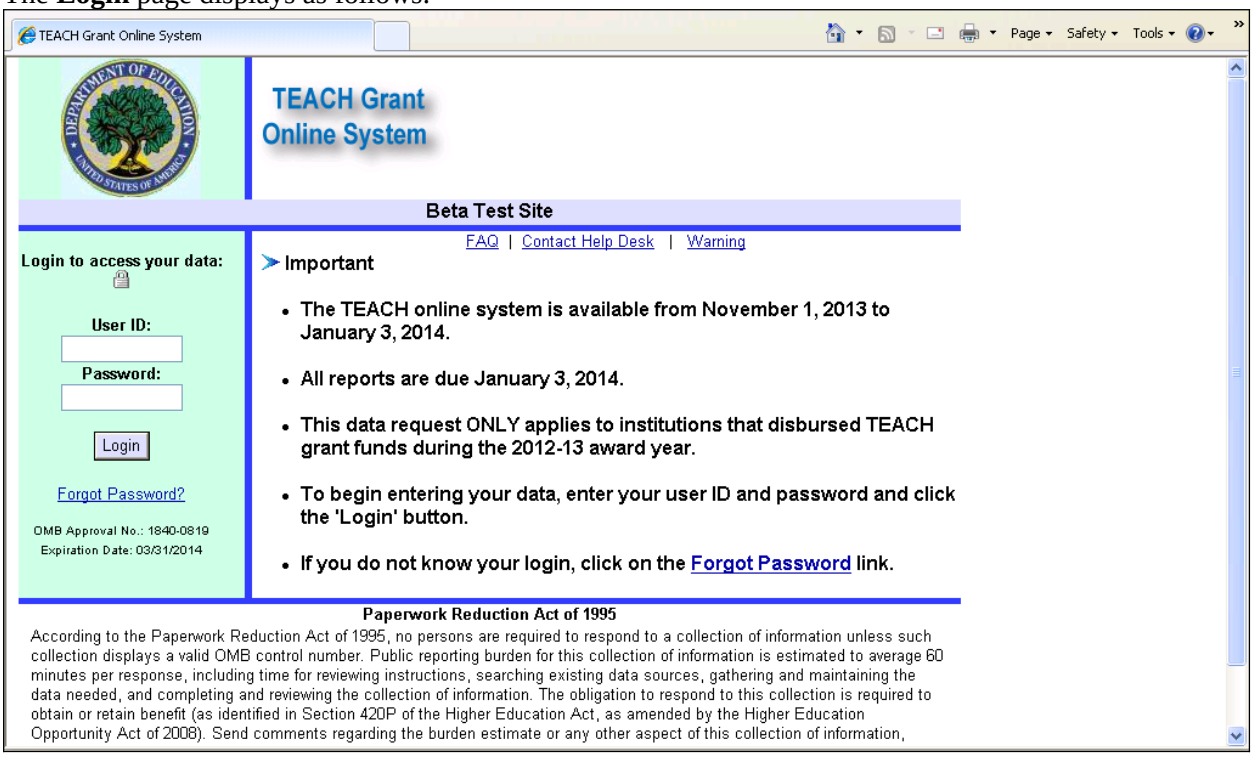
2 Home Page

Description

This page displays when the user enters the Teach Grant Online System URL, http://opeweb.ed.gov/teachsdc. 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:

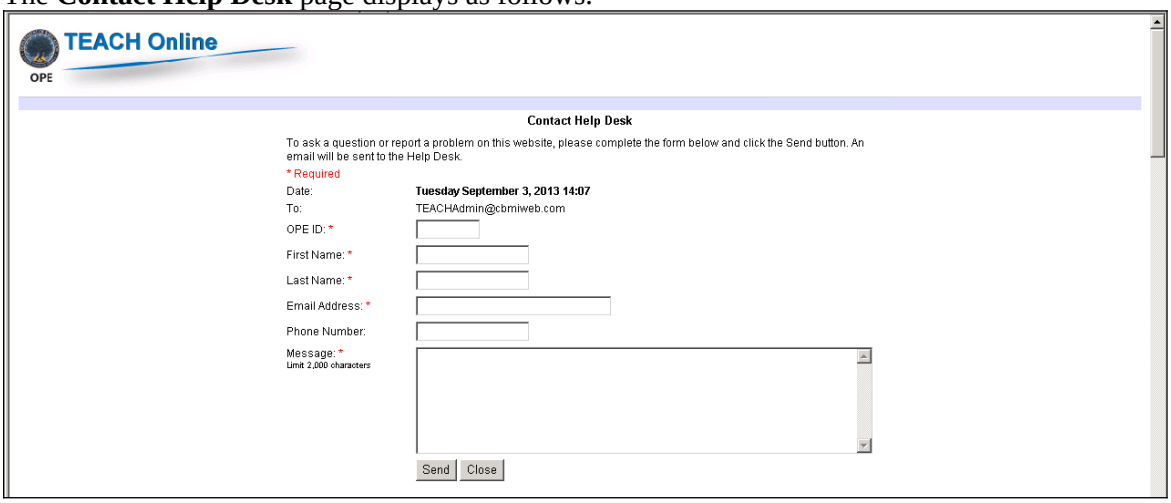


2.1 Contact Help Desk

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:

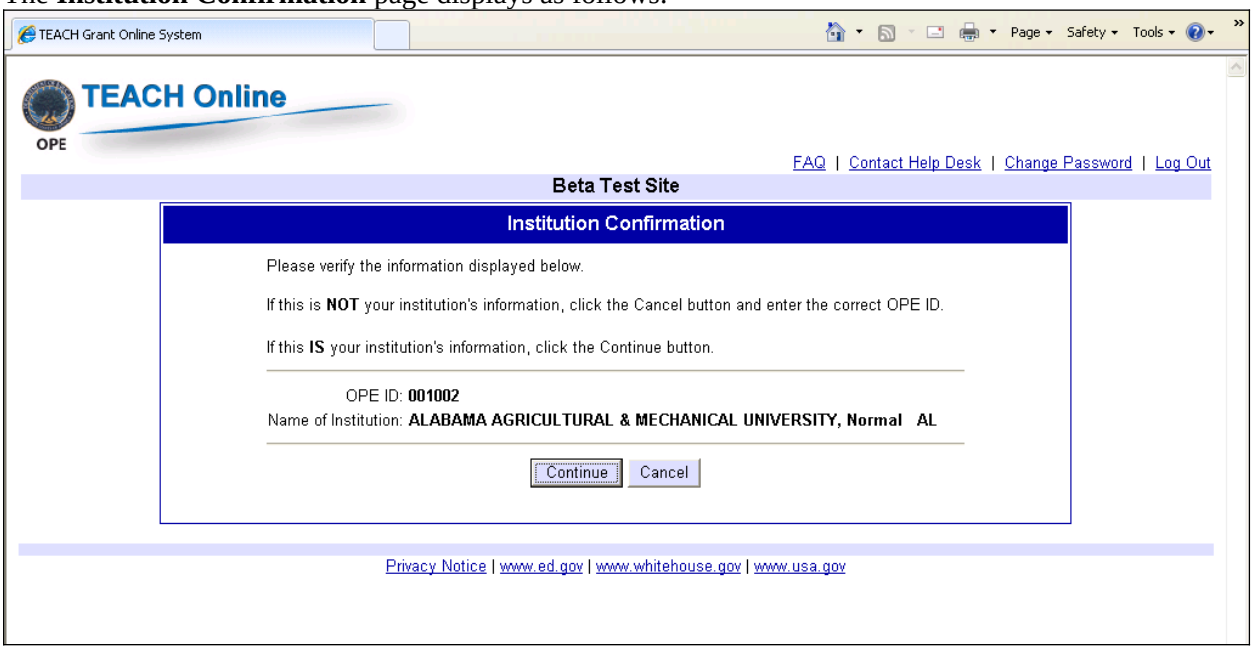


2.2 First Time Log In

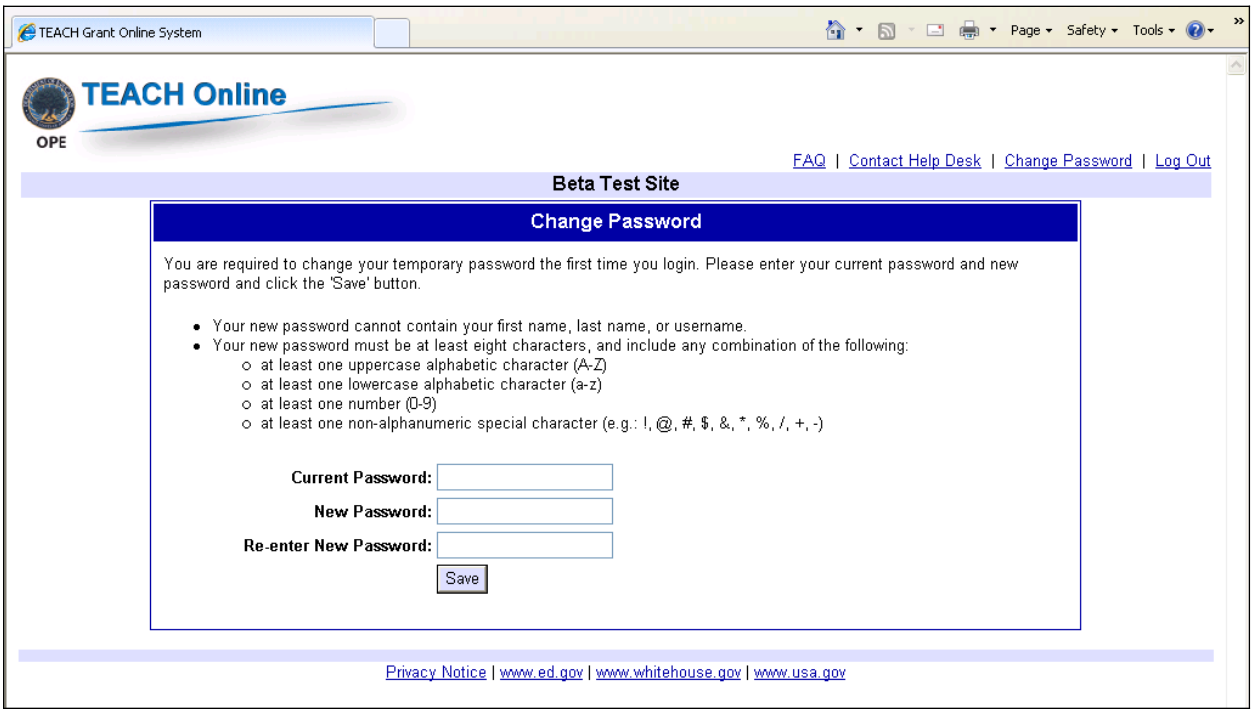
Description

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

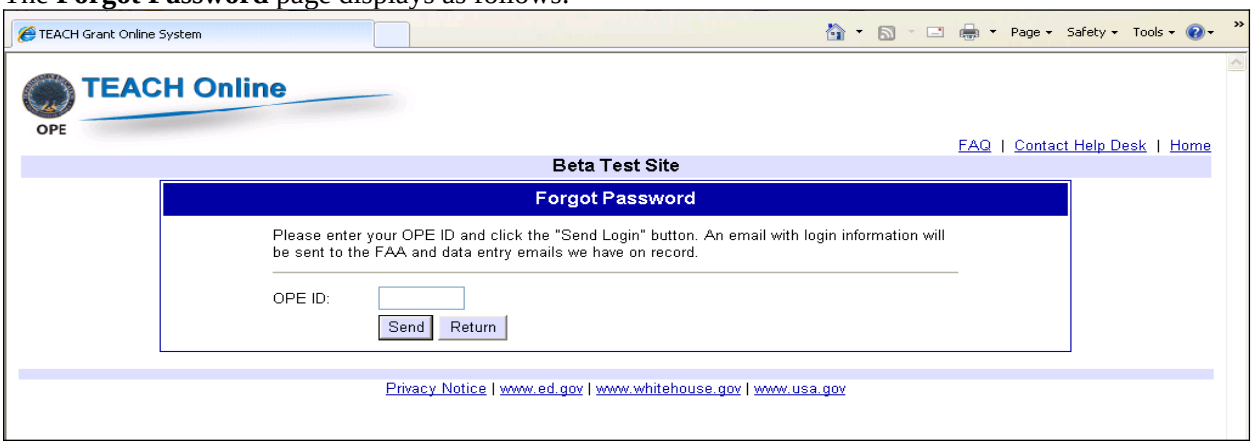


2.3 Forgot Password

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:

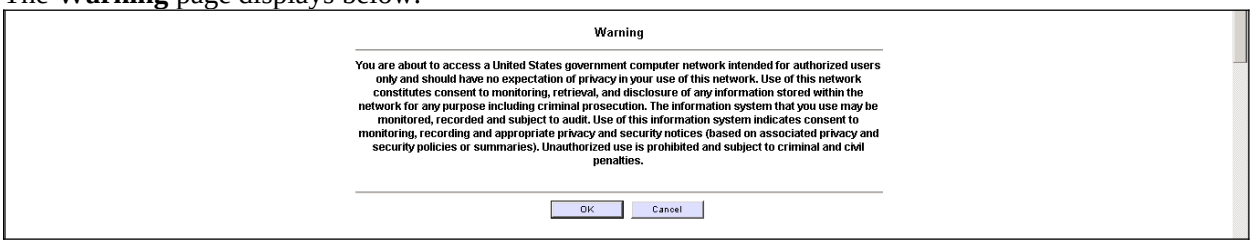


2.4 Successful Login

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.

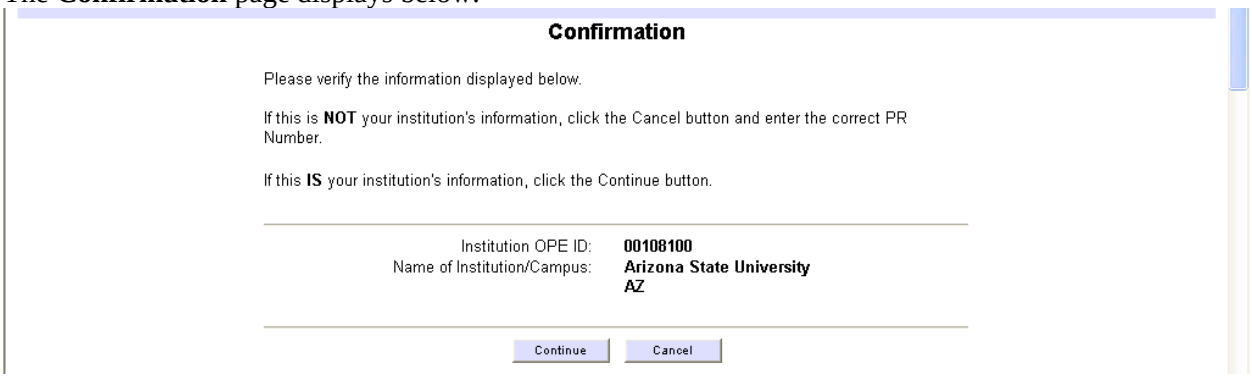
The **Warning** page displays below:



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:



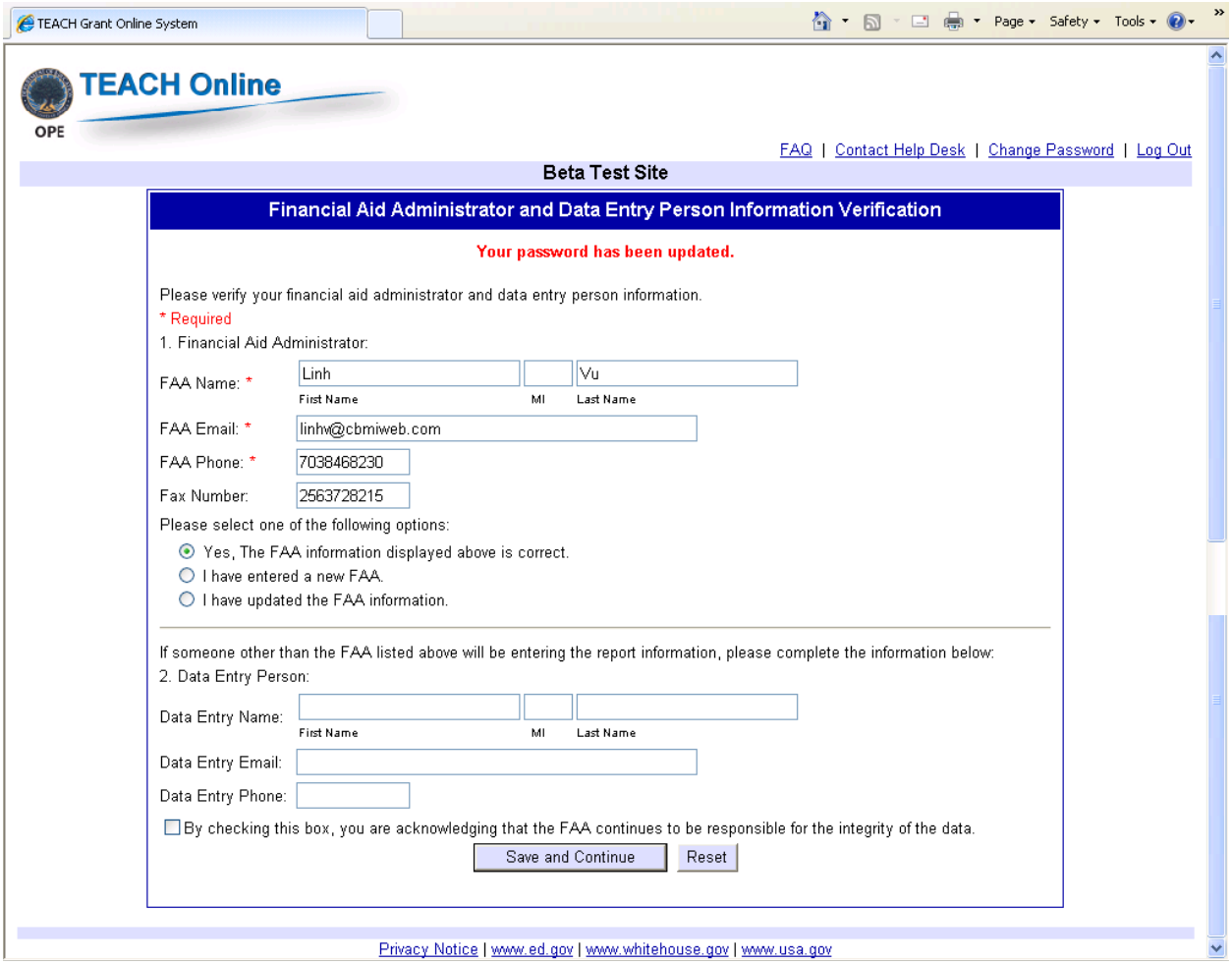
Institution information from session variables is displayed at the top of every page after the user logins.

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:



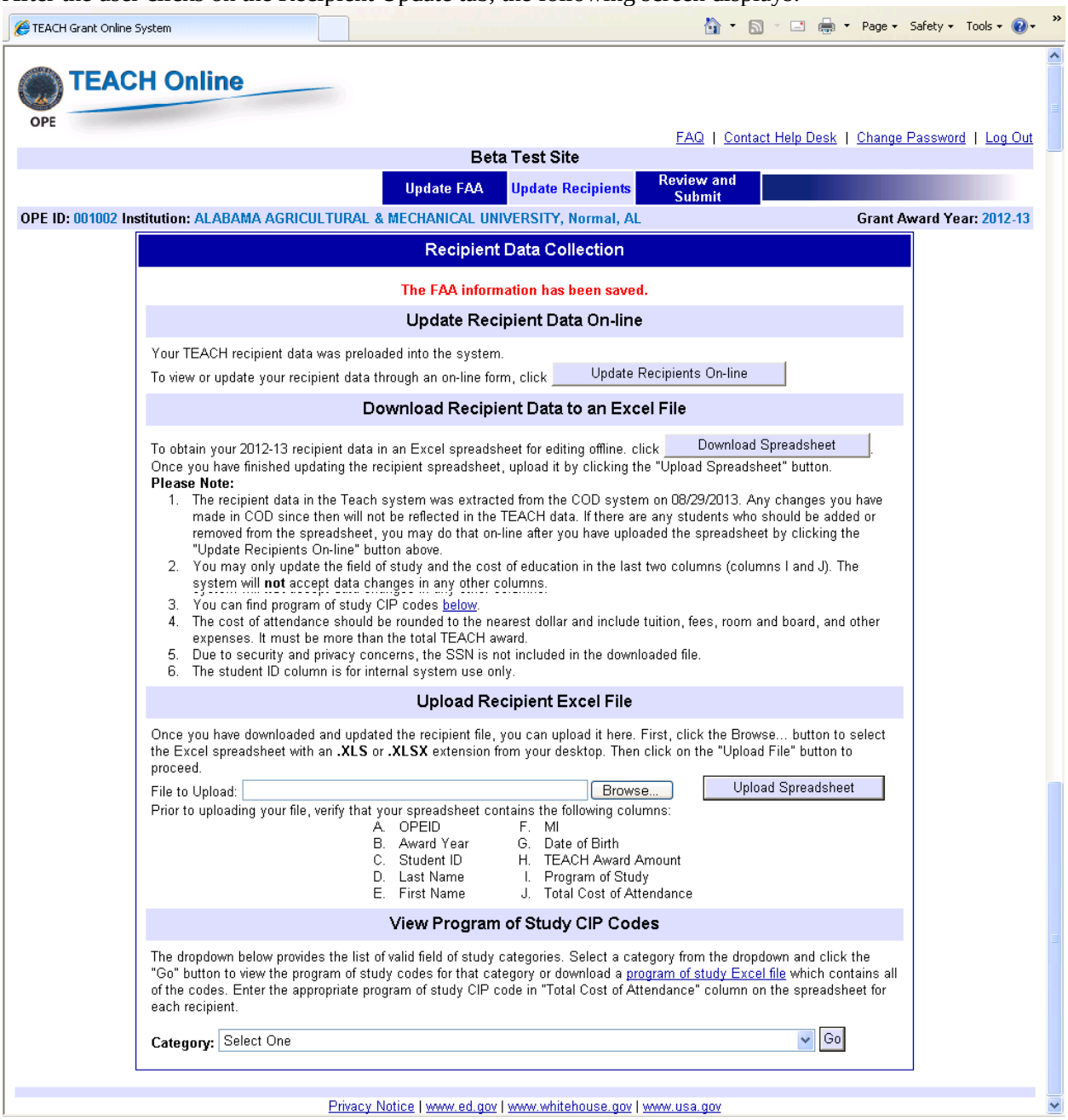
4 Recipient Update

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:



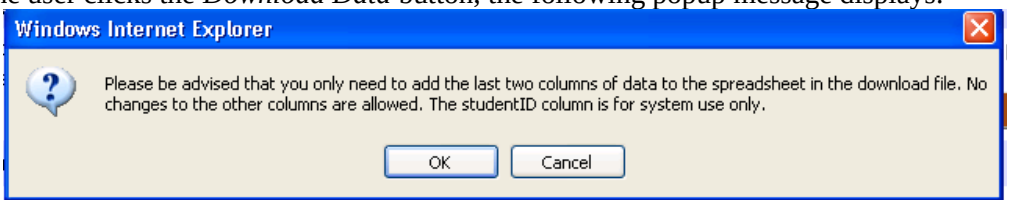
Description

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.

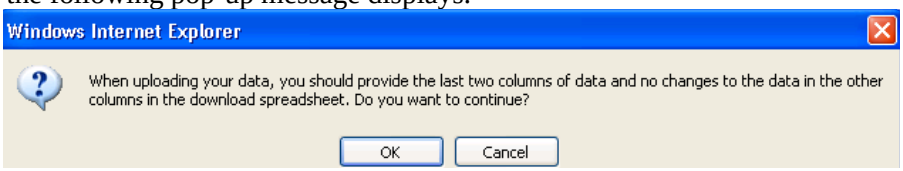
4. Select a field of study code from the *Category* dropdown and click the *Display Program of Study Code* button. This page will redisplay with the CIP codes and program of study descriptions for the category to aid the user in entering student information.

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 redisplays 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 *nn* recipients, but there are *nn* 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. Total cost of attendance cannot be less than the total TEACH award

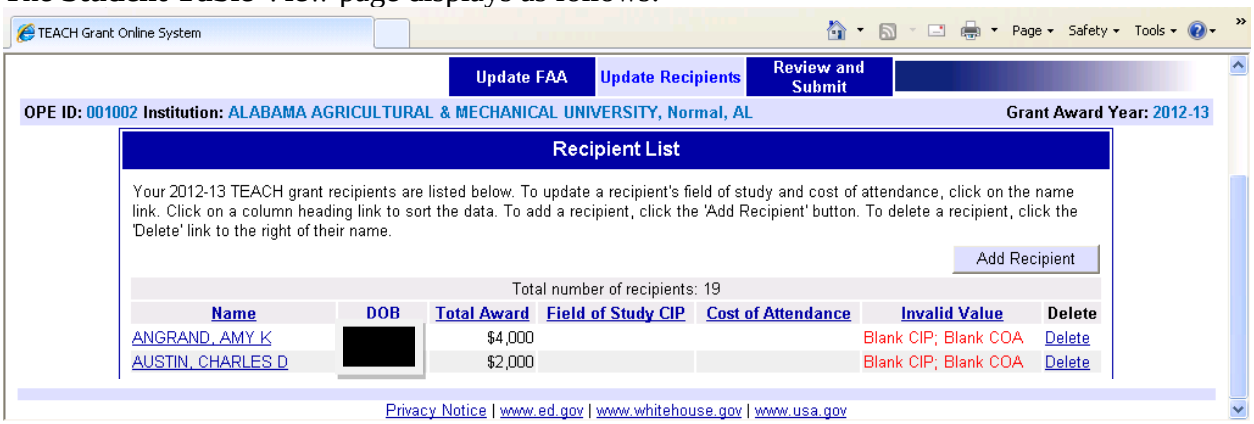
If there are no errors in the data, upon successfully uploading the file, the **Table View** screen is displayed, which allows the user to view the data and will also indicate all data errors that need to be fixed. See Section 4.2 for more information on the **Table View** screen.

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:

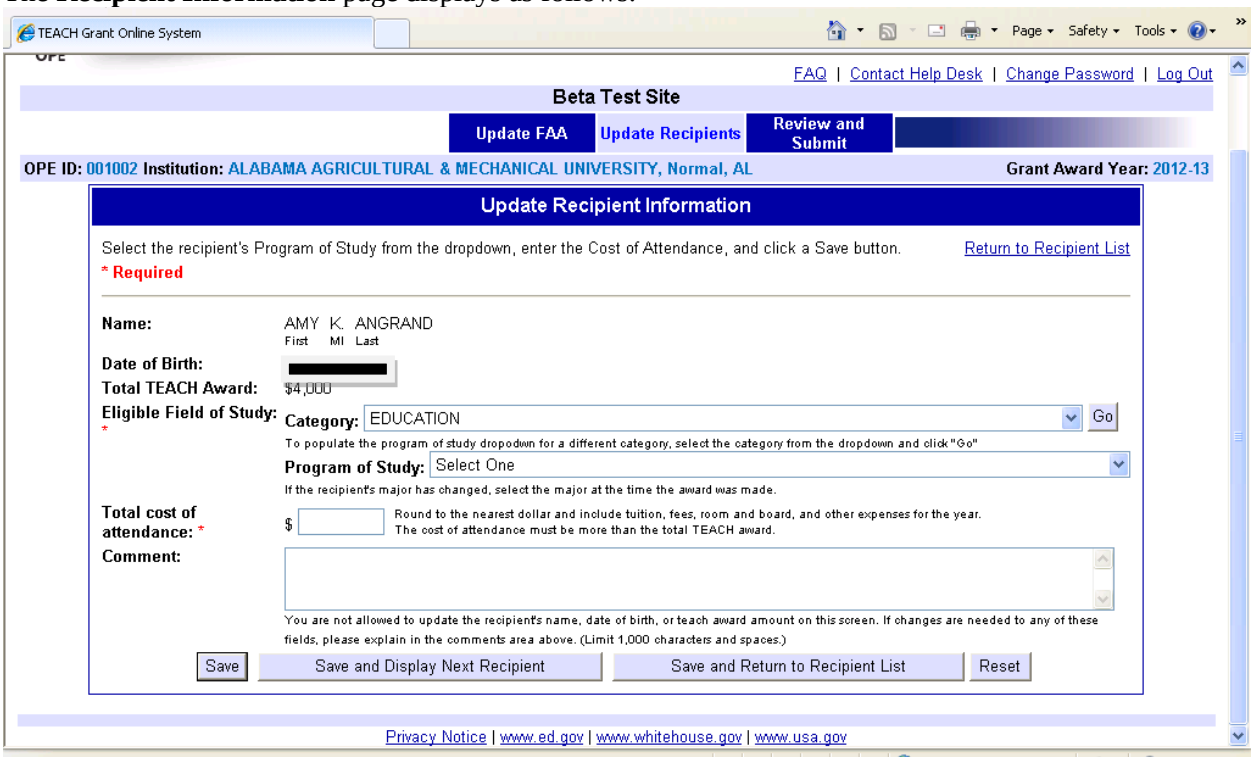


4.3 Recipient Information

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:

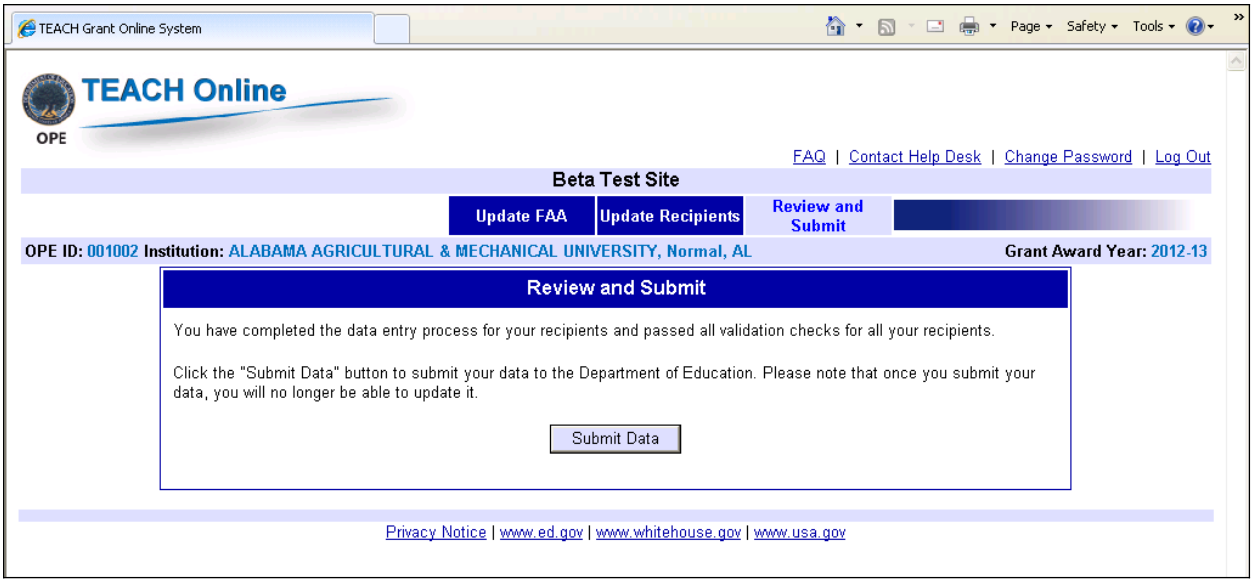


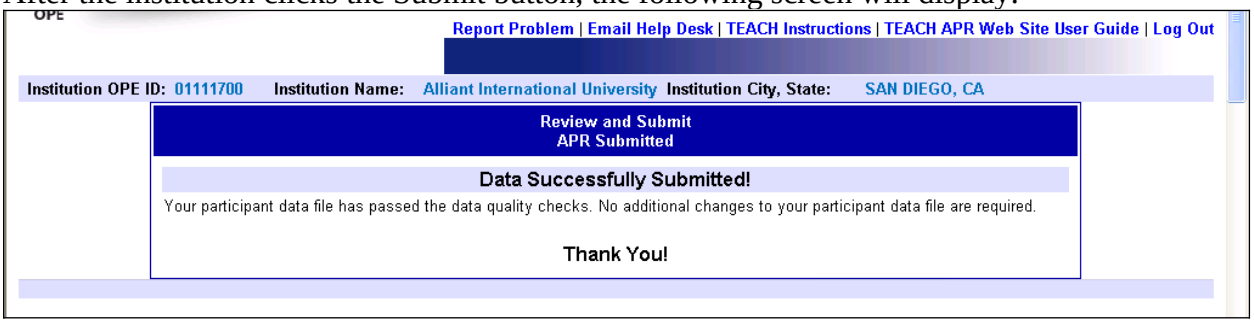
5 Review and Submit

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:



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: