

**TECH PREP TRACKING THROUGH HEI  
ORIENTATION AND TRAINING  
HEI USER'S CONFERENCE SESSION 1.3  
9:00 AM - 10:00 AM  
MARCH 28, 2002**

**AGENDA**

- I. Welcome and Introductions
- II. Policies Regarding Access to and Dissemination of HEI Restricted Data
- III. Overview of HEI Homepage
- IV. Data submission process (*See Training for New Data Reporters*)
  - A. User accounts (page 3)
  - B. The Batch Submittal Process (pages 3-5)
    - 1. Formatting data
      - *Data Submissions Document*
      - *Converting from Excel or Access*
    - 2. Create Header Record (pages 10-11)
      - *File Header Record Webpage*
    - 3. Data Input Site (pages 4-5)
    - 4. Interpreting and Correcting Errors (pages 12-16)
      - *Primary Edits*
      - *Edit and Load Specifications*
    - 5. Loading the File (pages 17-18)
    - 6. Changing data after load
      - Delete Switch
    - 7. Downloading your data
  - C. Web Data Entry Screen (pages 6-9)
- V. Data retrieval process
  - Access query through Data Input Site
  - E-mail

**Packet Includes:**

Tech Prep Consortium Tracking (TC) File Data Submissions Document  
TC Edit and Load Specifications  
Training Manual  
Data Access Policy  
Data Access Authorization Form  
Primary Edits  
Converting a Spreadsheet into Fixed Width Text  
File Header Record  
TC Data Entry Page  
User's Conference Page  
Flow Chart

**Websites:**

[https://hei.regents.state.oh.us/cgi/tech\\_prep\\_query.cgi](https://hei.regents.state.oh.us/cgi/tech_prep_query.cgi)  
<http://www.regents.state.oh.us/hei/forreview/tcfile.html>  
<https://hei.regents.state.oh.us/heidis/>  
[https://hei.regents.state.oh.us/cgi/hei\\_data\\_entry\\_portal](https://hei.regents.state.oh.us/cgi/hei_data_entry_portal)  
[https://hei.regents.state.oh.us/cgi/HEInet.cgi?\\$http..sp\\_html\\_hei\\_obr\\_impersonate](https://hei.regents.state.oh.us/cgi/HEInet.cgi?$http..sp_html_hei_obr_impersonate)

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