



## **Financial Aid: HEI Proficiency Award File (2.2)**

HEI Users Conference

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Central Ohio Technical College

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## URLs to bookmark

Ohio Board of Regents Home Page

<http://www.regents.state.oh.us>

HEI Home Page

<http://www.regents.state.oh.us/hei/index.html>

HEI Data Input Site

<https://hei.regents.state.oh.us/cgi/heigui>

PA Data Entry Page

[https://hei.regents.state.oh.us/cgi/pa\\_data\\_entry\\_form](https://hei.regents.state.oh.us/cgi/pa_data_entry_form)

PA Query

[https://hei.regents.state.oh.us/cgi/HEInet.cgi?\\$sp\\_html\\_wei\\_pa\\_query%20%2713.0%27](https://hei.regents.state.oh.us/cgi/HEInet.cgi?$sp_html_wei_pa_query%20%2713.0%27)

OIG Rosters

<https://hei.regents.state.oh.us/cgi/oigrostr.pl>

Liaisons Only (account administration)

[https://hei.regents.state.oh.us/cgi/HEInet.cgi?\\$sp\\_html\\_wei\\_login%20%271%27](https://hei.regents.state.oh.us/cgi/HEInet.cgi?$sp_html_wei_login%20%271%27)

➤ Logging in

Netscape 4.1 or higher

User Name and Password

Use your own

Will appear when you have navigated to a restricted page

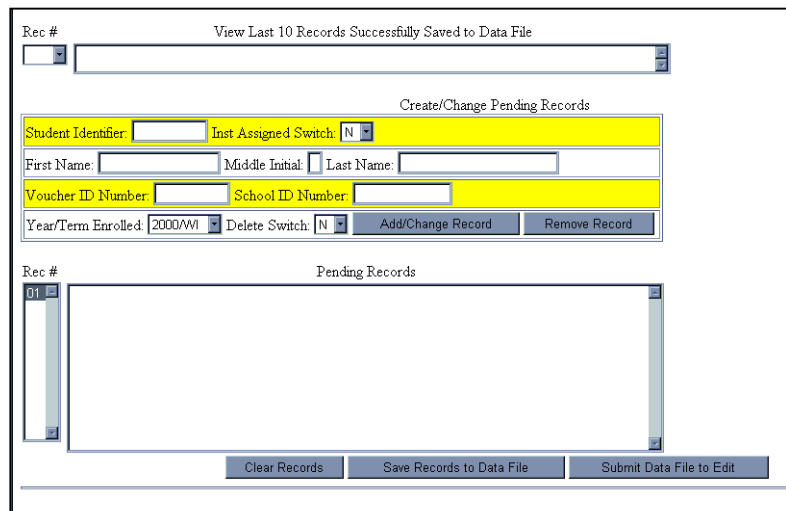


A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for HEI Web account at hei.regents.state.oh.us:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Fig. 1

Don't forget the User Authorization Form (see the Liaison's only page)

➤ PA Entry



A web form for PA Entry. At the top, there is a "Rec #" dropdown menu and a button labeled "View Last 10 Records Successfully Saved to Data File". Below this is a section titled "Create/Change Pending Records" containing several input fields: "Student Identifier", "Inst Assigned Switch" (dropdown), "First Name", "Middle Initial", "Last Name", "Voucher ID Number", and "School ID Number". There are also "Year/Term Enrolled" (dropdown) and "Delete Switch" (dropdown) fields, along with "Add/Change Record" and "Remove Record" buttons. Below the form is a table with a "Rec #" column and a "Pending Records" column. The first row shows "01" in the "Rec #" column. At the bottom of the form are three buttons: "Clear Records", "Save Records to Data File", and "Submit Data File to Edit".

Fig. 2

Applies edits as you go

Creates proper header

Use of delete switch

3 steps

Add Record

Save Records to Data File

Submit Data File to Edit

➤ Data Input Site

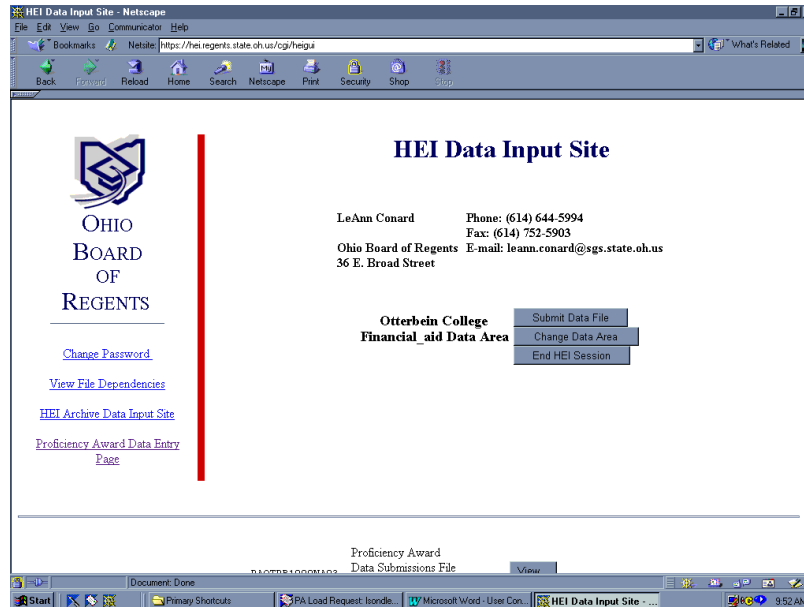


Fig. 3

➤ Submit

Use only for file you created on other software  
Already performed at Data Entry Page  
Know where you have your file  
Editing process is all or nothing with file  
File formats as webpages

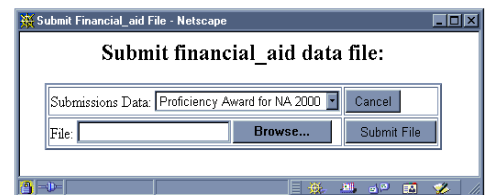


Fig. 4

➤ Request Load

Performed midday and evening after HEI analyst's review

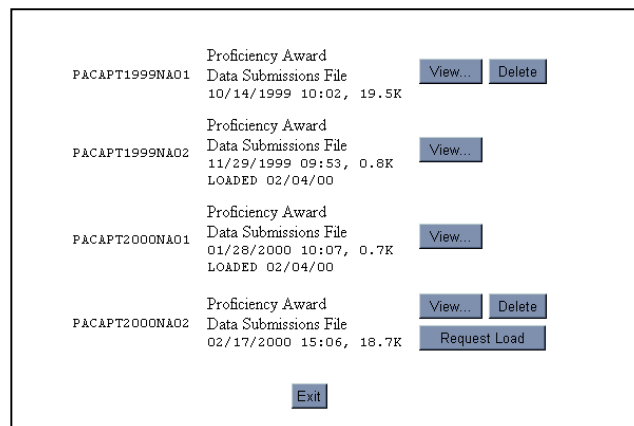


Fig. 5

➤ Viewing Activity

Appear in order of file name

File name as assigned by HEI

File type

Institution code

Year

Term

Sequential number

Includes files submitted through Data Entry Page and created independently

Don't forget to scroll all the way down

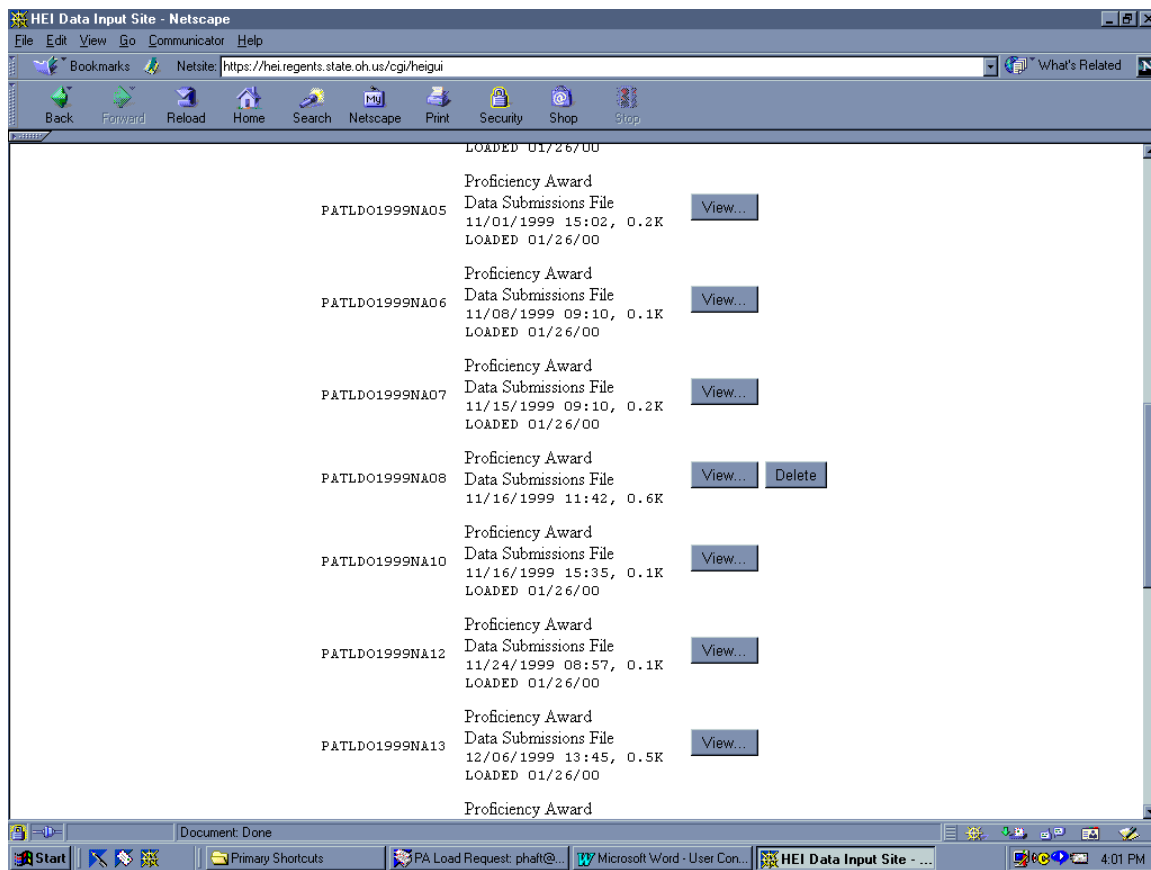


Fig. 6

➤ Viewing file and edit results

Select View at Data Input Site  
(See Fig. 6 above)

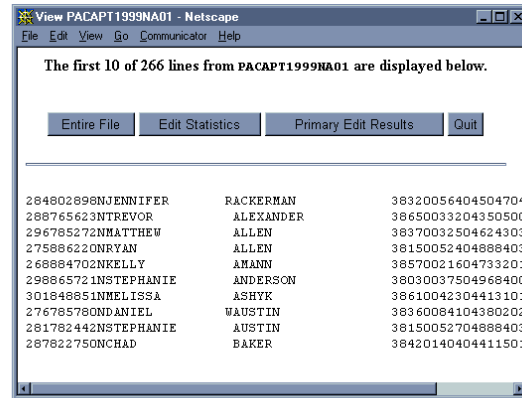


Fig. 7

Edit statistics - also sent via email  
to data reporter

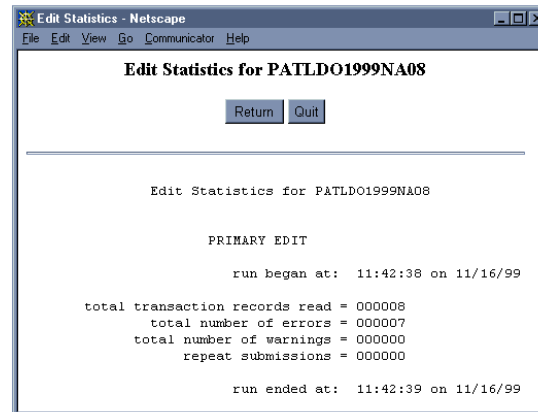


Fig. 8

Primary edit results  
- detail regarding errors

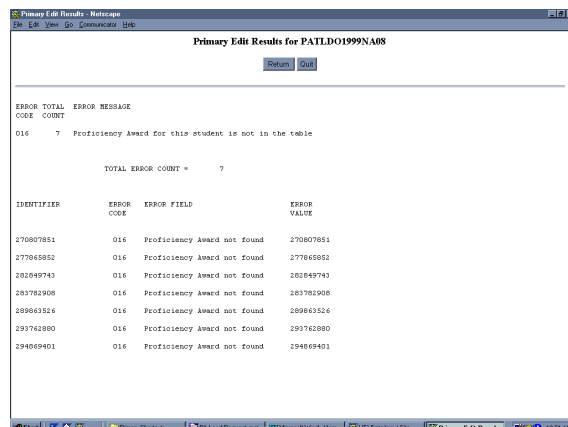


Fig. 9

View edit and load specifications at:

<http://www.regents.state.oh.us/hei/datasubdoc/finaid/paedit.html>

➤ PA Query

Requires Restricted Output access

Query Criteria			
Institution <input type="text" value="Otterbein College"/>		Student Identifier <input type="text"/> (uses LIKE operator)	
First Name <input type="text"/> (uses LIKE operator)	Middle Initial <input type="text"/> (uses LIKE operator)	Last Name <input type="text"/> (uses LIKE operator)	
Voucher ID <input type="text"/> (uses LIKE operator)	School ID <input type="text"/> (uses LIKE operator)	Year Enrolled <input type="text" value="2000"/> - <input type="text" value="1999"/>	Term Enrolled <input type="text" value="AU"/> - <input type="text" value="WI"/>
Status Date <input type="checkbox"/> Current Status <input type="text"/> through <input type="text"/> (inclusive)		Status Code <input type="text" value="NS"/>	

Fig. 10

Use Current Status unless you want a transaction history.

Acceptable date formats

- MM/DD/YY
- MM/DD/YYYY
- MM-DD-YY
- MM-DD-YYYY

One, some or all Status Codes can be selected

Status Code	
Code	Description
NS	Submitted to NCS
NR	Rejected by NCS
NN	Name Rejected by NCS
NC	Confirmed by NCS
AS	Submitted to Accounting
PR	Payment Requested
LD	Award Loaded

Fig. 11

➤ Customizing the output

Use Optional Attributes to limit the columns

**Optional Attributes to Display**

No Optional Attributes

Institution  
First Name  
Middle Initial  
Last Name  
Voucher ID  
School ID

Spreadsheet       Include SQL at End  
 Fixed Record ASCII     Exclude SQL at End

Add Title & Text Information to Query    Submit Query    Clear Selections

Terminate Query

Display Previously Run Queries

Starting: Month: 01 Day: 01 Year: 1999  
Ending: Month: 03 Day: 15 Year: 2000    Go

Fig. 12

Format advantages

Spreadsheet - ability to sort rows, rearrange columns and total columns

ASCII - ability to upload to mainframe or other database

Must associate spreadsheet option with your PC's software

SQL - Helps retrace your steps

Title - For those who must use paper

Footer Input Form - Netscape

File Edit View Go Communicator Help

Title of Report: (fill in here)  
Terms Covered by Report: (fill in here)  
Report Prepared by: (fill in here)

submit Cancel

Fig. 13



➤ Exercises

History of a particular SSN or student

All records pending NCS approval

All records rejected by NCS (more than one reason)

All students submitted for autumn 1999, current status

➤ Questions