

Instructions OKPromise Eligibility Verification site

(updated 6/22/2011)

1. Access the site at <https://www.okhighered.org/ohlap/ohlapelig/Login.aspx>.
2. Login using your User ID and password (same as O-SAFE file transfer)

Individual or up to 10 SSNs

1. Click on Eligibility Check by SSN
2. Enter 1 or more SSNs
3. Select the Type of Eligibility Check
 - a. 2010-11 Eligibility (use this for summer verification)
 - b. 2011-12 Eligibility (this will change with the current academic year)
 - c. Potential Eligibility (when available)
4. Click on Check Eligibility

The results will show up on your screen next to the SSN you entered.

- a. Eligible; date (i.e. 07/31/2012) and the last name that we have on file – *this indicates the student is eligible and the eligibility expires on 7/31/2012*
- b. Eligible; no date found and the last name that we have on file – *this indicates the student is eligible but there is not an eligibility expiration date on file with OKPromise; most likely we have not made a disbursement to this student yet*
- c. Not eligible - *indicates the student is not eligible for the scholarship*
- d. Not an OKPromise student (on the Potential Eligibility option only) - *indicates the student is not enrolled in the program or we may have a different SSN on file. Please keep in mind that eligible students will roll off of here during summer transcript evaluation and onto the next year's eligibility report.*
- e. NEW field as of June 2010 – Date Enrolled. This date will be populated only if the student enrolled in OKPromise after 7/2/07.

Submit File for Eligibility Check

1. Create your file that you want to submit for checking OKPromise eligibility
 - a. Excel file

Column A = SSN (do not include hyphens)

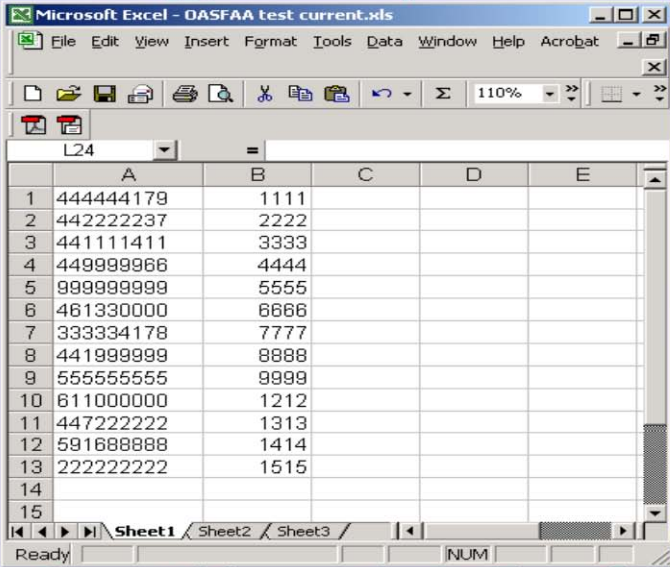
Column B = Your institution's unique ID

Note: To account for SSNs with leading zeros, you should format column A to 'text' before pulling SSNs in from other systems.

Be sure to save this file to your computer before working with it. Any updates or changes made in your browser window will not be saved.

Your file should look something like this:

**OK Promise
File created by institution**



Column A = SSN
Column B = Student ID

	A	B	C	D	E
1	444444179	1111			
2	442222237	2222			
3	441111411	3333			
4	449999966	4444			
5	999999999	5555			
6	461330000	6666			
7	333334178	7777			
8	441999999	8888			
9	555555555	9999			
10	811000000	1212			
11	447222222	1313			
12	591688888	1414			
13	222222222	1515			
14					
15					

b. For text file processing:

Each of the records (line in the file) should be like this: 123456789|67501

Where 123456789 is the SSN and 67501 is their local id number. The SSN and local id number need to be separated by the | symbol (commonly called the pipe symbol).

The text file processing option for the OHLAPElig application has been updated to include an additional field. This additional field is appended to the results file and contains the expiration date (if found) and is formatted without slashes (/), MMDDCCYY. For example, if the expiration date is 06/01/2009 then this new field will contain 06012009. No other fields in the results file were modified. Also, please note that this field was NOT added to the excel file processing option.

2. Click Browse. Locate and open the file on your drive
3. Select the Type of Eligibility Check
 - a. 2010-11 Eligibility

- b. 2011-12 Eligibility (this will change with the current academic year)
- c. Potential Eligibility (when available)
- 4. Click Start Process

The results will show up in a new browser window. Your pop-up blocker should be turned off to enable this screen to appear. (When Service Pack 2 (SP2) for Windows XP is installed, it changes some of the security settings for Internet Explorer (6 and 7). These changes often cause file downloads (and data feeds) via the IE browser to fail (usually you'll just see another browser window open and then quickly close and sometimes beep).) If you run into this problem, please contact Carol Alexander (calexander@osrhe.edu) for instructions on how to adjust this so it will work.

The results window will be similar to this:

OKPromise
File returned to the institution

Column A = ID
Column B = Elig/Not
Column C = Elig. code for text file
Column D = Expiration Date
Column E = Student last name
Column F = Date enrolled in OKP

	A	B	C	D	E	F
1	9999	Eligible	E		Alcorn	
2	1234	Not eligible	N			
3	5678	Eligible	E	Date Expire: 07/31/2011	Dennis	
4	9876	Not eligible	N			
5	6543	Eligible	E		Acord	Date Enrolled: 3/11/2008
6	1919	Eligible	E	Date Expire: 07/31/2010	Dennis	
7	2121	Not eligible	N			
8	1500	Eligible	E	Date Expire: 07/31/2011	Dennisson	
9	9511	Not eligible	N			
10	1000	Eligible	E		Ables	Date Enrolled: 12/3/2007
11						
12						
13						
14						
15						

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