Instructions
OKPromise
Eligibility Verification site
(updated 05/24/2019)

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. 2018-19 Eligibility (use this for summer verification)
   b. 2019-20 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. 07/31/2022) and the last name that we have on file – *this indicates the student is eligible and the eligibility expires on 7/31/2022*
   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 or the student has moved to the regular eligibility list*

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.
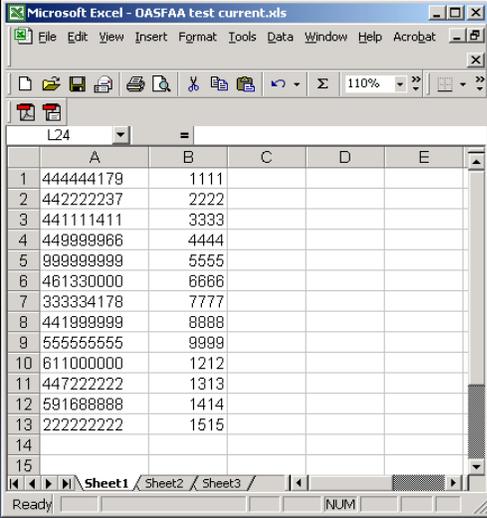
Your file should look something like this:

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 some additional fields. The results file will look something like this: 67501|Eligible|E|Date Expire|07312022|Lastname|Date Enrolled|07012014|

2. Click Browse. Locate and open the file on your drive
3. Select the Type of Eligibility Check
    a. 2018-19 Eligibility
4. b. 2019-20 Eligibility (this will change with the current academic year)
    c. Potential Eligibility (when available)
5. 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 institution
Potential Eligibility List

	A	B	C	D	E	F	G	H	I	J
1	148262	Not an OK Promise Student	N							
2	151735	Potentially Eligible	P			Johnson				
3	148998	Not an OK Promise Student	N							
4	154627	Not an OK Promise Student	N							
5	143768	Potentially Eligible	P			Anderson				
6	101841	Not an OK Promise Student	N							
7	104621	Not an OK Promise Student	N							
8										

Column A = ID

Column B = Elig/No longer potential*

Column C = Elig. code for text file

Column F = Student last name

*Not an OKPromise Student refers to the student no longer showing on the potential list. The student may have moved to the Eligibility List or dropped if ineligible.

OKPromise
File returned to institution
Eligibility List

	A	B	C	D	E	F	G	H	I	J
1	151735	Not Eligible	N							
2	148998	Eligible	E	Date Expires:		Jackson	Date Enrolled:	09/21/2015	HS Grad:	2018
3	154627	Not Eligible	N							
4	88357	Not Eligible	N							
5	103303	Eligible	E	Date Expires:	07/31/2019	Smith	Date Enrolled:	06/23/2010	HS Grad:	2014
6	133751	Eligible	E	Date Expires:	07/31/2022	Johnson	Date Enrolled:	09/25/2013	HS Grad:	2017
7	139558	Eligible	E	Date Expires:		Anderson	Date Enrolled:	09/10/2014	HS Grad:	2018
8	157635	Not Eligible	N							
9	142764	Eligible	E	Date Expires:	07/31/2021	Jones	Date Enrolled:	01/22/2014	HS Grad:	2016
10										

Sheet1

Column A = ID   **Column F = Student last name**

Column B = Elig/Not   **Column G/H = Date enrolled in OKP**

Column C = Elig. code for text file   **Column I/J = HS Grad Year**

Column D/E = Expiration Date

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.