## Unique Student Identifier System

(USIS)



url: https://usis.msde.state.md.us/usis\_mhec

## **OVERVIEW**

- MHEC has partnered with the Maryland Department of Education (MSDE) to use their Unique Student Identifier System (USIS). MSDE's original system that creates State Assigned Student Identifiers (SASIDs) has been in effect since 2008. The purpose of USIS is to allow higher education institutions to *search* for SASIDs.
- Every publicly-funded student in the State of Maryland is given a SASID that provides the ability to uniquely identify Maryland students and track their movement. Students born before January 1, 1986 generally will not have a SASID. The SASID remains active until the student reaches the end of the academic year of their 22<sup>nd</sup> birthday after which it is archived.
- SASIDs are not reused and will NOT be replacing social security numbers.
- The USIS file validation process encrypts and securely uploads institution files to search for SASIDs using selected criteria.
- Institutions will be able to access this system at any time to download SASIDs to update their own systems. The goal is for institutional data collection files to include the SASID when files are submitted to MHEC.
- The overall objective to having the SASID as part of data collection is to enhance the State's ability to link higher education records with K-12 records and satisfy current expectations for data availability and use for the Maryland Longitudinal Data System.
- For User Login Information, send an email to helpdesk@mhec.state.md.us.

## File Layout

### MHEC Unique Student Identification System (USIS) File Layout 111-Character layout

|                             | Data Itam                 | Valid Codes Tv               |      | Longth | Position |     |  |
|-----------------------------|---------------------------|------------------------------|------|--------|----------|-----|--|
| No.                         | Duiu Rem                  | Vuiu Coues                   | Туре | Lengin | Start    | End |  |
| 1.                          | FICE Code                 | Valid FICE Institution Code  | С    | 6      | 1        | 6   |  |
| 2.                          | State Assigned Student ID | Must be blank in Upload File | С    | 10     | 7        | 16  |  |
| 3. Campus Student ID Number |                           | Institution Assigned ID      | С    | 10     | 17       | 26  |  |
| 4.                          | Last Name                 | Punctuation is allowed       | С    | 25     | 27       | 51  |  |
| 5.                          | First Name                | Punctuation is allowed       | С    | 15     | 52       | 66  |  |
| 6.                          | Middle Name or MI         |                              | С    | 15     | 67       | 81  |  |
| 7.                          | Generational Suffix       | Jr, Sr, I, II, III, etc      | С    | 3      | 82       | 84  |  |
| 8.                          | Date of Birth             | YYYYMMDD                     | N    | 8      | 85       | 92  |  |
| 9.                          | Filler                    | Spaces                       | С    | 2      | 93       | 94  |  |
| 10.                         | Gender                    | 1 or 2                       | С    | 1      | 95       | 95  |  |
| 11.                         | Filler                    | Spaces                       | С    | 6      | 96       | 101 |  |
| 12.                         | Social Security Number    | 9 digits                     | С    | 9      | 102      | 110 |  |
| 13.                         | Numeric                   | Always '1'                   | С    | 1      | 111      | 111 |  |

The Field Description Chart is included in the File Layout Section.

### **USIS Field Descriptions**

| No. | Data Item                 | Definition and Instruction   |
|-----|---------------------------|--|
| 1.  | FICE Code                 | Must be your institution's six-digit assigned institution code.  |
| 2.  | State Assigned Student ID | The valid State Assigned Student ID Number assigned through the USIS system. This field must be left blank when uploading file.  |
| 3.  | Campus Student ID Number  | The number assigned by the institution to the student - any combination of numbers (not more than ten characters) right aligned. If fewer than ten characters are used, zero fill remaining positions to the left.   |
| 4.  | Last Name                 | Indicate up to twenty five (25) characters of the student's last name.<br>Punctuation, such as a hyphen or apostrophe, is allowed.   |
| 5.  | First Name                | Indicate up to fifteen (15) characters of the student's given first name. Punctuation, such as a hyphen or apostrophe, is allowed.   |
| 6.  | Middle Name or MI         | Indicate up to fifteen (15) characters of the student's middle name or middle initial.   |
| 7.  | Generational Suffix       | Indicate the generational suffix for the student, if applicable. Valid values include Jr, JR, II, III, IV, V. Data should be alpha only, right justified, and without punctuation. Use Roman numbering - 2nd should be II, 3rd should be III, 4th should be IV, 5th should be V. Jr and II are unique occurrences and should not be used interchangeably. Please consistently report as indicated as per official birth documentation. |
| 8.  | Date of Birth             | List the four digit year and two digit month and two digit date (YYYYMMDD) to indicate the student's birth date. (Example, September 7, 2002 is 20020907)  |
| 9.  | Filler                    | Must be two spaces.  |
| 10. | Gender                    | The one-digit code for gender of the student:<br>1 - Male<br>2 - Female  |
| 11. | Filler                    | Must be six spaces   |
| 12. | Social Security Number    | For all students when available.   |
| 13. | Numeric                   | Must always be "1"   |

### **File Naming Conventions and Upload Limitation**

- Blank spaces are NOT allowed in file names.
- Special characters allowed in the file name are the dash (-) and underscore (\_).
- The file must be a text file with a .txt extension.
- A single file for upload is limited to 5000 records.

If these conventions are not followed, processing will terminate and the email message below will be received.

| 🔄 🖬 🤊 🗵 🔹 🔹 💌  | USIS Validation Process Terminated - Message (Plain Text)  | 33 립 급<br>• •                |
|--|--|------------------------------|
| Lanore A lan | s To Manager<br>Create New 2 Actions 4 |                              |
| From: USIS Prod <usisadministrator@msde.state.md.us><br/>To: Unique Student Identification System; USIS/Administrator<br/>Cc:</usisadministrator@msde.state.md.us>   | gesclorgez (z.) mere ingz /z soung soung   | Sent: Tue 6/10/2014 11:03 AM |
| Subject: USS Valadion Process Terminated<br>This message is to notify you that the following USIS Validation<br>Student Submission Validated by USIS:  | process has been terminated for Maryland State Department of Education (MSDE) as the number of error records exceeded the 5000 error limit.  | k∂i.∢                        |
| Submission 1d : 73461<br>Date : 06/10/2014<br>User ID : u002073a<br>Records : 5005<br>Error Records : 5005   |  |                              |
| Sample Error Records:<br>Local Student ID Error<br>SASID does not exist. Submitted SASID was incorr  | net.   | -                            |
| SASID does not exist. Submitted SASID was incorr<br>SASID does not exist. Submitted SASID was incorr   | ۲۶.<br>۲۵.<br>۲۵.<br>۲۵.<br>۲۵.<br>۲۵.<br>۲۵.  | _                            |
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| Connect to social networks to show profile photos and activity updat   | p or your coneagues in oundox, crick nere to add nerworks.   | Ĵ.                           |

## Login Screen

Enter your user ID and password. Click login to go to the File Validation screen to upload your file. Your user ID and password have already been created.

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| 1.75.4 | Unique Student Identifier Syst  | stem   |
|        | Het   | elp    |
|        | Welcome to the Unique Student Identifier System (USIS)  |        |
|        | Please enter your User ID and Password below, then press the Login button.                          |        |
|        | User ID   |        |
|        | FIBSTIVI  |        |
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|        | For support or supprestions, please contact the administrator at: usis@mhec.slate.md.us             |        |
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### **File Validation**

Click the drop down arrow to select the file type

Click browse to locate the file to be uploaded and select Upload File

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|  |  | Unique Student Identifier System   |
|  | Welcome Lisa Stollof Your role is : [mhecResearcher]   | Are you ready to Logout?   |
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| Student Mointenance<br>Student Search / View | File Validati Select the file type you are uploading. The file will be sent to the server over a secure https (SSL) connection for validation. Email   | on<br>notification will be sent to the registered user after the validation.   |
| File Validation Documents                    | File Type: 1111 byte batch format 🗸  |  |
| File Lavout                                  | Cite Marces, Table 10, Including Table 20, Including   |  |
| MHEC User Manual                             | Pie Name: (2. USI's institution (es) erowse<br>Upload File   |  |
| Reports<br>Yalidation Report                 | Recurs from Source of the Contract of the Cont | r support or suppestions, please contact the administrator at: <u>usis@mhec.statn.md.us</u><br>Release Information: Version 13.00.00 dated May 12.2014 |
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Once the file is uploaded, the File Upload Status screen will display showing the Status, File Name, Submission ID, Submitted by and Submitted Date information. You should write down the Submission ID number to readily identify the file in the validation report section.

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|      | File Validation                              | Status: Success   |  |
|      | File Lavous                                  | File Kame: 5002073_2011_Goucher_College_02142014.txt<br>Submission 1d: 73476<br>Submitsed by: Usa Stollof |  |
|      | NHEC User Manual                             | Submitted Date: Tue Jun 10 15:16:15 EDT 2014  |  |
|      | Reports<br>Validation Report                 | Restore Description<br>EDUCATION For suggestions, please contact the adminis                              | trator at: <u>usis@mhec.state.mdus</u> |
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Once the file is validated (meaning the SASID matching process is complete), an email regarding the submission and results will be received.

| Mosage McAfee Email Scan Adobe PDF  | USIS Validation Result Notification - Message (Plain Text)   | 드 태 22<br>* @               |
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| Delete Respond From: USIS TEST <usisadministrator@mode.state.md.u cc.<="" identification="" student="" system;="" td="" test="" to:="" unique="" usis=""><td>Quick Steps r2 Move Tags r2 Editing Zoom</td><td>Sent: Tue 6/10/2014 2:53 PM</td></usisadministrator@mode.state.md.u>  | Quick Steps r2 Move Tags r2 Editing Zoom   | Sent: Tue 6/10/2014 2:53 PM |
| Subject: USIS Validation Result Notification  |  | (m)                         |
| This message is to notify you of the following USI<br>Student Submission Validated by USIS:   | IS Validation Activities.  | 50 A                        |
| Submission Id : 73473<br>Date : 06/10/2014<br>User ID : u002073a<br>Records : 4993<br>Validation Result Counts:   |  |                             |
| Records with State ID populated: 2072<br>Records with State ID blank : 2921   |  |                             |
| Please visit the Validation Report page within USI  | IS for details.  |                             |
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| Click on a photo to see social network updates and er   | mail messages from this person.  | 2 v                         |
| Connect to social networks to show profile photos an  | d activity updates of your colleagues in Outlook. Click here to add networks.  | ×                           |
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After this email is received (usually takes a few minutes), select the Validation Report from the Reports section.

### Validation Report

Select the Submission ID and Date, and then click Refresh Report to view the Validation Report on the screen. Once a file is validated, the system allows 48 hours from validation to view and/or download the report. Files older than 48 hours are deleted from the database.

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|  | Weld  | ome Lisa Stollof Your role is :  | [mhecResearcher]   |  |   |                                | Are you ready to Logout?   |                              |
|  |   |  |  |  |   |                                | <b>Walidation Home</b>   | Help                         |
| Student Maintenance<br>Student Search / View | Validation Report   |  |  |  |   |                                |  |                              |
| File Validation                              | Validation Download Report  • To view a Report - Select you                       | provides a list of all student subm<br>r college name, Submission ID & Date,   | issions for a College.<br>, then press Refresh Report.           |  |   |                                |  |                              |
| Documents                                    | To CHANGE THE REPORT DAT  | A - Select the College and Submiss   | ion ID & Date if applicable;                                     | then press the Refresh Report be   | utton.                                      |                                |  |                              |
| File Layout                                  | <ul> <li>DOWNLOAD THIS REPORT -<br/>Select "Open this file from its cu</li> </ul> | Select a Submission ID & Date, chou<br>rrent location". This will prompt a sec | ose the <b>File Format</b> you wo<br>ond dialogue box, from whic | uld like the report in and press the<br>h you can choose to either open it o | Download button. "<br>or save it to you com | If you have Internet<br>puter" | Explorer version 5.5 or older, a pop-up dialog b                     | ox will appear.              |
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# The download section of the Validation Report allows the selection of different file formats. Click download to receive the file in the format selected.

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|--|---|--|--|---|---|--|--|---|---|
|  |   | Welcome Lisa Stollof   | Your role is : [mhecResearcher]  |   |   |  |  | Are you ready to Logout?  |   |
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Once the file is downloaded, review the data returned. The file validation process returns the SASID using the same file. File contents are not modified.

## Sample Report from download

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## **Student Search/View**

This screen allows you to search for a student based on their last name, first name, date of birth and social security number. Fill in these fields to search for a student attending your institution.

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|  | Wekeme Lisa Stollof         Your role is : [mheckesearcher]         Are you ready to Legoul?  |          |
|  | 🙊 Validation Home   | Help     |
| File.Validation  | The Student Search provides the ability to search for a student in the Master Student Index (MSI). Enter Search Criteria. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button. |          |
| Documents<br>File Layout   | Last Name First Name Middle Name  |          |
| MttEC User Manual<br>Reports<br>Validation.Report  | Date of Birth // / / M8V/D0/YYYY<br>Gender V/<br>SASID  |          |
|  | Search  |          |
|  | For support or suggestions, please contact the administrator at: uss@mbec.state.md.us Release Information: Version 13.00.00 dated May 12, 2014  |          |
|  |   |          |
| Please enter a Last Name   |   | % 100% ▼ |

If the institution has all the required information, information can be viewed on that student.

## **Student Detail**

This screen appears when you get a match during the student search. Click the View History button for additional information.



## **Student History**

This screen is for viewing student activity and seeing the last time student information was updated.

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| Student Maintenance<br>Student Search / View<br>File Validation | Activity History for Student<br>The following activity history detail is for the student selected on the | e previous page. |             |  |               |                                      |                                    |                               |
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| MHEC User Manual  | Page 1 of 1 Go To First Prev Next Last   | Васк             |             |  |               |                                      |                                    |                               |
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## **College User Manual**

This section contains the user manual with the instructions and screenshots for the USIS system.



## System Exit

#### Be sure to click LOGOUT to terminate the session.

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| The Student Search provides the ability to search for a student in the Master Student Index (MSI). Enter Search Criteria. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button. |   | ters for your search. Once you have finished, press the "Search" button. |
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If the browser is closed using the red X in the upper right hand corner, the system does not log you out. If the logout option was not used an error message will display on the next login indicating that you are already logged in. Place a check in the "Check here and re-login if you want to renew your session" section. You will be able to log in again.

