

# Unique Student Identifier System

(USIS)



url: [https://usis.msde.state.md.us/usis\\_mhec](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](mailto:helpdesk@mhec.state.md.us).

# File Layout

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

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

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

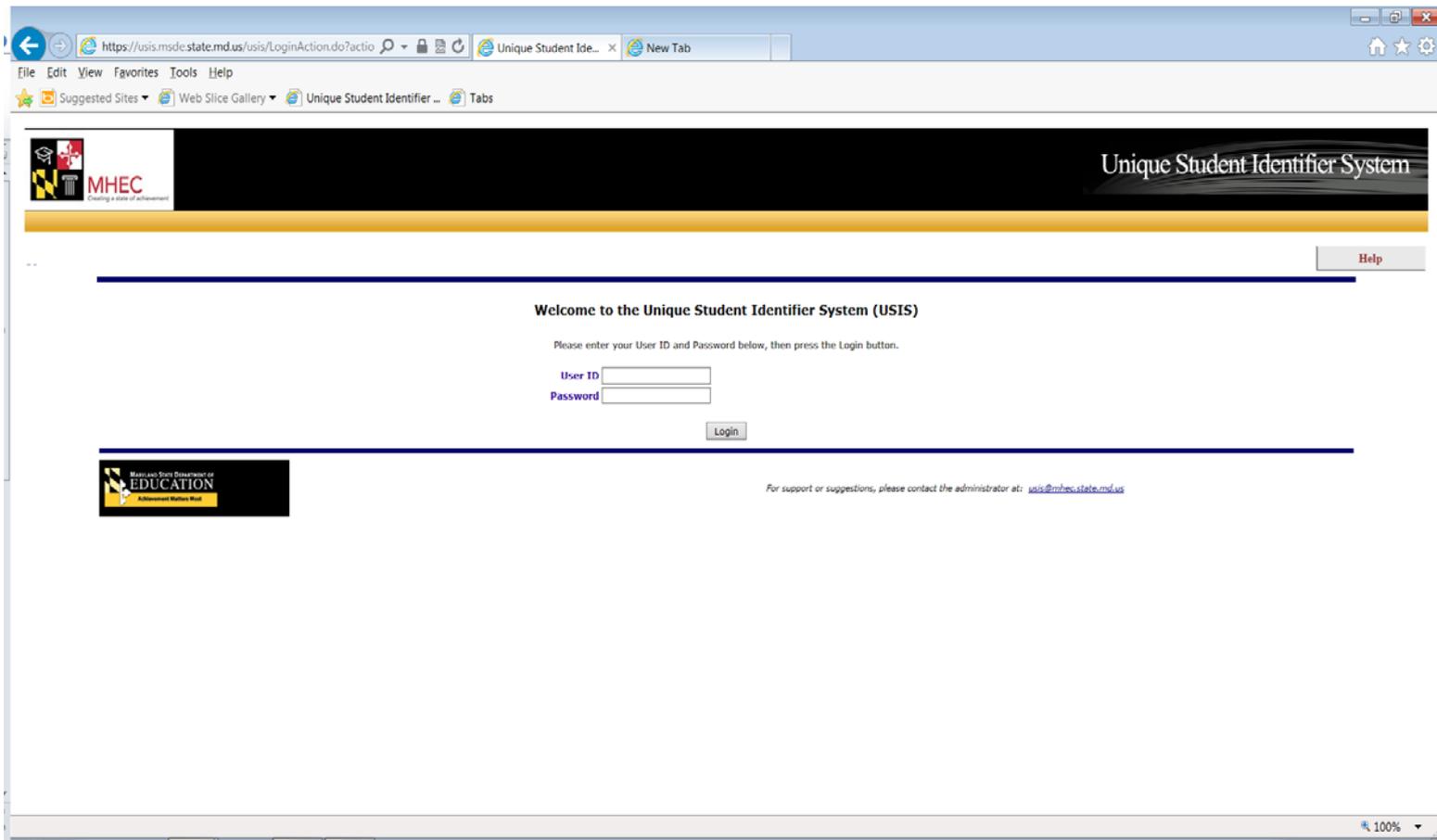
## USIS Field Descriptions

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 <u>must</u> 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. 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: 1 - Male 2 - Female
11.	Filler	Must be six spaces
12.	Social Security Number	For all students when available.
13.	Numeric	Must always be "1"



# 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.



The screenshot shows a web browser window with the URL <https://usis.msde.state.md.us/usis/LoginAction.do?actio>. The browser's address bar and menu bar are visible. The page content includes the MHEC logo (Maryland State Department of Education) in the top left corner and the text "Unique Student Identifier System" in the top right corner. A "Help" button is located in the top right area. The main heading is "Welcome to the Unique Student Identifier System (USIS)". Below this, a message reads: "Please enter your User ID and Password below, then press the Login button." There are two input fields: "User ID" and "Password". A "Login" button is positioned below the "Password" field. At the bottom left, there is a logo for the Maryland State Department of Education with the text "Achievement Matters Most". At the bottom right, a footer message says: "For support or suggestions, please contact the administrator at: [usis@msde.state.md.us](mailto:usis@msde.state.md.us)". The browser's status bar at the bottom right shows "100%".

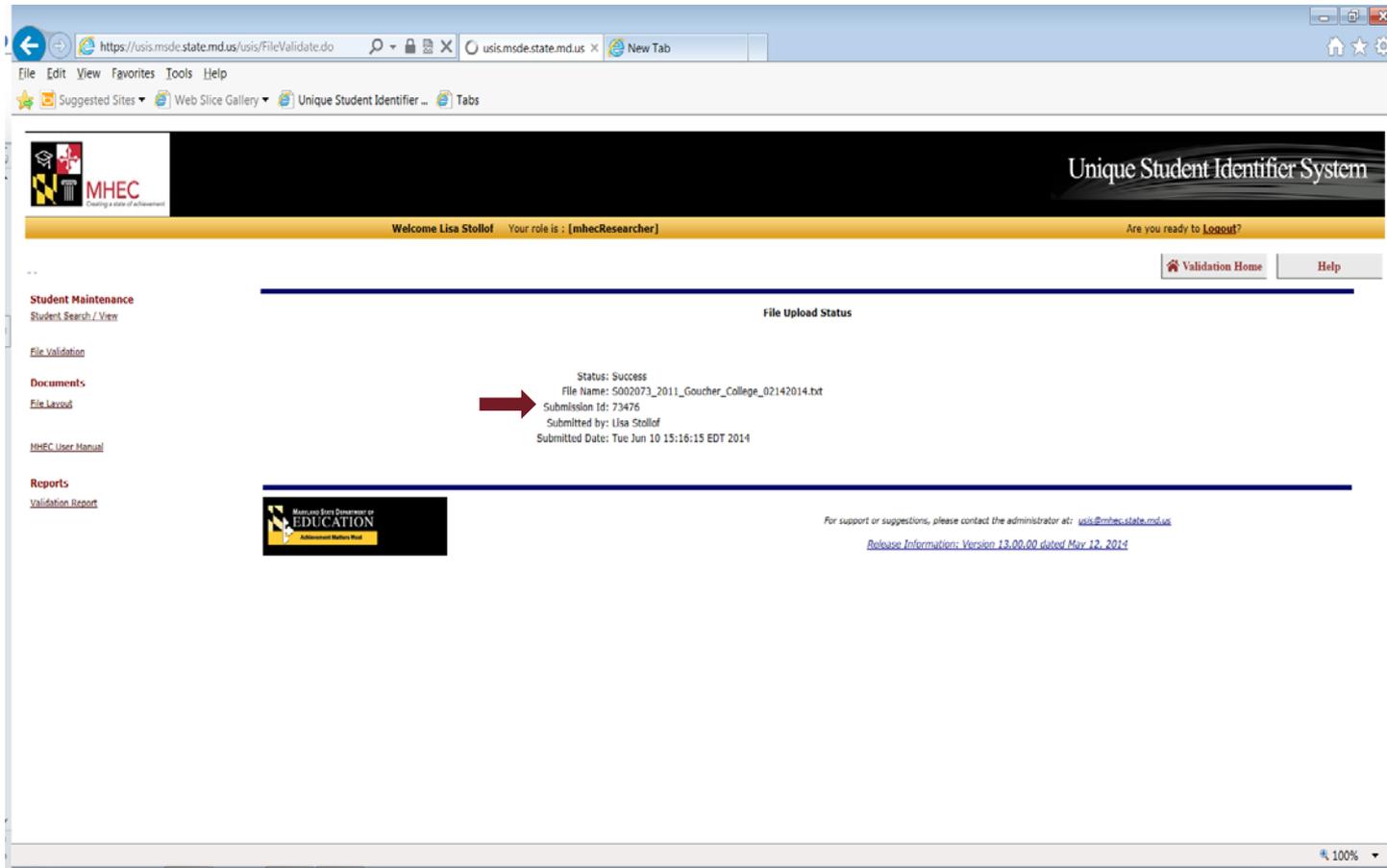
# File Validation

Click the drop down arrow to select the file type

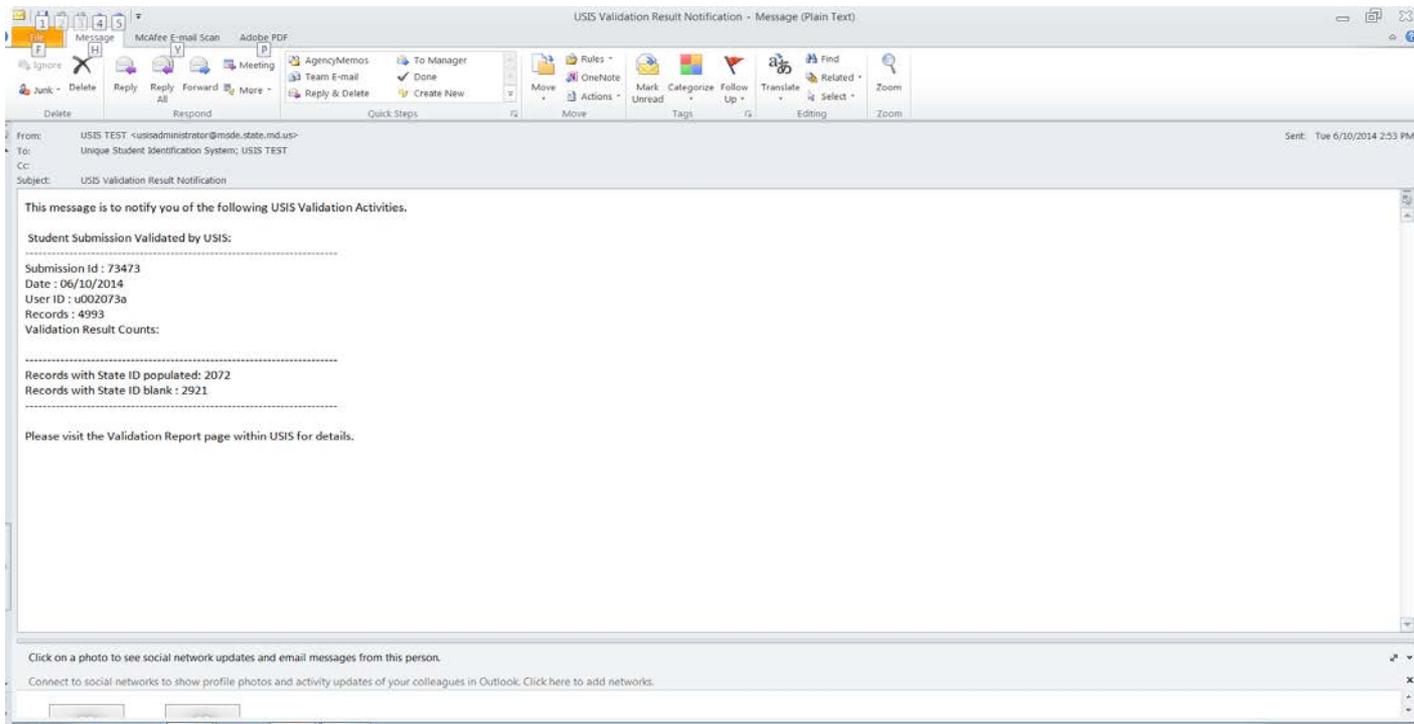
Click browse to locate the file to be uploaded and select Upload File

The screenshot shows a web browser window displaying the 'File Validation' page of the Unique Student Identifier System. The browser's address bar shows the URL: <https://usis.msde.state.md.us/usis/FileValidate.do?action=>. The page header includes the MHEC logo and the text 'Unique Student Identifier System'. A navigation bar shows 'Welcome Lisa Stollof' and 'Your role is : [mhecResearcher]'. The main content area is titled 'File Validation' and contains the following text: 'Select the file type you are uploading. The file will be sent to the server over a secure https (SSL) connection for validation. Email notification will be sent to the registered user after the validation.' Below this text, there is a 'File Type' dropdown menu set to '111 byte batch format', a 'File Name' input field containing 'Z:\USIS Institution Test', and an 'Upload File' button. The page footer includes the Maryland State Department of Education logo and contact information: 'For support or suggestions, please contact the administrator at: [usis@mhec.state.md.us](mailto:usis@mhec.state.md.us)' and 'Release Information: Version 13.00.00 dated May 12, 2014'. The browser's status bar at the bottom indicates a zoom level of 100%.

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.



Once the file is validated (meaning the SASID matching process is complete), an email regarding the submission and results will be received.



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.

The screenshot displays the 'Unique Student Identifier System' interface. At the top, there is a navigation bar with the MHEC logo and the text 'Welcome Lisa Stollof Your role is : [mhecResearcher]'. Below this, there are buttons for 'Validation Home' and 'Help'. The main content area is titled 'Validation Report' and contains the following instructions:

- To view a Report** - Select your college name, Submission ID & Date, then press Refresh Report.
- To CHANGE THE REPORT DATA** - Select the College and Submission ID & Date if applicable; then press the Refresh Report button.
- DOWNLOAD THIS REPORT** - Select a Submission ID & Date, choose the File Format you would like the report in and press the Download button. "If you have Internet Explorer version 5.5 or older, a pop-up dialog box will appear. Select "Open this file from its current location". This will prompt a second dialogue box, from which you can choose to either open it or save it to your computer"
- DOWNLOAD NOTICE:** - If your PC is behind a server or firewall that restricts downloads, your System Administrator may need to configure such systems to allow full functionality of this site.

The form below the instructions includes a 'College' dropdown menu set to 'ALL', a 'Submission ID & Date' field containing '73834 - [06/19/14]', and a 'Download File Format' dropdown menu set to 'Fixed Length'. A 'Download' button is located below the format dropdown. To the right of the form, a summary box displays: 'Approx. File Size: 439.38 KB', 'Approx. Download Time (1Mbps) 00.0 min 03.0 sec', and 'Download File Format'.

At the bottom right, a summary table shows: 'Total number of records: 4993' and 'Total Number of Records with Valid SASID: 2072'. Below this is a table header with columns: SASID, Last Name, First Name, Middle Name, DOB, Gender, FICE, and Campus Student ID.

On the left side of the page, there is a navigation menu with links for 'Student Maintenance', 'File Validation', 'Documents', 'MHEC User Manual', and 'Reports'.

The download section of the Validation Report allows the selection of different file formats. Click download to receive the file in the format selected.

The screenshot displays the MHEC Unique Student Identifier System interface. The page title is "Validation Report". The main content area contains the following instructions:

- To view a Report** - Select your college name, Submission ID & Date, then press Refresh Report.
- To CHANGE THE REPORT DATA** - Select the College and Submission ID & Date if applicable; then press the Refresh Report button.
- DOWNLOAD THIS REPORT** - Select a Submission ID & Date, choose the File Format you would like the report in and press the Download button. "If you have Internet Explorer version 5.5 or older, a pop-up dialog box will appear. Select "Open this file from its current location", this will prompt a second dialog box, from which you can choose to either open it or save it to your computer"
- DOWNLOAD NOTICE:** - If your PC is behind a server or firewall that restricts downloads, your System Administrator may need to configure such systems to allow full functionality of this site.

The form includes a "College" dropdown menu (set to "Select College"), a "Submission ID & Date" input field, and a "Download" button. A tooltip above the button shows "Approx. File Size: 0.0 Bytes", "Approx. Download Time (1Mbps) 00.0 min 00.0 sec", and "Download File Format" with a "Fixed Length" dropdown.

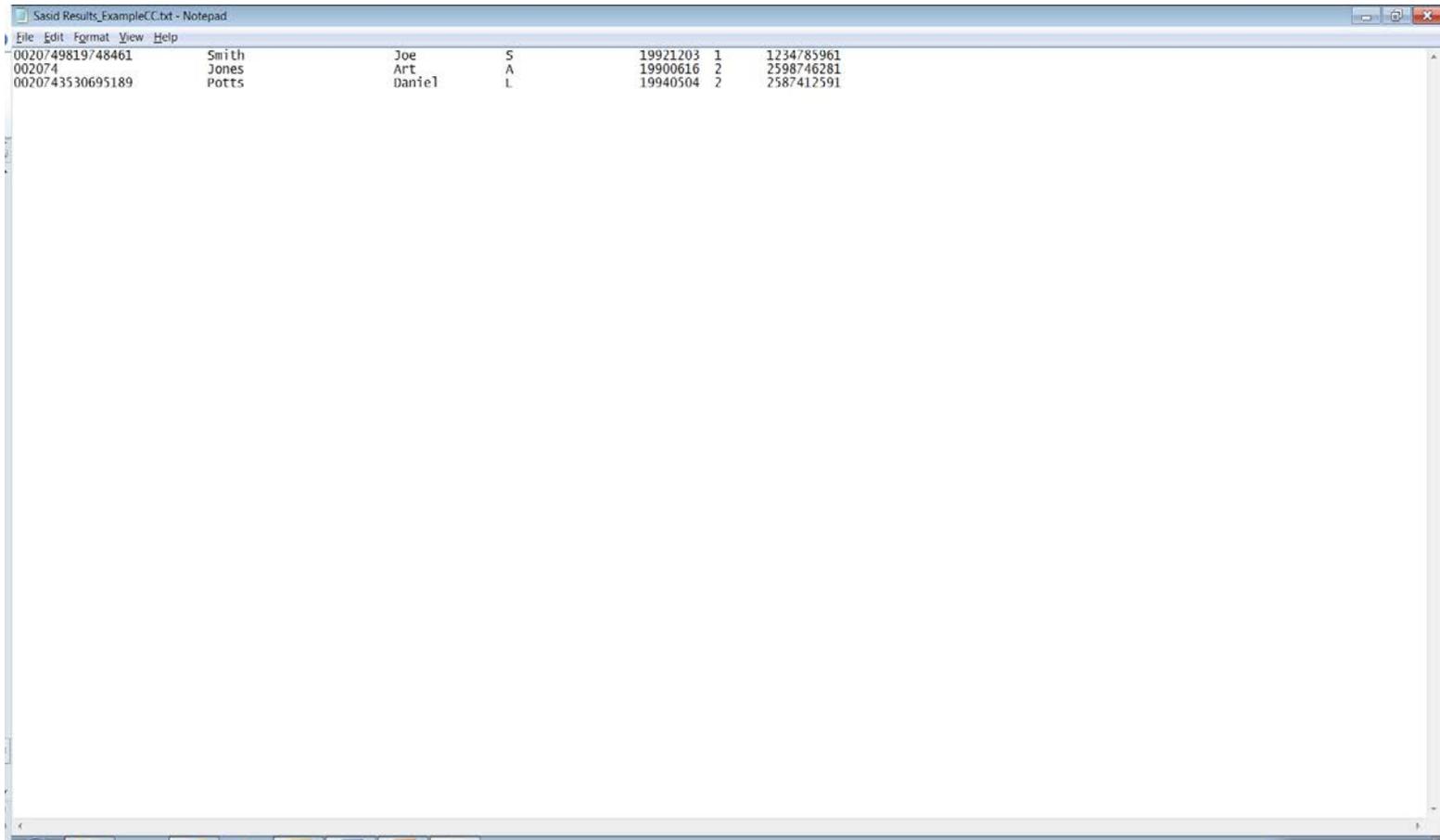
Below the form, there are buttons for "Refresh Report" and "Download Error Report". A table with the following columns is shown:

SASID	Last Name	First Name	Middle Name	DOB	Gender	FICE	Campus Student ID
There are no records available for this report. Please select a College or Submission ID & Date (if applicable), then press the "Refresh Report" button.							

At the bottom, there is a "Page 0 of 0" indicator and a navigation bar with "Go To", "First", "Prev", "Next", and "Last" buttons. The footer includes the MHEC logo and contact information: "For support or suggestions, please contact the administrator at: [usis@mhec.state.md.us](mailto:usis@mhec.state.md.us)" and "Release Information: Version 13.00.00 dated May 13, 2014".

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



The image shows a Notepad window titled "Sasid Results\_ExampleCC.txt - Notepad". The window contains a table with three rows of data. The first row is: 0020749819748461, Smith, Joe, S, 19921203, 1, 1234785961. The second row is: 002074, Jones, Art, A, 19900616, 2, 2598746281. The third row is: 0020743530695189, Potts, Daniel, L, 19940504, 2, 2587412591.

0020749819748461	Smith	Joe	S	19921203	1	1234785961
002074	Jones	Art	A	19900616	2	2598746281
0020743530695189	Potts	Daniel	L	19940504	2	2587412591

## 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.

The screenshot displays the 'Unique Student Identifier System' interface. The browser address bar shows the URL: <https://usis.msde.state.md.us/usis/StudentAction.do?act>. The page header includes the MHEC logo and the text 'Unique Student Identifier System'. A welcome message reads 'Welcome Lisa Stoloff Your role is : [mhccResearcher]'. A navigation menu on the left lists 'Student Maintenance' and 'Student Search / View'. The main content area is titled 'Student Search' and contains the following search criteria fields:

- Last Name:
- First Name:
- Middle Name:
- Date of Birth:  /  /  MM/DD/YYYY
- Gender:  (None)
- SASID:  -  -
- LASID:
- LFA:  (All)
- SSN:  -  -

A 'Search' button is positioned below the SSN field. The footer contains the MHEC logo and the text: 'For support or suggestions, please contact the administrator at: [usis@mhcc.state.md.us](mailto:usis@mhcc.state.md.us) Release Information: Version 13.00.00 dated May 12, 2014'. The status bar at the bottom indicates 'Please enter a Last Name' and '100%' zoom.

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.

The screenshot shows a web browser window displaying the 'Unique Student Identifier System' interface. The browser address bar shows the URL: <https://usis.msde.state.md.us/usis/StudentAction.do?action=search&searchType=VIEW>. The page header includes the MHEC logo and the text 'Welcome Lisa Stollof Your role is : [mhecResearcher]'. A navigation bar contains 'Validation Home' and 'Help' buttons. The main content area is titled 'View Student Detail' and includes a sub-header 'This page displays detailed student information.' Below this, there are two tables. The first table displays student information with columns: SASID, \*Last Name, \*First Name, Middle Name, Generational Suffix, \*DOB (MM/DD/YYYY), and \*Gender. The second table displays student status with columns: Grade (Updated: 11/20/2007), \*LASID, Active, Inactive, MSI Last Updated, and Update Source. At the bottom of the student information section, there are fields for LEA and School, and two buttons: 'Back' and 'View History'. An orange arrow points from the text above to the 'View History' button. The footer of the page shows the Maryland State Department of Education logo and the URL: <https://usis.msde.state.md.us/usis/StudentAction.do?action=search&searchType=VIEW>. The browser status bar shows a zoom level of 100%.

SASID	*Last Name	*First Name	Middle Name	Generational Suffix	*DOB (MM/DD/YYYY)	*Gender
						F

Grade (Updated: 11/20/2007)	*LASID	Active	Inactive	MSI Last Updated	Update Source
12		<input checked="" type="radio"/>	<input type="radio"/>		

LEA: [Redacted] School: [Redacted]

[Back](#) [View History](#)

# Student History

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

The screenshot shows a web browser window displaying the Unique Student Identifier System. The browser address bar shows the URL <https://usis.msde.state.md.us/usis/Activi>. The page header includes the MHEC logo and the text "Unique Student Identifier System". A yellow banner at the top of the page reads "Welcome Lisa Stollof Your role is : [mhecResearcher] Are you ready to Logout?". Below the banner, there are navigation links for "Validation Home" and "Help".

The main content area is titled "Activity History for Student". Below this title, a message states: "The following activity history detail is for the student selected on the previous page." A table displays the activity history for a student. The table has the following columns: SASID, Last Name, First Name, Middle Name, DOB, Gender, Grade, LASID, LEA, School, Updated, and Source. The data row shows: SASID: 00000000000000000000, Last Name: STOLLOF, First Name: LISA, Middle Name: MARIANNE, DOB: 08/23/1990, Gender: F, Grade: 12, LASID: 00000000000000000000, LEA: 02621 - Pasadena Technical High School, School: Pasadena Technical High School, Updated: 03/20/2007, and Source: Enrollment.

Below the table, there is a pagination control showing "Page 1 of 1" and buttons for "Go To", "First", "Prev", "Next", "Last", and "Back".

On the left side of the page, there are several menu items: "Student Maintenance" (with sub-link "Student Search / View"), "File Validation", "Documents" (with sub-link "File Layout"), "MHEC User Manual", and "Reports" (with sub-link "Validation Report").

At the bottom of the page, there is a logo for the Maryland State Department of Education and the text "Achievement Matters Most". To the right of the logo, there is a support contact link: "For support or suggestions, please contact the administrator at: [usis@mhec.state.md.us](mailto:usis@mhec.state.md.us)" and a release information note: "Release Information: Version 13.00.00 dated May 12, 2014".

## 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.

The screenshot shows a web browser window with the URL <https://usis.msde.state.md.us/usis/StudentAction.do?act>. The page title is "Unique Student Identifier System". The user is logged in as "Lisa Stollof" with the role "[mhecResearcher]". The page features a navigation menu on the left with links for "Student Maintenance", "Documents", "MHEC User Manual", and "Reports". The main content area is titled "Student Search" and contains a form with the following fields: Last Name, First Name, Middle Name, Date of Birth (MM/DD/YYYY), Gender (None), SASTD, LASTD, LEA (ALL), and SSN. A "Search" button is located below the form. In the top right corner, there is a "Logout" link. The footer includes the Maryland State Department of Education logo and contact information for the administrator at [usis@mhec.state.md.us](mailto:usis@mhec.state.md.us), with a release information note: "Release Information: Version 13.00.00 dated May 12, 2014".

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.

