SSN

The student's social security number (SSN) must be entered as 9 digits, with or without dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must be the same as on the student's Social Security card.

Entering accurate SSN's for each student is extremely important. The SSN as entered is matched against the SSN the student uses on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student can not be awarded the National Guard Supplemental Grant or any other state aid.

Duplicate

If this column contains the word 'yes', there is more than one student with this SSN in the INGUS system. If the column is empty, this SSN is not duplicated in the system. Please check the student’s SSN; if it is correct, contact SSACI for further instructions.

Last Name

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it appears in official records. Do not use suffixes such as "Jr" of "II" unless you are sure that is how the student usually signs her or his name. Also avoid using apostrophes in names such as "O'Brien" unless you are sure that is how the student usually signs her or his name.

Entering accurate last names for each student is extremely important. The last name as entered is matched against the last name the student uses on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. . If there is no match, the student can not be awarded the National Guard Supplemental Grant or any other state aid.

First Name

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on office records. Avoid abbreviations such as "Chris" for "Christopher" or "Missy" for "Melissa". Although no match is made on the first name, it is useful for finding and checking a student's record.

Date of Birth (DOB)

Entering accurate DOBs for each student is extremely important. The DOB as entered is matched against the DOB the student enters on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. .

If there is no match, the student can not be awarded the National Guard Supplemental Grant or any other state aid.

Unit

This four character code is for information purposes only. It can be set to any four characters, including four blanks, if the service branch doesn't want to use unit designations.

Status

This field is not updatable. The student information submitted via INGUS is compared to FAFSA data downloaded from the federal government. SSACI stores the FAFSA information in a system named GRADS. When SSACI compares INGUS data to GRADS data, its purpose is to update the student's record in GRADS so he or she is recognized for the NGSG.

Sometimes the INGUS data cannot be matched to GRADS data. If the three elements in INGUS (SSN, Last name, and DOB) do not match what the student reported on the FAFSA, then no update can take place. This could mean the information in INGUS is incorrect or that the student made an error on the FAFSA. Also, if the student has not filed a FAFSA, the update cannot take place. Each attempt to match data has an outcome and the outcome is indicated by a Status code. These codes, student by student, have been added to the INGUS system.

Upload

INGUS provides two methods to enter student data: on-line entry one student at a time or uploading a previously prepared and appropriately formatted text file. All student records can be added by upload once or many uploads can be done, each one adding new students to the system. It is important that each uploaded file contain only new students not already entered. The system checks to see if the student's SSN is already loaded; if it is, the record will be rejected. Changes to student data (updating) must be done on-line, one student at a time and not through the upload process.

Uploading a text file of student information in the proper format to add records can make reporting easier. Users should consult with their Information Technology (IT) staff if they are unsure of how to create and save files of the correct format.

Formatting the File

The file must be in "tab separated" format. The file can be prepared directly from your computer system or from an application such as an Excel spreadsheet or Access database— using the **Save As… or Export** feature to create a tab separated formatted file. Or the file may be typed directly into a simple text editor such as Windows Notepad. A student record consists of eight data fields: **SSN, Year, Last Name, First Name, DOB,** and **two Term codes** <u>in that order</u>. Each data field must conform to the rules for

that data field. The, **Year**, for example, must be of the form 2004 for the 2004-05 school year (even if the data is being loaded for the Spring term which begins in January of 2005). The “Upload” option may only be used to add new records. If changes or corrections are needed for previously entered data, it must be done in the manner described earlier.

Each data field must be separated by a TAB (ASCII decimal value 009) and each record ended with a CR character ("carriage return", ASCII decimal value 013) and LF character ("line feed", ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put a <CR><LF> at the end of every record, as will the **Save As…** function of Excel or hitting the <Enter> key if records are typed into Windows Notepad. If correct, the uploaded data will be immediately available to you on-line, else you will get an error message in "red letters" for each incorrect record.

An example of valid records might be:

928277782	2004	CENNETT	NORA	12/15/1981	PORW	Y	N
913922133	2004	ENNIS	MARVIN	03/09/1983	FL56	Y	N

Showing the TAB character, the records would look like this:

928277782<TAB>2004<TAB>CENNETT<TAB>NORA<TAB>12/15/1981<TAB>PORW<TAB>Y<TAB>N

913922133<TAB>2004<TAB>ENNIS<TAB>MARVIN<TAB>03/09/1983<TAB>FL56<TAB>Y<TAB>N

where <TAB> is the TAB character inserted by your computer or application.

Uploading Data

If you click on the "Browse" button in the INGUS application, your Internet Browser will open a window titled "Choose file" or a similar phrase. You might have to click on the "My Computer" icon in the window to find your C: drive (or the appropriate drive where the file resides on your system.)

Once you find the file you want to upload, either double click on it or click once and then click on the "Open" button in the window. Either action will take you back to the “Upload” Web page in INGUS. The file will be in window next to the "Browse" button. Click on "Upload" to send the file.

Alternatively, just type the path and name of the file in the window and click "Upload". The name of the file does not matter but it is conventional to name a text file with the extension “.txt”, for example, ARSF08012004.txt would clearly identify the file: Army, Stout Field, August 1, 2004. Other designations could be AFTH and AFFW.