

## Nebraska Opportunity Grant (NOG) Server Submission Directions

### Create File to Submit:

- In Microsoft Excel, enter the recipients starting on Row 1. Column A needs to be the recipient's Social Security #, Column B the recipient's Last Name, Column C the recipient's First Name, Column D the amount, Column E the student's EFC, and Column F the student's Date of Birth (mm/dd/yyyy). Do not do column headings or total the amounts at the bottom of the report. **This must be a cumulative list of all recipients from the Academic Year.**
- Click on Column A. Go to Format/Cells/Special/Social Security #. This is to format column A as a SS# - the dashes are okay to have.
- Save as a 'CSV (\*.csv)' file. The file name cannot include the symbols '#' (pound sign) or ',' (comma).

### Submitting the File:

- To access the server, go to: <https://ccpe-data.nebraska.gov/NOG/PgLgn.aspx>
- Log in using the username and password assigned to you by the Commission. If you wish, you can also change your password on this page before logging in.
- In the SURVEY box make sure FAInfo is selected
- In the Task box at the top of the page, scroll down to SrvyEdt.
- In the Pick a Data Collection box select the year; 2017 = 2016-17; 2018 = 2017-18; etc.
- Click on 'Browse'.
- A box will pop up that will allow you to select the file stored on your hard drive. Select the file you wish to upload and click 'Open'.
- Click on 'Upload'. This will upload the file to the server.
- Once uploaded you should see under the Upload button '(Name of File).csv uploaded!' Under that if you see 'File processed successfully; X lines processed' your file uploaded okay and you may close the window...there is no formal log-out.
- If you see the message 'Error! Please check the log' click on the word log. You will be informed of what line has an error and what that error is.
- Open the file, fix the problem(s), save the corrected file, and then reload the file onto the server.