

Nebraska Opportunity Grant (NOG) Server Submission Directions

Create File to Submit:

- In a spreadsheet program (such as Excel), enter the recipients starting on Row 1.
 - 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.**
 - Column A is the recipient's Social Security number
 - Make sure there are no extra spaces in front of or at the end of the SSN, it must be exactly 11 characters
 - Column B is the recipient's Last Name
 - Column C is the recipient's First Name
 - Column D is the total amount awarded the student
 - Do **NOT** include a \$
 - Column E is the student's EFC
 - Column F is the student's Date of Birth (format mm/dd/yyyy).
 - Click on Column A.
 - Go to Format/Cells/Special/Social Security #. This is to format column A as a SS#.
 - **Dashes are required**, so format must be XXX-XX-XXXX.
 - Save as a 'CSV (Comma Delimited) (*.csv)' file.
 - Do not use CSV UTF-8 or any other .csv format.
 - The file name cannot include the symbols '#' (hashtag) or ',' (comma).

Submitting the File: To access the upload site, go to: <http://ccpedatacollection.nebraska.gov/>

- Log in using the username (your email address) and password assigned to you by the Commission.
 - If you have forgotten your password, email Ritchie.Morrow@Nebraska.gov to reset.
- The Dashboard will show the status of all previously uploaded files (files that were not uploaded successfully will not be shown):
 - Approved – the file has been reviewed
 - Pending – the file has not yet been reviewed
 - Declined – means either:
 - there was a problem with the file and a new file must be uploaded, or
 - a new file was uploaded before that file was reviewed
- Click on Upload Data
- Select the Correct Year
 - 2024 = 2023-24 academic year
 - 2025 = 2024-25 academic year
 - 2026 = 2025-26 academic year
 - Etc.
- Click on Upload Your Data File
- A box will pop up that will allow you to select the file stored on your drive. Select the file you wish to upload and click 'Open'.
 - Once you click on Open your file will start uploading, so make sure you selected the correct file
- When completed check the Results box for one of two messages:
 - If the file uploaded successfully, you'll see 'Success'.
 - If there are any errors in the submission file, you'll see 'Validation Failed!' in the Results box and how many errors were found
 - Below the results box will show you the line(s) where the error(s) was found and what the error(s) was
 - Open the file on your computer, fix the problem(s), save the corrected file, and then reload the file onto the server.
- Once completed make sure to Log Out.