# Direct Certification Downloads

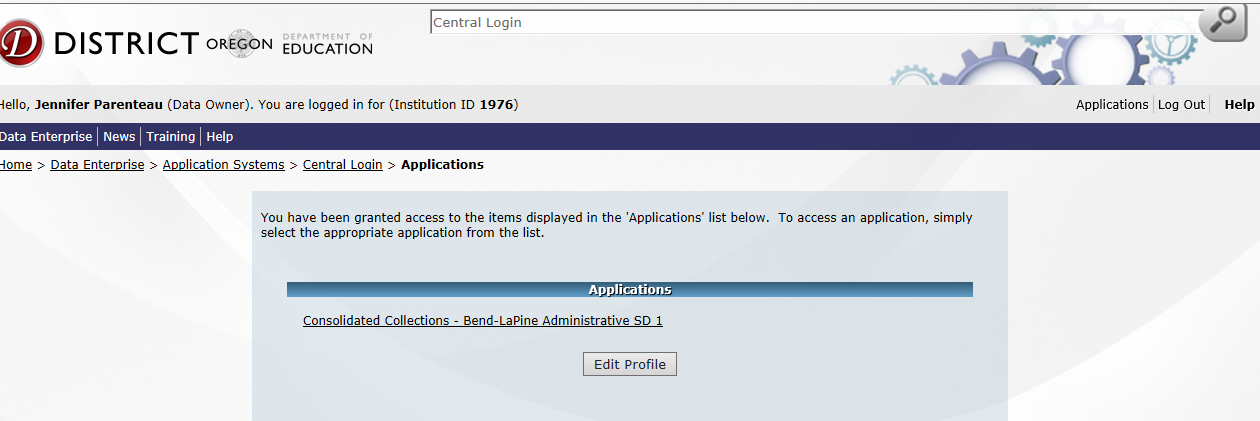
These instructions will lead you through the process to download and view weekly and monthly Direct Certification files.

## Logging On

1. Go to the [Direct Certification Login](https://district.ode.state.or.us/home/) page
2. Enter your login name and password, click “*LOGIN*”

Picture of Login Screen

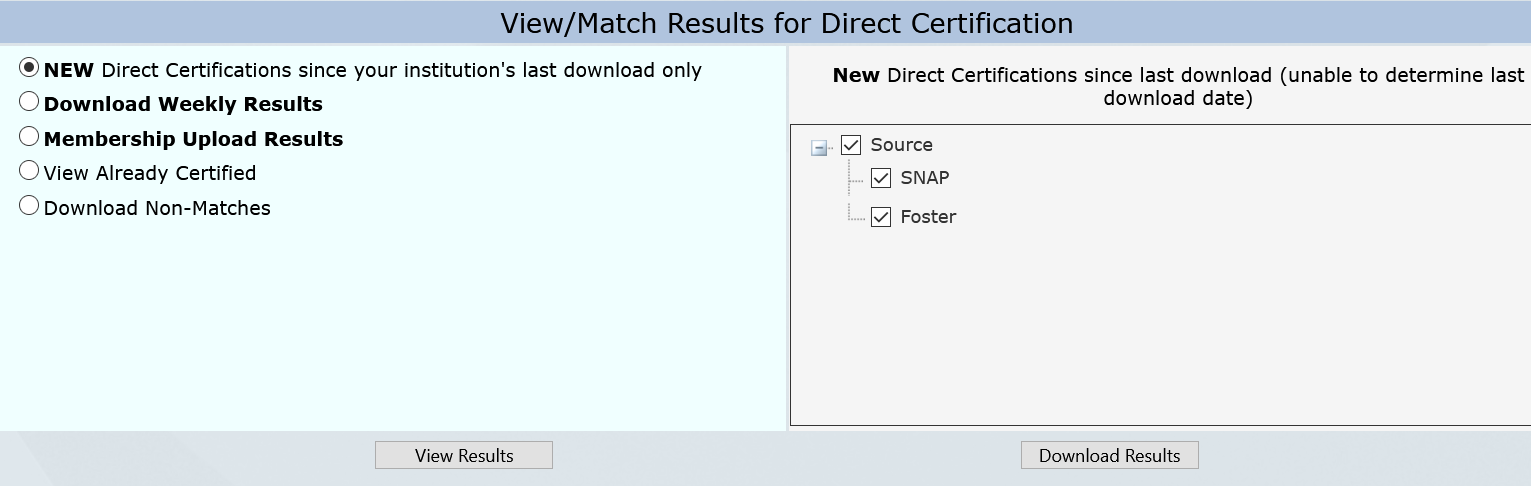

1. Click on “*Consolidated Collections*”



1. Click on *“Student Collections”*

Click on *“Child Nutrition - Direct Certification Match (NSLP) –> Direct Certification (SNAP and FOSTER data) ->View and Download Matches”*

## Direct Certifications since your institutions last download only



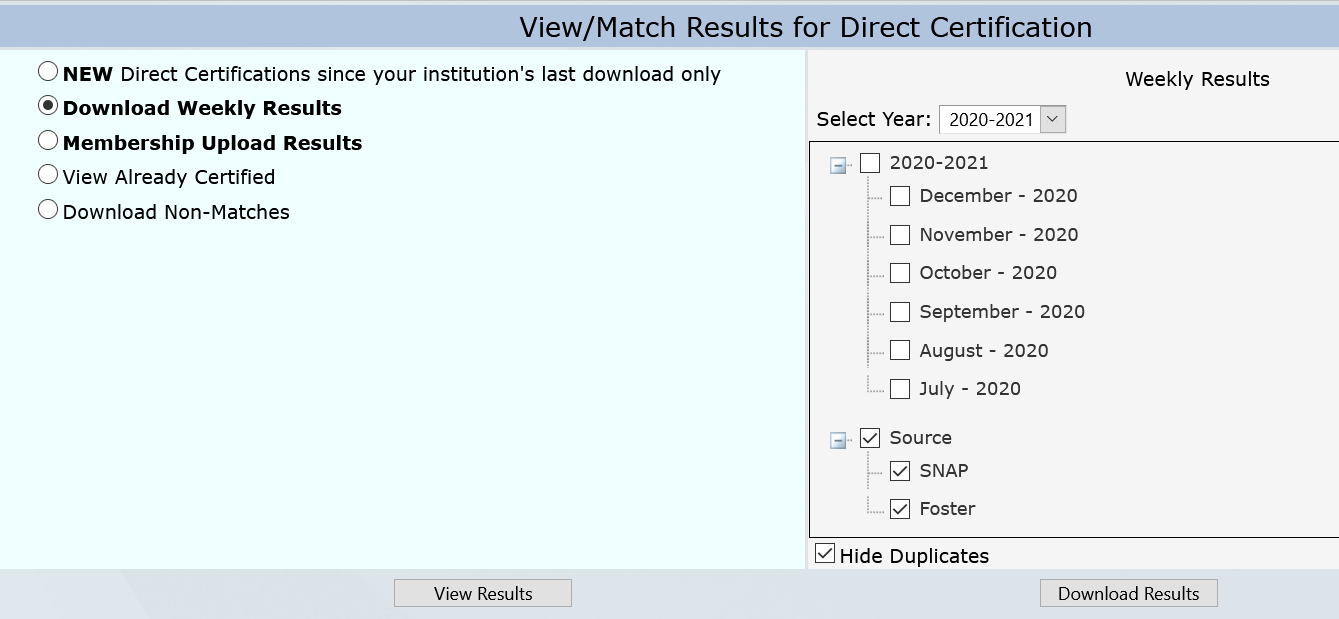
1. Select *“****New*** *Direct Certification since your institutions download only.”*

You will receive an automated email weekly if you have new or updated students since your last download.

1. Choose your Source; SNAP or Foster or both.
2. There are two options to view the results *“View Results”* or “*Download Results*”.

* *“View Results”* will return a list of students displayed individually as a .pdf
* “*Download Results”* will send a .csv file to the email address on record that can be uploaded into Benefit Issuance software

## View and Download Weekly Results



1. Select “*Download Weekly Results”*
2. *“Select Year”*. The system will default to the current school year. Previous years may be chosen from the drop-down.
3. Select the individual month. To include all months, check the box to the left of the year.
4. Select “*Source”*

* SNAP
* Foster

1. Click “*Hide Duplicates”* or uncheck to return all entries for the date range(s) chosen.
2. There are two options to view the results *“View Results”* or “*Download Results*”.

* *“View Results”* will return a list of students displayed individually as a .pdf
* “*Download Results”* will send a .csv file to the email address on record that can be uploaded into Benefit Issuance software

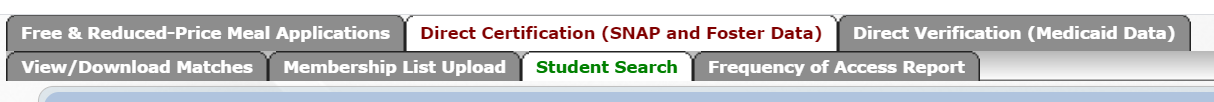
## Download Non Matches



1. Select “*Download Non-Matches”*
2. *“Select Year”*. The system will default to the current school year. Previous years can be chosen from the drop-down.
3. Select the individual month. To include all months, check the box to the left of the year.
4. Click “*Download Results”* will send a .csv file to the email address on record that can be uploaded into Benefit Issuance software

## Student Search

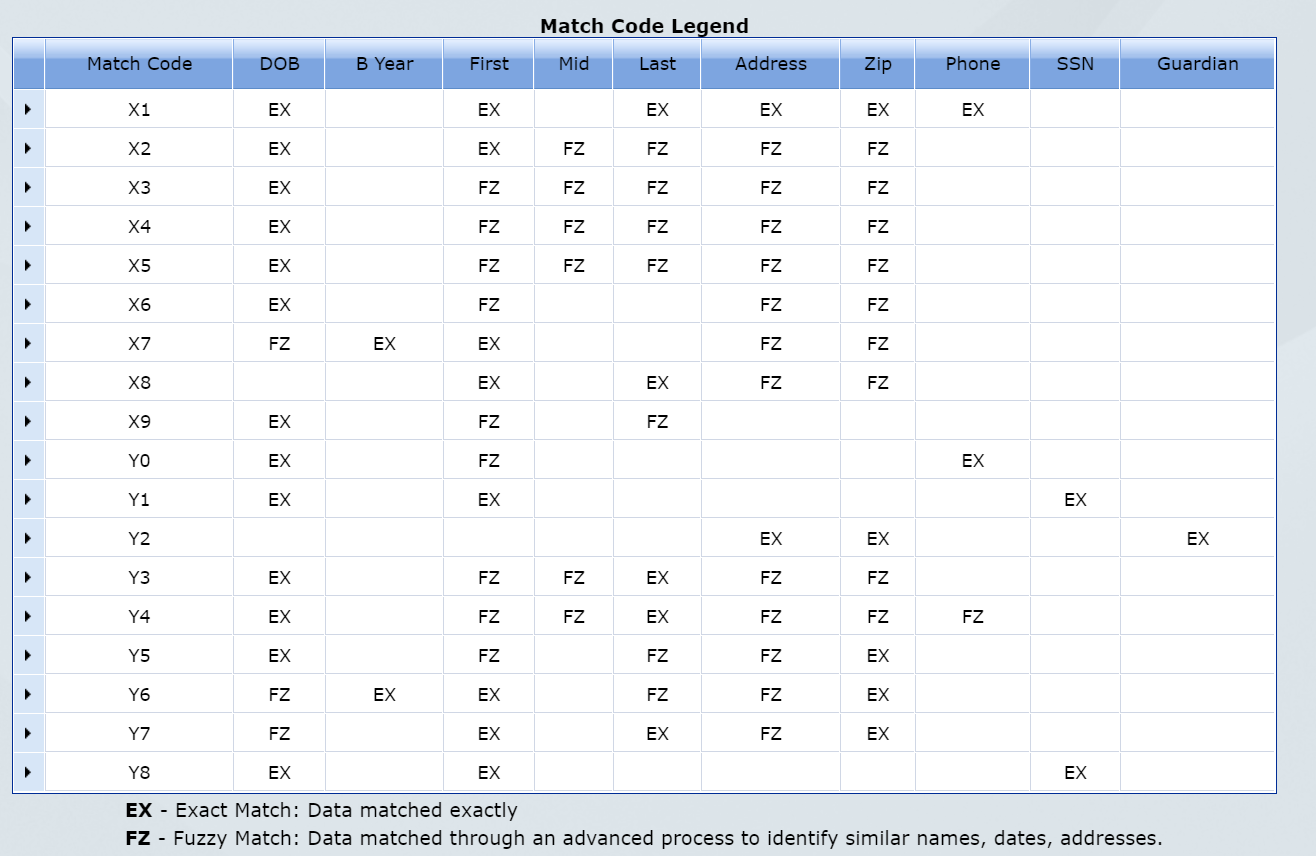
1. Select the “*Student Search*” tab to find individual students.



1. Select Filter options. “*Matches”* only will return students matched to the school (district) chosen. “*Non Matches”* will return students on the non-match list throughout the state.

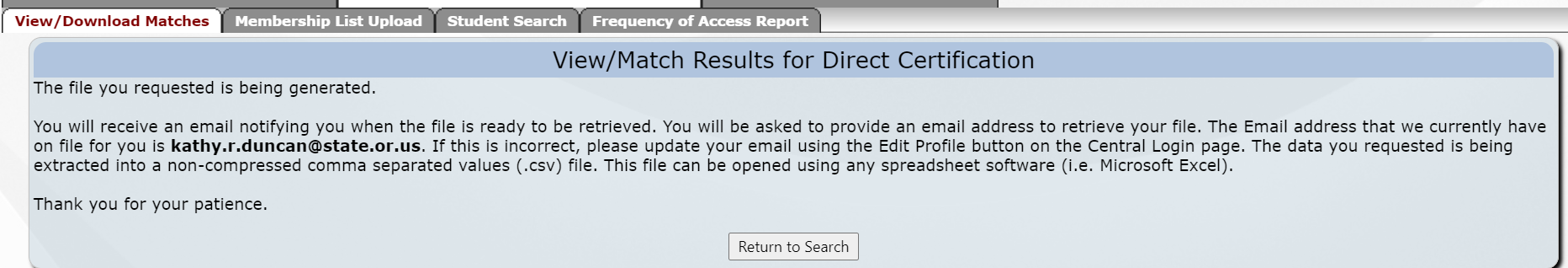


1. Search by any available information. More information that is added will provide better results.
2. By checking “*Include similar sounding names*” box all students with similar names will be displayed
3. If a student(s) is found, they will be displayed with the option to view available information under the headers by scrolling across the page, or a .pdf can be downloaded and/or saved by clicking on the “*PDF Export”*. There may be multiple students listed depending on the search criteria that was provided. If a student is off of the “*Non Match”* list, there will not be any data for the “*Match Source”, “Match Code”,* or “*Institution Information”.*Picture of Student Search Results
   
4. To determine how a student was matched, look at the match code on the results dialog box, or the.pdf file, and look for the code on the “*Match Code Legend”*



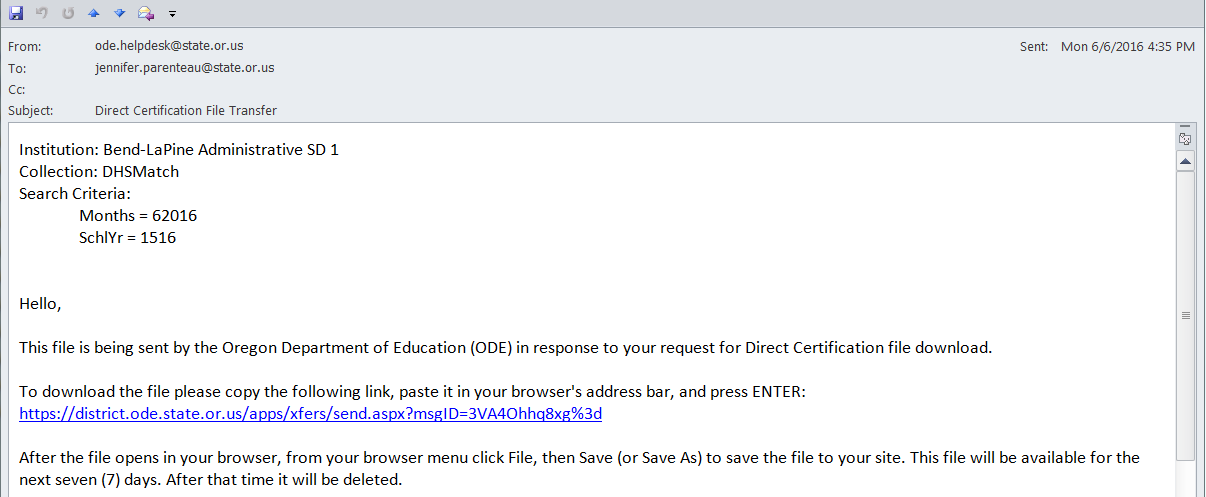
## Retrieve the Downloaded File

1. A dialog box appears that states, *“The file you requested is being generated*.”



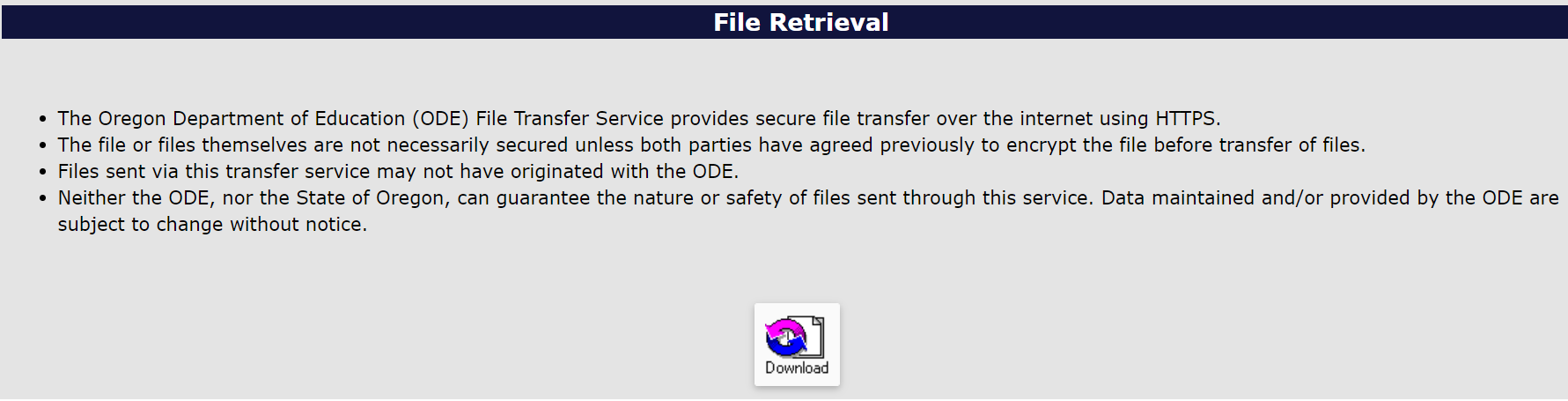
1. Go to your email Inbox and open the email from the ODE Helpdesk.

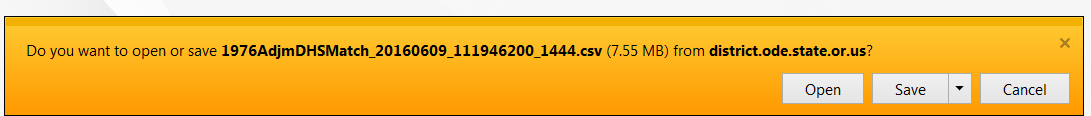
(The subject line is *“Direct Certification File Transfer”* see the circled area).



1. Click on the blue underlined web address as shown in the email or copy and paste the address in the email into your web browser
2. Type in your email address exactly as it is on file for the student collections, and click on the “*Submit Email Address*”



1. Click on *“Download”*. 
2. A dialog box will appear that gives the option to “*open”* or “*save (as)”.*



**NOTE: If you use an eligibility software program, importing the file is vendor specific. Contact your software vendor for details or assistance.**

* [Direct Cert File Format](directcertificationfileformat.xls)