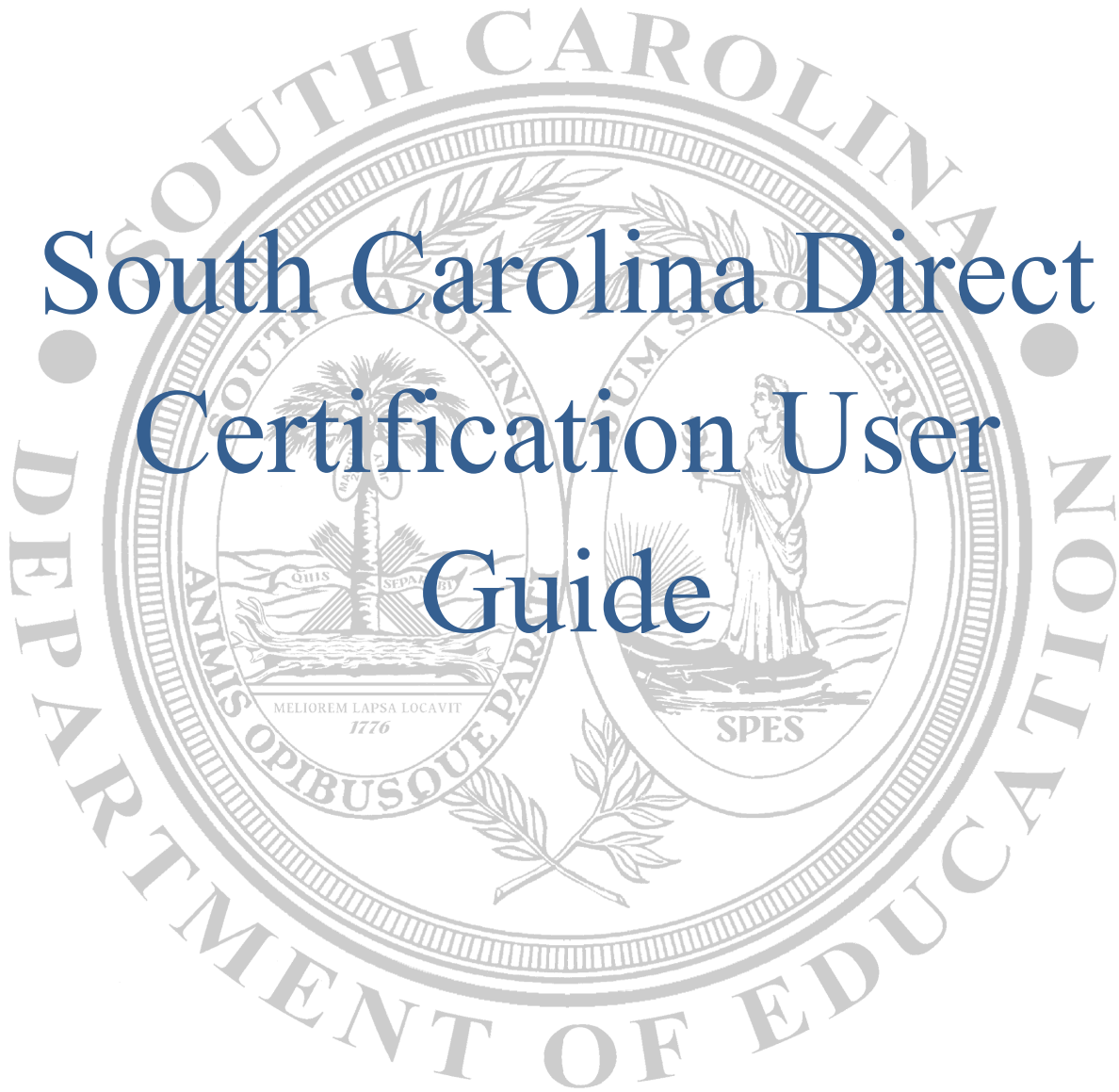


# South Carolina Direct Certification User Guide



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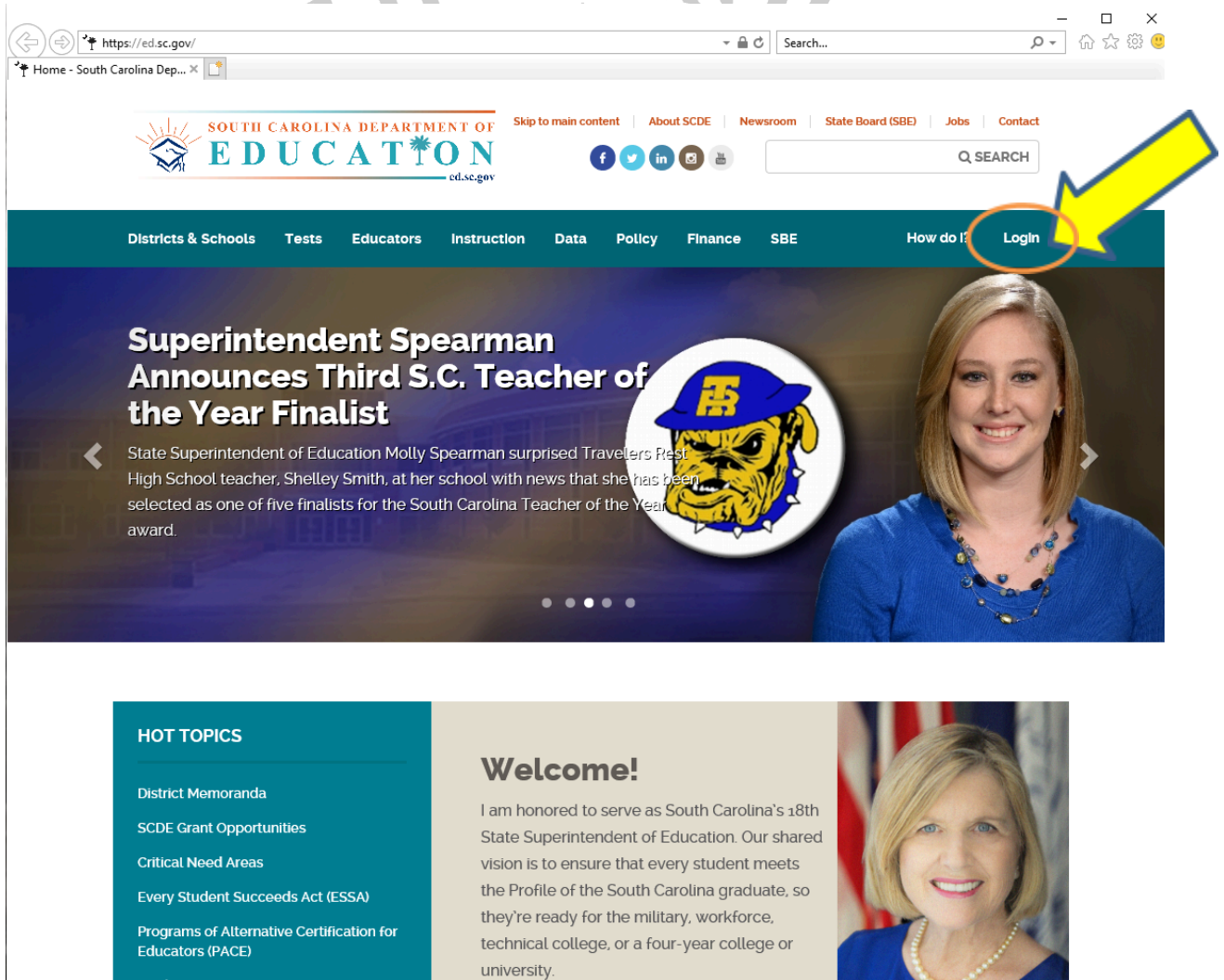
## Log In

### *Finding the DC Software*

### Open Internet Explorer

Go to <https://ed.sc.gov>.

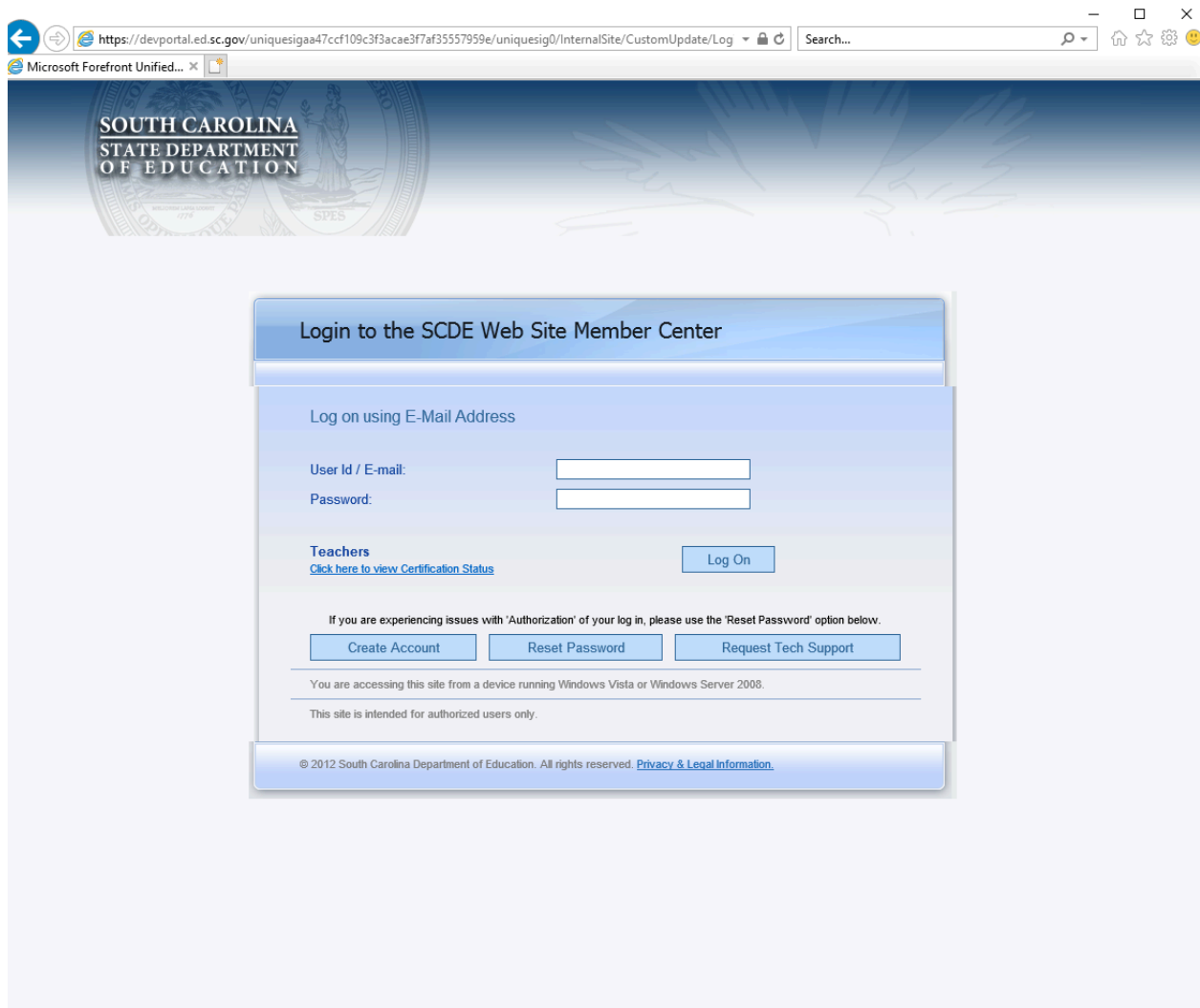
Click Login in the on the right side of the page



The screenshot shows the homepage of the South Carolina Department of Education (SCDE) website. The browser address bar displays <https://ed.sc.gov>. The website header includes the SCDE logo, navigation links (Skip to main content, About SCDE, Newsroom, State Board (SBE), Jobs, Contact), and a search bar. A teal navigation bar contains links for Districts & Schools, Tests, Educators, Instruction, Data, Policy, Finance, SBE, and a 'Login' button, which is circled in orange and pointed to by a large yellow arrow. The main content area features a large banner for 'Superintendent Spearman Announces Third S.C. Teacher of the Year Finalist' with a photo of Superintendent Molly Spearman and the South Carolina bulldog mascot. Below the banner, there is a 'HOT TOPICS' section with links to District Memoranda, SCDE Grant Opportunities, Critical Need Areas, Every Student Succeeds Act (ESSA), and Programs of Alternative Certification for Educators (PACE). To the right of this section is a 'Welcome!' message from the Superintendent, accompanied by another photo of her.

## Member Center

Log in to the Member Center using User ID and password.



https://devportal.ed.sc.gov/uniqueid47ccf109c3f3acae3f7af35557959e/uniqueid0/InternalSite/CustomUpdate/Log

Search...

Microsoft Forefront Unified...

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

**Login to the SCDE Web Site Member Center**

Log on using E-Mail Address

User Id / E-mail:

Password:

**Teachers**

[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

You are accessing this site from a device running Windows Vista or Windows Server 2008.

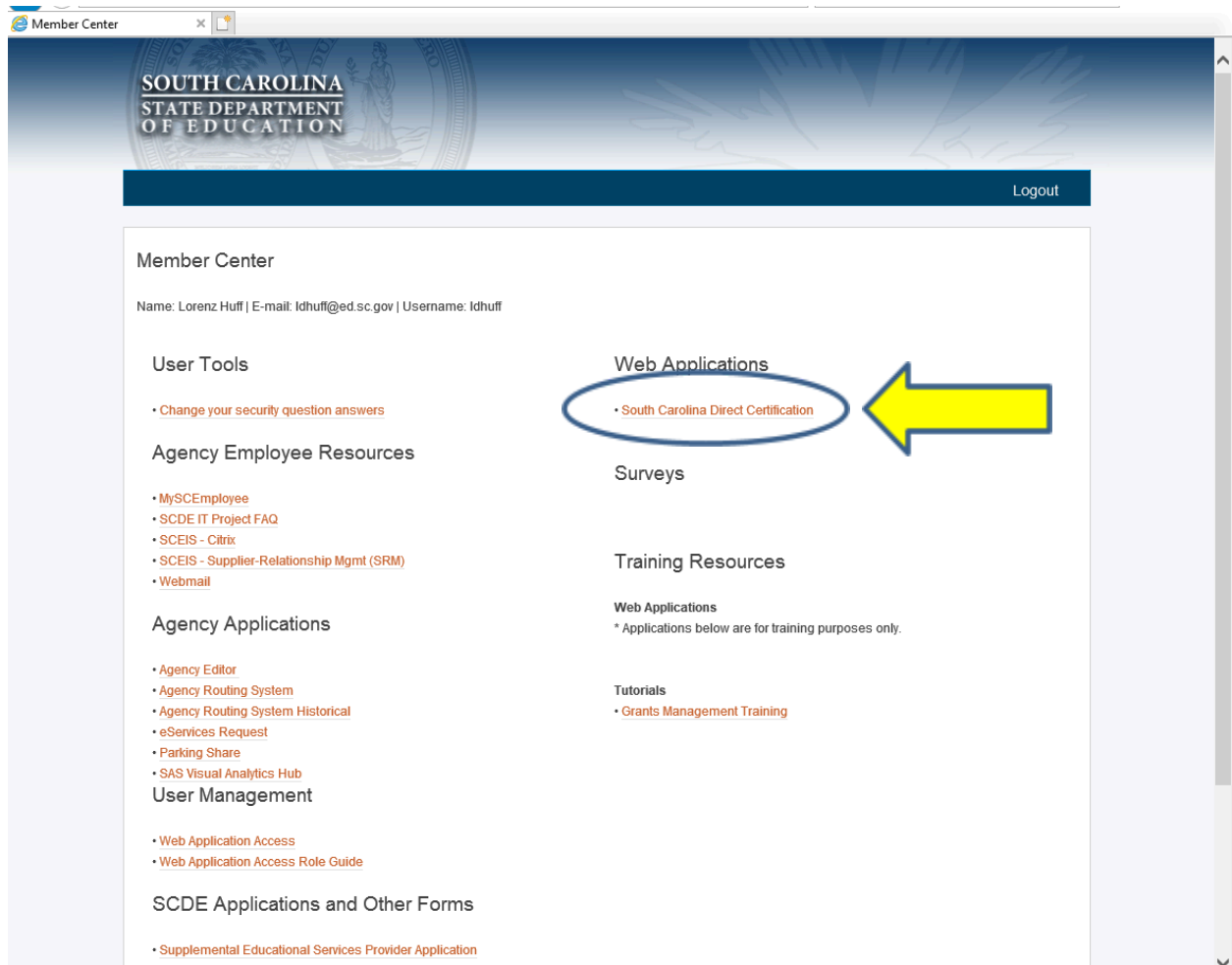
This site is intended for authorized users only.

© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#).



## Member Center Link

The link to the South Carolina Direct Certification application is found in the upper right column under Web Applications. Click [here](#)



## DC Home

On the Home page, there will be current messages. The Search box on this page allows the user to search any messages.

A list of the tools available in the left hand column.

The screenshot displays the DC Home interface. At the top right, there are links for "Member Center" and "Logout". On the left, a "Toolbox" sidebar is visible, containing the following items: Home, Authoritative Sources, Authoritative Student Records, Students, Reports, Downloads, Management, Message Board, Nicknames, School Year Dates, Import Profiles, Data Management, School Level Sponsors, and School Level Sponsors. The main content area is titled "Messages" and features a search box. Below the search box is a table with columns "Title", "Message", and "Message Expires". The table currently displays the message "No matching records found".

| Title                     | Message | Message Expires |
|---------------------------|---------|-----------------|
| No matching records found |         |                 |

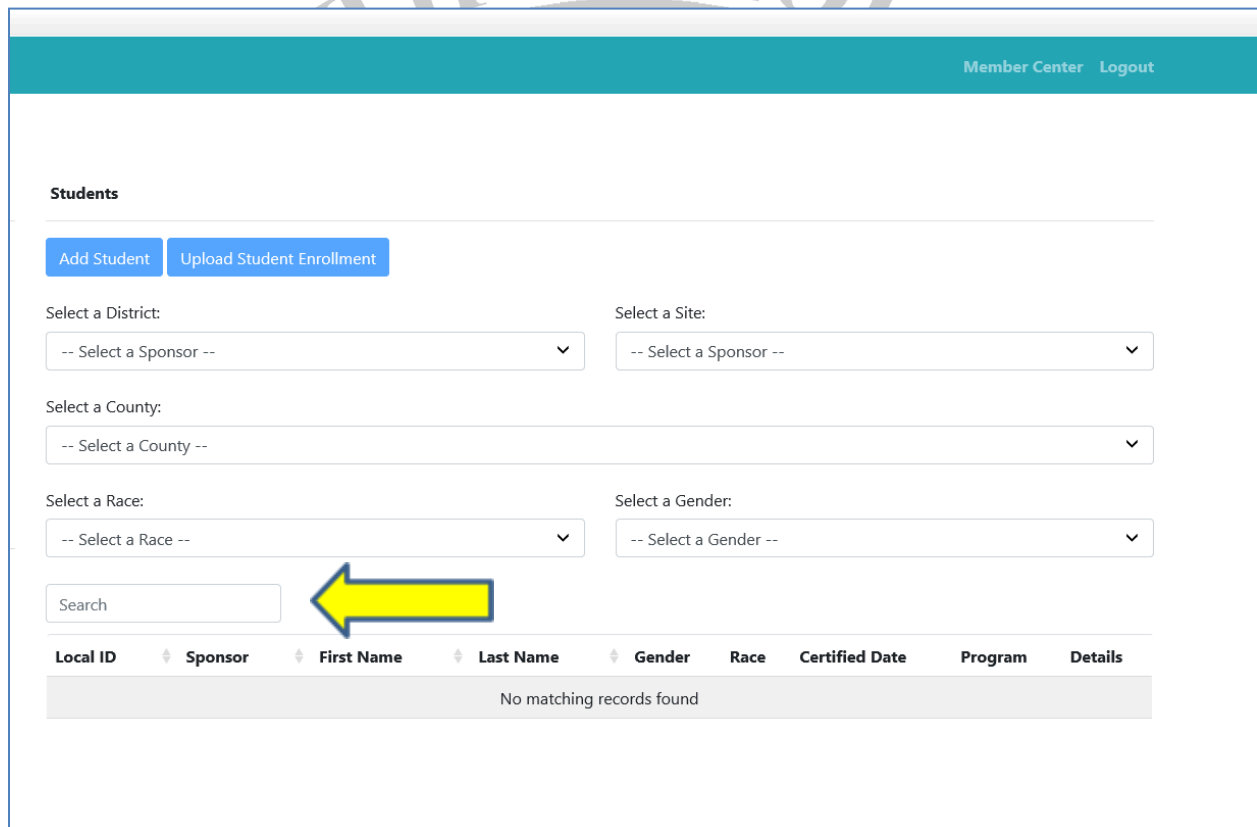
*Note:* Information within the SCDC System is not to be shared with any person who does not have a defined role in administration of the National School Lunch Program in the State of South Carolina.

## Students

When selecting the “Students” tool, there are three options; Student Search, Add Student, or Upload Student Enrollment.

### Student Search

To search for a student, enter their name in the Search box. Use any other defined criteria to help refine the search and hit enter.

The screenshot shows a web application interface for searching students. At the top, there is a teal header bar with the text "Member Center" and "Logout". Below the header, the page is titled "Students". There are two blue buttons: "Add Student" and "Upload Student Enrollment". Below these buttons are several dropdown menus for filtering: "Select a District:" with a "-- Select a Sponsor --" option, "Select a Site:" with a "-- Select a Sponsor --" option, "Select a County:" with a "-- Select a County --" option, "Select a Race:" with a "-- Select a Race --" option, and "Select a Gender:" with a "-- Select a Gender --" option. A search box labeled "Search" is located below the dropdowns. A large yellow arrow points to the search box. Below the search box is a table with columns: "Local ID", "Sponsor", "First Name", "Last Name", "Gender", "Race", "Certified Date", "Program", and "Details". The table currently displays the message "No matching records found".

| Local ID                  | Sponsor | First Name | Last Name | Gender | Race | Certified Date | Program | Details |
|---------------------------|---------|------------|-----------|--------|------|----------------|---------|---------|
| No matching records found |         |            |           |        |      |                |         |         |

Matching results will be displayed and the Program field will show if they matched in the system.

## Add Student

When a new student is enrolled, the Add Student tool allows the new student to be added to the enrollment file for Direct Certification. Please note that the fields marked with a red asterisk (\*) are required. Please provide as much of the other information as possible in order to improve the system's ability to match student data.

[Member Center](#) [Logout](#)

 **Enroll Student**

**Enter the student's Local ID:\***

**Select a Sponsor:\***

**First Name:\***   
**Last Name:\***

**Social Security Number:**

**Date of Birth:**   
**Select a Race:**   
**Select a Gender:**

**County:**

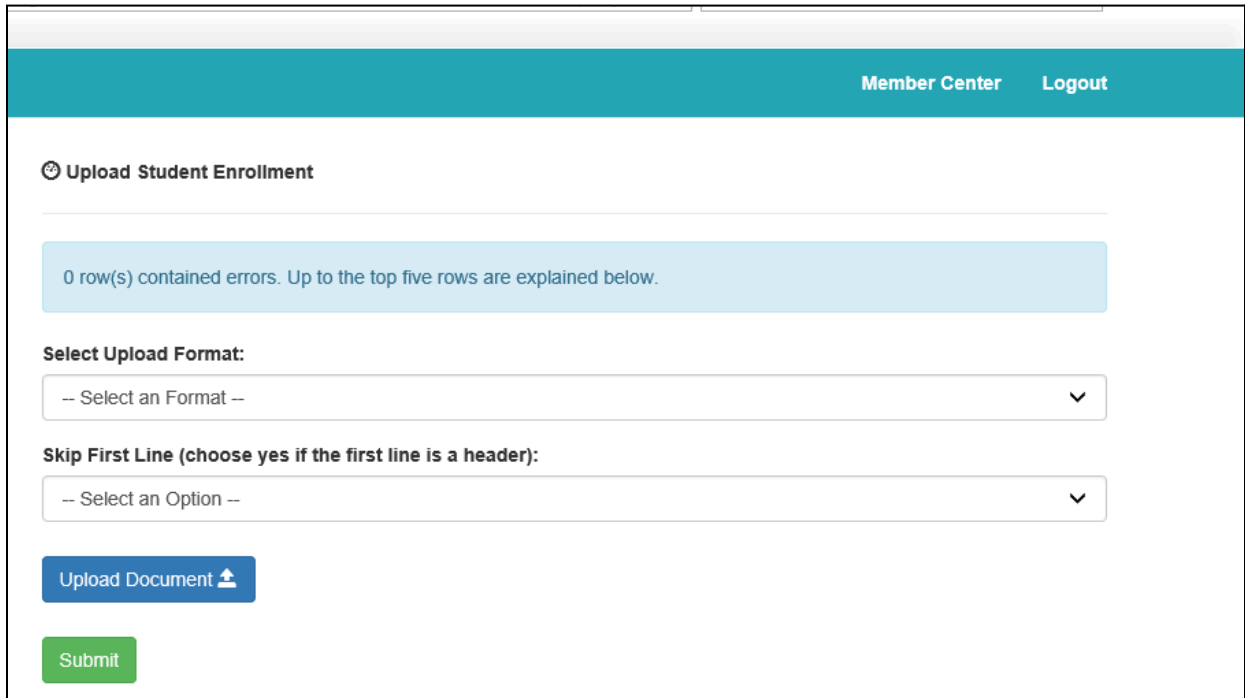
**Has Residential Address:**   
**Has Mailing Address:**

[Select Addresses](#)

[Back](#) [Submit](#)

## Upload Student Enrollment

Uploading a file is the most efficient way to make sure all enrollment files are up-to-date in the Direct Certification system.



The screenshot shows a web interface for uploading student enrollment data. At the top, there is a teal header bar with the text "Member Center" and "Logout". Below the header, the main content area has a title "Upload Student Enrollment" with a small icon. A light blue message box states "0 row(s) contained errors. Up to the top five rows are explained below." Below this, there are two dropdown menus. The first is labeled "Select Upload Format:" and has the option "-- Select an Format --". The second is labeled "Skip First Line (choose yes if the first line is a header):" and has the option "-- Select an Option --". At the bottom of the form, there are two buttons: a blue "Upload Document" button with an upload icon, and a green "Submit" button.

*Note:* Before uploading enrollment files, please ensure that your Import Profile has been set up. This step allows the Direct Certification system to correctly import your file. Any mismatch will result in a complete failure of the file to load. Microsoft Excel files are the optimal format to use when uploading a file.

*Note:* You will receive error messages to help you know if student records need correction.

## Import Profile Setup

One of the most valuable functions in the South Carolina Direct Certification software is the ability of the local nutrition office to submit their student enrollment information directly using the upload feature. Since the source of this enrollment information will vary between schools and districts, it is required that a profile is established before files are uploaded.

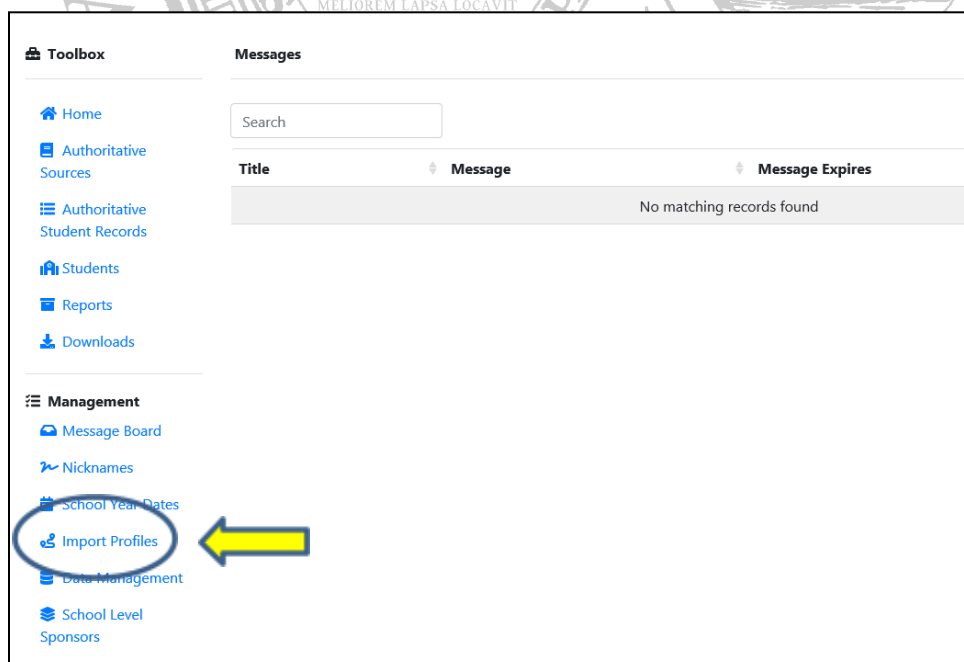
The information will be matched by the software to files we received from the South Carolina Department of Social Services that allow students to be directly certify for free meals. This information can be pulled from POS software, PowerSchool, or can be loaded on the SCDE template if not software system is being used.

### Data Download for File Import

Student enrollment will need to be downloaded from either Point-of-Sale software for the Child Nutrition Department or from PowerSchool. If unsure of how to download an enrollment file, please contact the software vendor directly. The file should include first name, last name, DOB, student ID number, address (including city, state, and zip code), race, gender, and SSN if that information is available. If child nutrition software is not currently receiving race and gender information from PowerSchool, please get with the IT department at the district to have this changed through Level Data. If the SFA does not have software or PowerSchool, please complete the SCDE Excel template for student enrollment data.

### Starting your Import Profile

On the Home page, there is a list of Tools on the left side of the page. Click on Import Profile at the bottom of the list to set up the profile.



Setting up the Import Profile is a critical step for use of this software. Because there are multiple sources for this data, typically from nutrition or POS software, setting up this profile allows the Direct Certification software to read the specific file that is import.

Please name the file for the district or school that developed the profile. This will help SCDE be able to determine if there is an error in the profile faster and know which profile belong to which SFA.

In addition, the values in these fields are critical for the software to use when match to the SC DSS files. The software reviews an ordered sequence of criteria when attempting to match the students to the DSS file. The better information we give the software; the better results we will see.

### Match Your Fields

Match the location of the columns for with a value from the drop-down list. For Excel files, Column A would be assigned to Column 0 (zero), Column B to Column 1, etc.

The screenshot shows a web interface titled "Edit Import Profile" with a teal header bar containing "Member Center" and "Logout" links. The main content area is titled "Fields" and contains a table with 9 rows. Each row has three columns: "Choose a column:", "Enter a file value:", and "Ignore Value:". The "Choose a column:" column has a dropdown menu with values 0 through 9. The "Enter a file value:" column has a dropdown menu with values: Local ID, First Name, Last Name, Birth Date, Mailing Address Primary, County, Mailing State Code, Mailing Zip Primary, Gender, and Race. The "Ignore Value:" column has a text input field and a "Remove" button. At the bottom left of the table is an "Add Field" button.

| Choose a column:* | Enter a file value:*    | Ignore Value:                                |
|-------------------|-------------------------|----------------------------------------------|
| 0                 | Local ID                | <input type="text"/> <button>Remove</button> |
| 1                 | First Name              | <input type="text"/> <button>Remove</button> |
| 2                 | Last Name               | <input type="text"/> <button>Remove</button> |
| 3                 | Birth Date              | <input type="text"/> <button>Remove</button> |
| 4                 | Mailing Address Primary | <input type="text"/> <button>Remove</button> |
| 5                 | County                  | <input type="text"/> <button>Remove</button> |
| 6                 | Mailing State Code      | <input type="text"/> <button>Remove</button> |
| 7                 | Mailing Zip Primary     | <input type="text"/> <button>Remove</button> |
| 8                 | Gender                  | <input type="text"/> <button>Remove</button> |
| 9                 | Race                    | <input type="text"/> <button>Remove</button> |

Add Field

*Note:* This illustration depicts one possible file format. Every file may be ordered differently please follow the steps above to make sure the profile is formatted correctly for best results.



## Gender Mapping

For Gender Mapping, tell us which value the file shows for Male and Female. (Other values can be created if your file has these.)

Add Field

### Gender Mappings

Enter a field type:\*

F

Select a target value:\*

Female

Remove

Enter a field type:\*

M

Select a target value:\*

Male

Remove

Add Gender Mapping

## Race Mapping

For Race Mapping, tell us which values are in the file that correspond with the drop down selections we provide. There may be some other combination of text and numbers on the file. Just match the designation to the value in the drop box provided.

### Race Mappings

Enter a file value:\*

I

Select a target value:\*

American Indian or Alaskan Native

Remove

Enter a file value:\*

A

Select a target value:\*

Asian

Remove

Enter a file value:\*

B

Select a target value:\*

Black / African American, non-Hispanic

Remove

Enter a file value:\*

H

Select a target value:\*

Hispanic

Remove

Enter a file value:\*

P

Select a target value:\*

Native Hawaiian or Pacific Islander

Remove

Enter a file value:\*

M

Select a target value:\*

Other

Remove

Enter a file value:\*

W

Select a target value:\*

White

Remove

Add Race Mapping

## Date Format

### Date Formats

Enter your date regex:

Remove

Add Date Mapping

### Date Format Notes

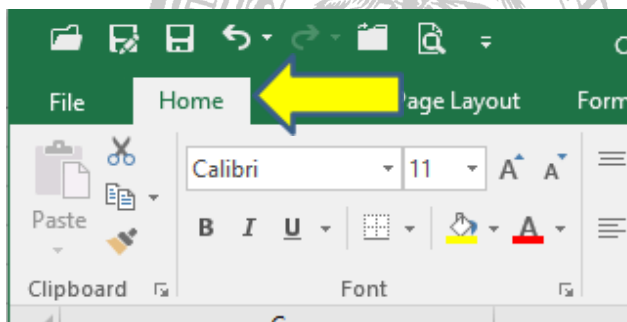
- Use "d" to represent the day
- Use "M" to represent the month
- Use "MMM" to represent the month abbreviation, ie: "Apr" for April
- Use "MMMM" to represent the month fully expressed is: "April"
- Use "y" to represent the year

Ex: use "MM/dd/yyyy" if you format dates like "05/20/2005"

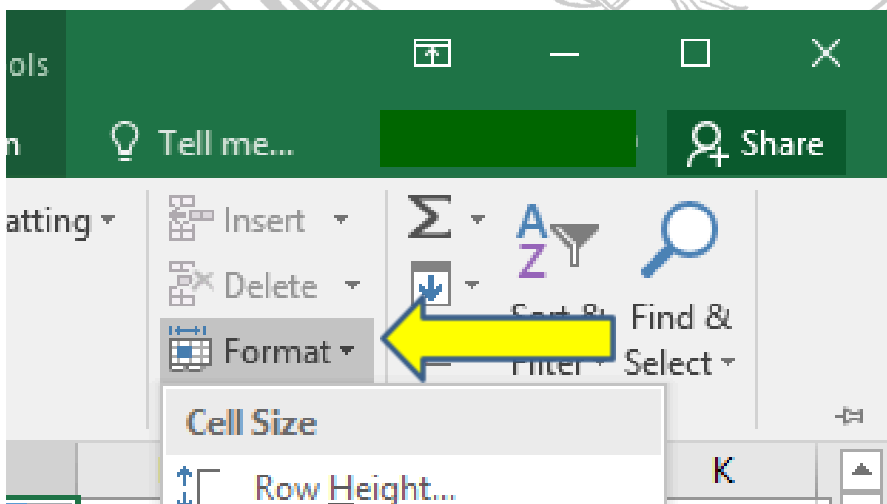
Submit

South Carolina Department of Education

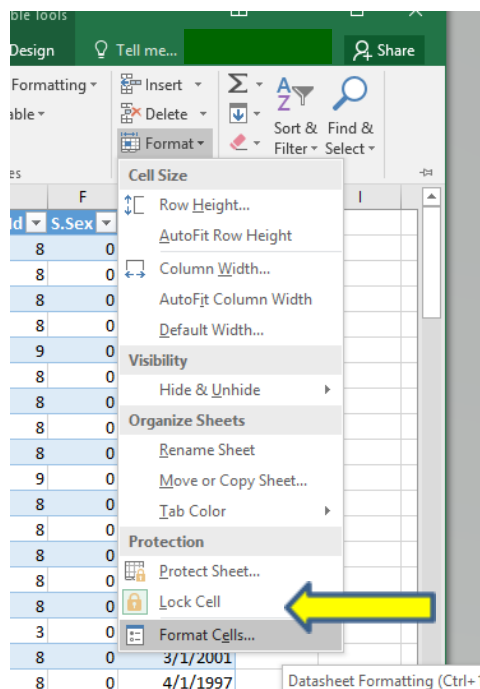
Date of Birth must be formatted correctly in the file so that the Direct Certification system can use the date of birth. To format the date, please follow these steps:



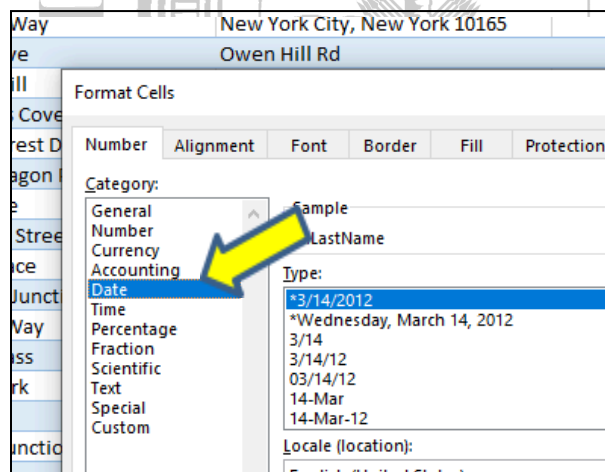
Select the Home Tab.



Select the Format option in the Cells box on the Home ribbon.



From the dropdown list, select Format Cells and finally, ...



... select Date as the format.

Please note that selecting any of the date formats shown above (3/14/12, 03/14/12, 14-Mar-12, etc.) will encode the data so that the Direct Certification software can read it. You may choose any of the styles offered for "Date". The default option of "General" may work in some cases, but using the "Date" format ensures that birthdate fields in the file can be read.

## Reports

Access is set to allow review the reports with information for the SFA's student population. The SFA will be able to see reports for Matched Students, Unmatched Students, and Address Matched Students.

### View Report

Select View Report, to see the following

The screenshot shows a web application titled "Student Reports - Direct Ce...". The interface includes a teal header bar with "Member Center" and "Logout" links. A left sidebar contains a "Toolbox" with links to Home, DSS Records, Students, Reports, and Downloads, and a "Management" section with links to Message Board, Nicknames, School Year Dates, and Import Profiles. The main content area, titled "Student Reports", features three dropdown menus: "Select a Sponsor:" (with "-- Select a Sponsor --"), "Select a Site:" (with "-- Select a Site --"), and "Select a Report:". The "Select a Report:" dropdown is open, showing three options: "-- Select a Report --", "Matched Students", "Non-Matched Students", and "Address Matched Students". The footer of the page displays "© 2019 - South Carolina Department of Education".

Choose the report to review and the report will be created and displayed in Microsoft Excel. The report can be print the report or save it to a local drive.

*Note:* The ability to select Sponsor and Site will depend on the access level you have been granted.

## Sample Report

The Excel reports can be printed or saved just like an Excel spreadsheet. If using POS software this report will be uploaded into the software just like DC reports from SCAPS where uploaded into the POS software. If not using POS software this report should be saved either electronically or hard copy after students are coded as DC on the eligibility roster.

|                                                                                                   |                             |           |            |           |     |               |        |      |                |         |             |
|---------------------------------------------------------------------------------------------------|-----------------------------|-----------|------------|-----------|-----|---------------|--------|------|----------------|---------|-------------|
| StudentReport [Read-Only] - Excel                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| File Home Insert Page Layout Formulas Data Review View Power Pivot Tell me what you want to do... |                             |           |            |           |     |               |        |      |                |         |             |
| Direct Certification System                                                                       |                             |           |            |           |     |               |        |      |                |         |             |
| 1                                                                                                 | Direct Certification System | 3/25/2019 |            |           |     |               |        |      |                |         |             |
| 2                                                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| 3                                                                                                 | Total Matches:              | 0         |            |           |     |               |        |      |                |         |             |
| 4                                                                                                 | Address Matches:            | 0         |            |           |     |               |        |      |                |         |             |
| 5                                                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| 6                                                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| 7                                                                                                 | Sponsor Code                | Local ID  | First Name | Last Name | SSN | Date of Birth | Gender | Race | Certified Date | Program | Match Level |
| 8                                                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| 9                                                                                                 |                             |           |            |           |     |               |        |      |                |         |             |
| 10                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 11                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 12                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 13                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 14                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 15                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 16                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 17                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 18                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 19                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 20                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 21                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 22                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |
| 23                                                                                                |                             |           |            |           |     |               |        |      |                |         |             |



## Downloads

### Get Started Guides

This section will hold the most current version of this document as a reference to use these tools in the future.

[Member Center](#) [Logout](#)

**Downloads**

Get Started Guides

Select a role:

-- Select a Role --

Administrator

Lead

Member

Manager

Sponsor

Sponsor Rep.

Sponsor Administrator

Auditor

Select the language you would like the parent letter to be in:

-- Select a Language --

Select a family you would like to generate this email for:

-- select a family name --

Download

This guide will provide the information needed for the Roles of Sponsor, Sponsor Rep, and Sponsor Administrator.

## Parent Letters

The Parent Letter tool allows Office of Health and Nutrition administrators the ability to change the USDA Parent Letter Template. Once a template has been uploaded, it will become immediately available to everyone who accesses this system. USDA Parent Letter Templates can be uploaded in English and Spanish.

Downloads - Direct Certific... x

Member Center Logout

**Toolbox**

- Home
- DSS Records
- Students
- Reports
- Downloads

**Management**

- Message Board
- Nicknames
- School Year Dates
- Import Profiles

**Downloads**

Get Started Guides

Select a role:

-- Select a Role --

Download

Parent Letters

Select the language you would like the parent letter to be in:

English

Select a family you would like to generate this email for:

Smith

Download

These are the students that will be included in the generated parent letter.

| Student Name | Grade | School Name | Assistance Source |
|--------------|-------|-------------|-------------------|
| John Smith   | temp  | temp        | temp              |

« 1 »

The letter will be created in Microsoft Word format and can be printed or saved to a local drive.

### SAMPLE NOTIFICATION LETTER - DIRECT CERTIFICATION

Date: 2/19/2019

Dear Parent/Guardian:Smith

Each student identified below is automatically approved for free school meals for the current school year based on your eligibility for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Income Eligible Medicaid or Foster Child status.

| Name of Student   | Grade | Assistance Source      | School Name      |
|-------------------|-------|------------------------|------------------|
| some student name | 123   | some assistance source | some school name |

Please **do not** fill out a Household Eligibility Application for free or reduced price meals for the students listed above. This student(s) will receive free meals unless you notify us that you do not want to receive these benefits. If you do not want your child to receive free meal benefits please completely fill out the information below and return to the school office no later than \_\_\_\_\_. (Insert Date)

If you have student(s) in your household who are not listed above, please contact this office at the telephone number provided below at your earliest convenience. A Household Eligibility Application is NOT needed; free meal benefits will be extended to all children residing in the same household except foster child status is for the foster child only.

☐ I DO NOT want my child(ren), as listed above, to receive free meal benefits.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent or Guardian

If any of the information listed above is incorrect, or you have any questions, please contact this office at (\_\_\_\_) \_\_\_\_\_.

\_\_\_\_\_

Name

\_\_\_\_\_

Title

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

SCDE (7/18)