



## **CSS/Financial Aid PROFILE**

# **Data Delivery**

## **SERVICE DESCRIPTION 2017-18 Academic Year**

## WHAT IS DATA DELIVERY?

Data Delivery is an internet delivery service that makes files available for download and provides a process for uploading files on finaaid online, the College Board's Financial Aid Services site (<https://finaidonline.collegeboard.com>). Procedures have been implemented to protect the security and integrity of the data. An institution's data is only available to users who have been securely affiliated to that school through the collegeboard.com professional login.

## WHAT INFORMATION IS AVAILABLE?

Through Data Delivery, your institution can access any record designated for it. The following types of files are available to colleges and programs that utilize each service

- **PROFILE Data Records** contain the original PROFILE data and computed fields. See *PROFILE Data Reporting Layout* in the FAS Information Center for details.
- **e-FNARs (PDFs)** - Colleges and programs with campus software systems that include an imaging component may wish to receive PDFs of their applicants' e-FNARs through Data Delivery for integration into their software.
- **Noncustodial PROFILE (NCP) Data Records** contain the original NCP data and computed fields. See *NCP Data Reporting Layout* in the FAS Information Center for details.
- **NCP Completion Reports** contain a limited set of demographic data for each of your applicants whose noncustodial parent has submitted the NCP.

## HOW DO I GET THE TYPES OF FILES I WANT?

PROFILE and NCP files must be requested on your Service Options (SOF) on finaaid online.

- **PROFILE Data Records** – You must select a transmission frequency (days of the week) and a start date to receive these records.
- **e-FNARs (PDFs)** – You must select the “e-FNAR Download” option in the PROFILE Data Delivery and Other Downloads Section to receive these records.
- **Noncustodial PROFILE (NCP) Data Records** – You must select the “Noncustodial PROFILE (NCP) Data Download” option in the PROFILE Data Delivery and Other Downloads Section to receive these records.
- **NCP Completion Reports** – You must select Option C in the Noncustodial PROFILE (NCP) Section to receive these records.

## WHEN IS DATA AVAILABLE?

PROFILE applications are processed overnight seven days a week. Your institution's PROFILE and NCP data files are made available at the frequency you indicate in your Service Options. International applicant PROFILE data is delivered in separate files from domestic students. e-FNARs and NCP Completion Reports processed and made available daily.

Data Delivery allows an institution to download data at its convenience. Records are made available on finaid online by 10:30 a.m., Eastern Time and can be retrieved anytime thereafter. Unexpected events can prevent a scheduled Data Delivery file from being posted. These include Internet problems or hardware/software problems. We will post a message in the “What’s New?” box on the Data Delivery Home Page if we determine that Data Delivery files will be delayed.

Data Delivery has been designed to protect your institution from losing any records. If your institution needs a replacement file, you can download it again from our site. Files are not removed from the site once they have been downloaded.

Free PROFILE and NCP test files are available in the Data Delivery section of finaid online after October 1, 2016.

### **WHAT IS NEEDED TO IMPLEMENT DATA DELIVERY?**

Your institution must have the following:

- A browser with 128-bit encryption set to accept cookies; Microsoft Internet Explorer 9, 10, 11, and Edge are the only approved browsers.
- Winzip (<http://www.winzip.com/>) or Stuffit Expander (<http://my.smithmicro.com/win/stuffit.html>) to unzip your files.
- To view downloaded e-FNARs, you need Adobe Acrobat Reader or higher loaded on your computer. Adobe Acrobat Reader is free software available at <http://get.adobe.com/reader>. Adobe Acrobat Standard and Adobe Acrobat Pro are fee based products that also allow you to view PDF documents, as well as provide additional functionality.

The College Board provides the following:

- The secure Financial Aid Services site (finaid online) for you to connect to at <https://finaidonline.collegeboard.com>.
- An Access Code so your staff can affiliate to your institution for secure access to the above address. You can select to give staff access to just Data Delivery or to other sections of finaid online.

### **HOW DO I RETRIEVE FILES?**

Go to <https://finaidonline.collegeboard.com> and sign in. Click on DATA DELIVERY on the navigation bar at the top of the screen. On the Data Delivery Home Page, click on the button for the year you want to retrieve files for.

Under Download Files select the type of file you wish to download from the drop down list box.

- When files are available, a list of files will appear when you select a file type.

- Click the file you wish to download.
- Save the file to your computer's hard drive.
- Files available for download through Data Delivery will be zipped by the College Board. To unzip files use Winzip (for PC users) or Stuffit Expander (for PC or MAC users).

### **HOW ARE THE FILES NAMED?**

The file naming convention for each file is TTTT\_####\_NNNNNN.xml, where TTTT is the file type code (see chart below for codes), #### is the institution code, and NNNNNN is a one up number.

<b>Record Type</b>	<b>File Type Code</b>
PROFILE Data Records - domestic	data_delivery
PROFILE Data Records – int'l	intl_data_delivery
e-FNARs	fnar
NCP Data Records	ncp_data
NCP Completion Reports	ncp_output