

Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics



Academic Data Collection (ADC)

Data Submission & Reporting User Guide

April 2025

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Academic Data Collection (ADC) Data Submission & Reporting User Guide

Purpose

The Academic Data Collection (ADC) includes information on enrolled students, courses, schedules, and graduation. Data is submitted twice each term, at midterm and end of term, based on the published collection calendar.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Academic Data Collection. This includes the Points of Contact (POCs) for each institution for the ADC and any other staff with roles and access to complete a data extraction and review data related to the ADC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Academic Data Collection:

- Academic Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Submission Review
- Data Dictionary
- Reference Code Reports
- Request Error Relief
- Data Collection Certification

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call USG Service Desk at 877-251-2264.

For noncritical issues, log in with your username and password at <https://usg.service-now.com/usgsp> to submit a ticket.

Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit <https://status.usg.edu>.

Academic Institutional User Roles

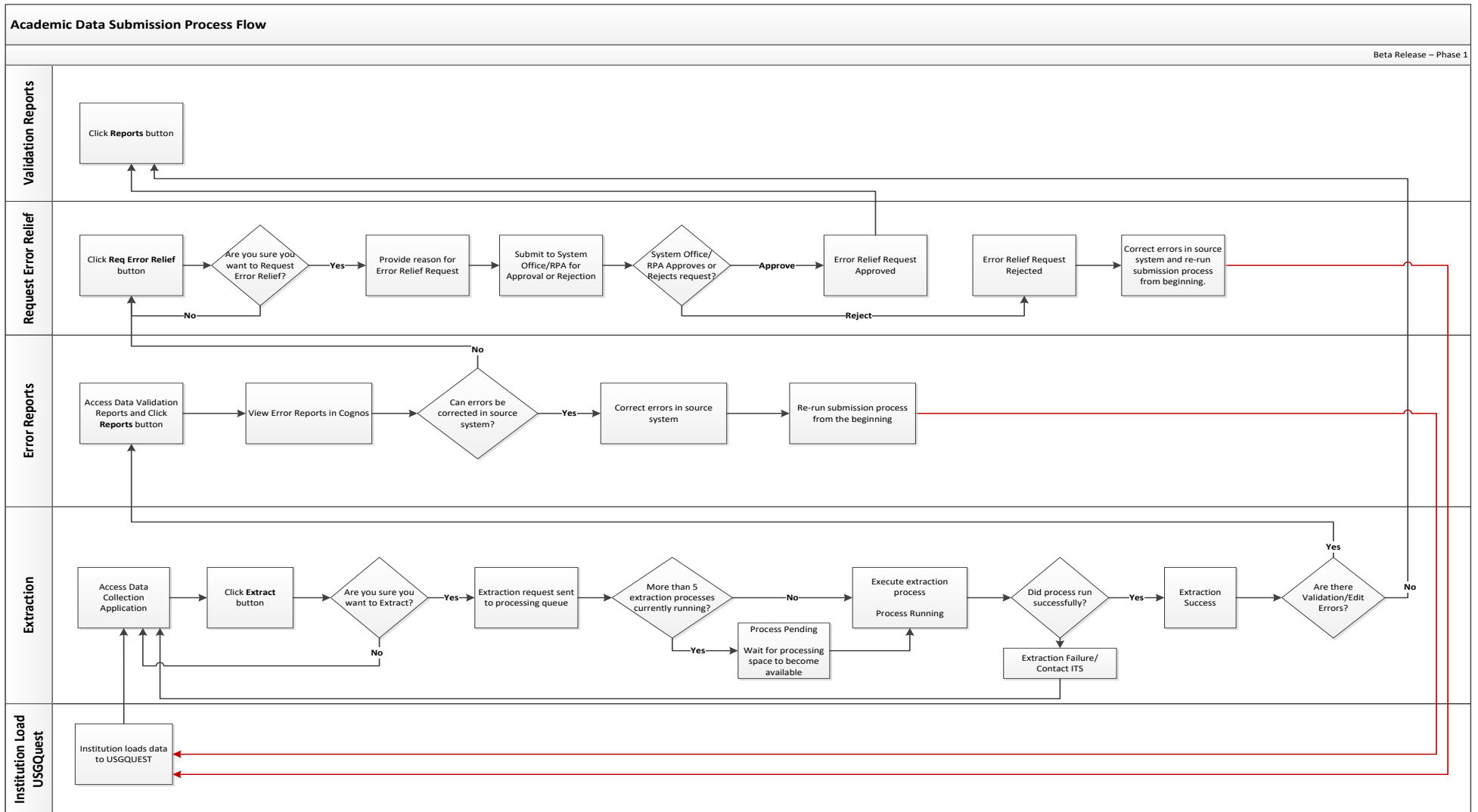
Before learning the data submission process, it is important to understand the User Roles that must be assigned to perform these procedures.

The following section explains the Academic Institutional User Roles that must be defined for the institution to successfully complete Academic Data Collections.

Role Title	Role	Role Functions
Institution Academic Extractor	usg_aca_extractor	Extract Academic Data View Academic Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
<p>The Extraction process collects data from the Academic campus Operational Data Store (ODS). If any errors are returned during the extraction process, the data warehouse user interface alerts the user. These errors must be corrected before data can be accepted by the Office of Research and Policy Analysis (RPA) and loaded into the relational data warehouse.</p> <p>In exceptional cases where an error cannot be corrected, Error Relief can be requested from RPA. Comments must be provided explaining why the error is to be considered an exception. RPA approves or rejects the request(s).</p>		
Role Title	Role	Role Functions
Institution Academic Data Submission Reviewer	usg_aca_ods_reviewer	Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
<p>Academic Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes. Once reports have been reviewed and accepted as accurate, the institution can notify the Office of Research and Policy Analysis (RPA) that data is ready for load.</p>		

Role Title	Role	Role Functions
Institution Academic Reviewer	usg_aca_reviewer	Review standard, pre-built Official Academic Reports for accuracy.
Role Description		
Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.		

Data Submission Process Flow



Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL)
- ✓ Run the Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL) must be installed.

For the release documentation and the current ETL Execution Parameters, refer to the Academic tab under Data Collections Documentation on the Data & Reporting Services site:
https://www.usg.edu/data_services/data_collections_documentation/academic.

Data Collection Extraction Process (ZADMETL)

The first step in the extraction process is to run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution’s designated database. The ZADMETL process is used to initiate the Academic Data Mart (ADM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

In the Parameter Values section, populate parameter number 01 (Data Collection to Extract?) with the value ‘A’ to extract data for the ADC. With the cursor in the Submission section, click Save to execute the process.

The screenshot shows the 'Process Submission Controls GJAPCTL 9.3.10' interface. The 'PARAMETER VALUES' section is highlighted with a red box and contains the following table:

Number *	Parameters	Values
01	Data Collection to Extract?	A

Below the table, the 'SUBMISSION' section is visible, with the 'Submit' radio button selected. A 'SAVE' button is located at the bottom right of the interface.

Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Process: ZADMETL Data Collection Extraction Parameter Set:

PRINTER CONTROL

Printer: [] Submit Time: [] PDF Font: []
 Special Print: [] MIME Type: Plain Text Delete After: []
 Lines: [] PDF Font: [] Delete After: []

PARAMETER VALUES

Number *	Parameters	Values
01	Data Collection to Extract?	A

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Enter A (Academic), F (Facilities), or B (Both)

SUBMISSION

Save Parameter Set as

Hold / Submit Hold Submit

Name: [] Description: []

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]
- Review Email Status [GCAMAIL]

Job: ZADMETL Data Collection Extraction User ID: BWATTS

Start Over

Download File

Job Name	File Name	Job Number	Create Date	Created By User	Printer Code	Print Date	MIME Type *	PDF Font	Font Size	Delete After Days	Delete A
ZADMETL	zadmetl_2021083.lis	2021083	05/02/2024 11:34:08 ...	BWATTS			Plain Text			999	01/26/2
ZADMETL	zadmetl_2021082.lis	2021082	05/02/2024 11:13:23 ...	BWATTS			Plain Text			999	01/26/2

Record 1 of 2

```

ITS university
Data collection Extraction
10/23/2019 14:59:33 ZADMETL Page: 1

** Return Status **
Data
Name Process Status
-----
ADC SUCCESS

** Log Information **
Data
Name Step Name Status Start Time End Time Error
-----
ADC OVERALL SUCCESS 10/23/2019 14:59:34 10/23/2019 15:00:09
ADC DELETE MIMICS SUCCESS 10/23/2019 14:59:34 10/23/2019 14:59:39
ADC SORXREF CHECK SUCCESS 10/23/2019 14:59:39 10/23/2019 14:59:39
ADC UPDATE POPULATION TABLES SUCCESS 10/23/2019 14:59:39 10/23/2019 15:01:12
ADC OOS_ADMCRS_CATALOG_MIMIC SUCCESS 10/23/2019 15:01:12 10/23/2019 15:01:13
ADC OOS_ADMCRS_CLS_SESSION_MIMIC SUCCESS 10/23/2019 15:01:13 10/23/2019 15:01:15
ADC OOS_ADMCRS_ENROLL_MIMIC SUCCESS 10/23/2019 15:01:15 10/23/2019 15:01:22
ADC OOS_ADMCRS_FACULTY_MIMIC SUCCESS 10/23/2019 15:01:22 10/23/2019 15:01:25
ADC OOS_ADMCRS_GRADE_MIMIC-CURRTERM SUCCESS 10/23/2019 15:01:25 10/23/2019 15:01:31
ADC OOS_ADMCRS_GRADE_MIMIC-PREVTERM SUCCESS 10/23/2019 15:01:31 10/23/2019 15:01:46
ADC OOS_ADMCRS_SECTION_MIMIC SUCCESS 10/23/2019 15:01:46 10/23/2019 15:01:50
ADC OOS_ADMCRS_SECTION_ATTR_MIMIC SUCCESS 10/23/2019 15:01:50 10/23/2019 15:01:50
ADC OOS_ADMSTU_ADV_STANDING_MIMIC SUCCESS 10/23/2019 15:01:50 10/23/2019 15:01:55
ADC OOS_ADMSTU_ATTRIBUTES_MIMIC SUCCESS 10/23/2019 15:01:55 10/23/2019 15:02:21
ADC OOS_ADMSTU_CONFIDENTIAL_MIMIC SUCCESS 10/23/2019 15:02:21 10/23/2019 15:02:45
ADC OOS_ADMSTU_ENR_ADDRESS_MIMIC SUCCESS 10/23/2019 15:02:45 10/23/2019 15:03:07
ADC OOS_ADMSTU_ENR_CUH_MIMIC SUCCESS 10/23/2019 15:03:07 10/23/2019 15:03:18
ADC OOS_ADMSTU_ENR_MATRIC_MIMIC SUCCESS 10/23/2019 15:03:18 10/23/2019 15:03:24
ADC OOS_ADMSTU_ENR_REQ_MIMIC SUCCESS 10/23/2019 15:03:24 10/23/2019 15:05:23
ADC OOS_ADMSTU_FEE_CLASS_MIMIC SUCCESS 10/23/2019 15:05:23 10/23/2019 15:05:35
ADC OOS_ADMSTU_PROG_ENROLL_MIMIC SUCCESS 10/23/2019 15:05:35 10/23/2019 15:05:45
ADC OOS_ADMSTU_REQ_CPC_MIMIC SUCCESS 10/23/2019 15:05:45 10/23/2019 15:06:04
ADC OOS_ADMSTU_STE_ATTR_MIMIC SUCCESS 10/23/2019 15:06:04 10/23/2019 15:07:34
ADC OOS_ADMSTU_TEST_RESULTS_MIMIC SUCCESS 10/23/2019 15:07:34 10/23/2019 15:07:42
ADC OOS_ADMSTU_TRANSFER_MIMIC SUCCESS 10/23/2019 15:07:42 10/23/2019 15:08:01
ADC OOS_ADM_FOCUS_AREA_MIMIC SUCCESS 10/23/2019 15:08:01 10/23/2019 15:08:01
ADC OOS_ADMGRAD_ADDRESS_MIMIC SUCCESS 10/23/2019 15:08:01 10/23/2019 15:08:07
ADC OOS_ADMGRAD_CONFIDENTIAL_MIMIC SUCCESS 10/23/2019 15:08:07 10/23/2019 15:08:08
ADC OOS_ADMGRAD_PROGRAM_MIMIC SUCCESS 10/23/2019 15:08:08 10/23/2019 15:08:08
ADC OOS_ADMGRAD_STUDENT_MIMIC SUCCESS 10/23/2019 15:08:08 10/23/2019 15:08:09
ADC OOS_ADMSTU_ADMISSIONS_MIMIC SUCCESS 10/23/2019 15:01:50 10/23/2019 15:01:50
ADC OOS_COMMON_SORXREF_MIMIC SUCCESS 10/23/2019 15:08:01 10/23/2019 15:08:01

** Error Information **
Data
Name Step Name Description Error ID Error Column Error Value Error Time
-----
ADC No Errors
    
```

```

ITS University
Data Collection Extraction
10/23/2019 14:59:33
ZADMETL Page: 1

** Control Report **

Data Collection to Extract?: A
Version: 1.3

** Parameter Table **

Data      Regents Banner  MT      EOT      Prev      Prev      Annual      Prev
Mart      Setid Term   Term  Type Date   Date   Term   Term   Year   Year Last Updated
-----
ADC      98200 20164 201602 EOT  02/22/2016 05/12/2016 20162 201508 2015 1516 10/23/2019 07:04:59

** Mimic Table Counts **

Data      Table Name              Record Count      Table Name              Record Count
-----
ADC      ODS_ADMSTU_ADMISSIONS_MIMIC      0      ODS_ADMCRS_CATALOG_MIMIC      444
ADC      ODS_ADMSTU_ADV_STANDING_MIMIC      1175      ODS_ADMCRS_CLS_SESSION_MIMIC      2641
ADC      ODS_ADMSTU_ATTRIBUTES_MIMIC      40449      ODS_ADMCRS_ENROLL_MIMIC      41993
ADC      ODS_ADMSTU_CONFIDENTIAL_MIMIC      11137      ODS_ADMCRS_FACULTY_MIMIC      2229
ADC      ODS_ADMSTU_ENR_ADDRESS_MIMIC      24704      ODS_ADMCRS_GRADE_MIMIC      85117
ADC      ODS_ADMSTU_ENR_CUM_MIMIC      11439      ODS_ADMCRS_SECTION_MIMIC      2404
ADC      ODS_ADMSTU_ENR_MATRIC_MIMIC      11137      ODS_ADMCRS_SECTION_ATTR_MIMIC      1
ADC      ODS_ADMSTU_ENR_REQ_MIMIC      10609      ODS_ADMGRAD_ADDRESS_MIMIC      795
ADC      ODS_ADMSTU_FEE_CLASS_MIMIC      760      ODS_ADMGRAD_CONFIDENTIAL_MIMIC      303
ADC      ODS_ADMSTU_PROG_ENROLL_MIMIC      11164      ODS_ADMGRAD_PROGRAM_MIMIC      304
ADC      ODS_ADMSTU_REG_CPC_MIMIC      10612      ODS_ADMGRAD_STUDENT_MIMIC      303
ADC      ODS_ADMSTU_STE_ATTR_MIMIC      11137
ADC      ODS_ADMSTU_TEST_RESULTS_MIMIC      61066
ADC      ODS_ADMSTU_TRANSFER_MIMIC      26310
ADC      ODS_ADM_FOCUS_AREA_MIMIC      0

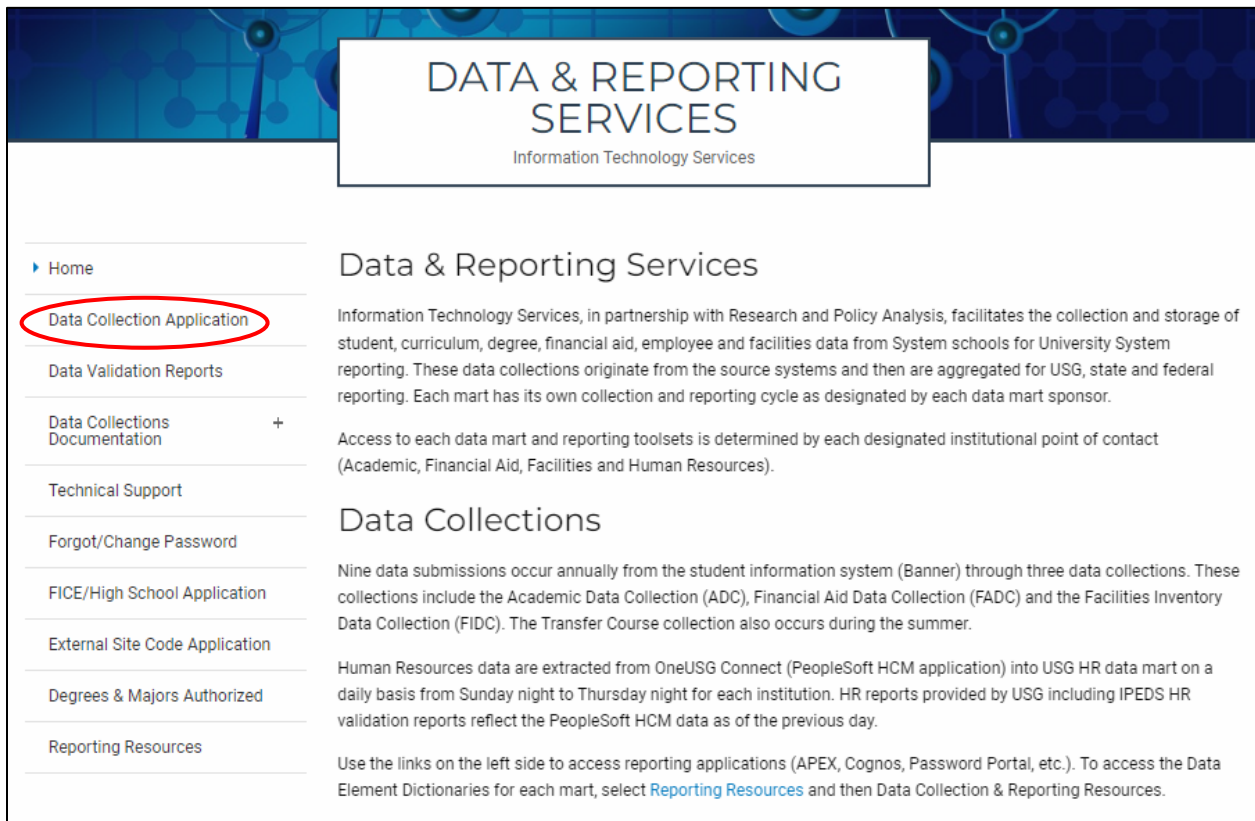
```

For information on ZADMETL .lis output, including error messages and their causes, please refer to the Data Collection Extraction user documentation available at https://www.usg.edu/georgia_best/application_development_and_support/banner/userdocs.

Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Data Collection Site at the following URL: https://www.usg.edu/data_services/.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Click the Data Collection Application link in the navigation column.



DATA & REPORTING SERVICES
Information Technology Services

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Data Collections Documentation +

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External Site Code Application

Degrees & Majors Authorized

Reporting Resources

Data & Reporting Services

Information Technology Services, in partnership with Research and Policy Analysis, facilitates the collection and storage of student, curriculum, degree, financial aid, employee and facilities data from System schools for University System reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor.

Access to each data mart and reporting toolsets is determined by each designated institutional point of contact (Academic, Financial Aid, Facilities and Human Resources).

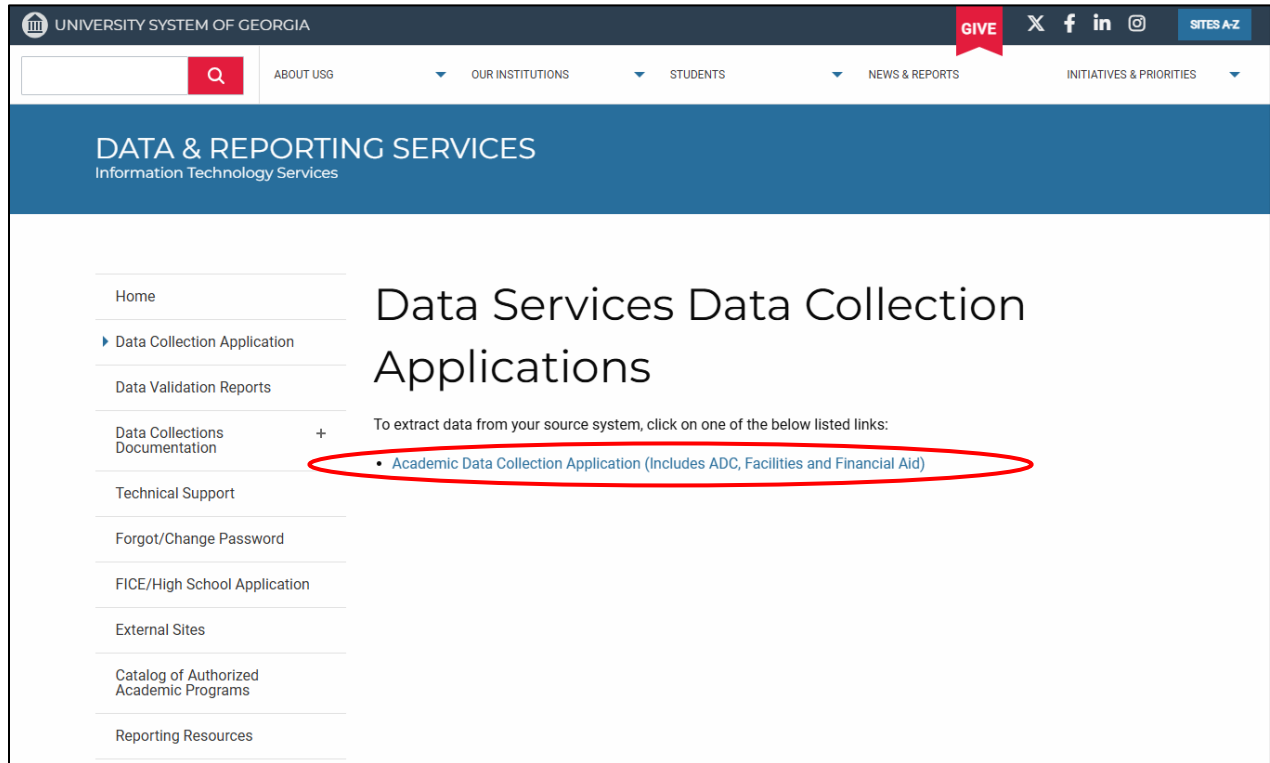
Data Collections

Nine data submissions occur annually from the student information system (Banner) through three data collections. These collections include the Academic Data Collection (ADC), Financial Aid Data Collection (FADC) and the Facilities Inventory Data Collection (FIDC). The Transfer Course collection also occurs during the summer.

Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR validation reports reflect the PeopleSoft HCM data as of the previous day.

Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select [Reporting Resources](#) and then Data Collection & Reporting Resources.

- Select the Academic Data Collection Application (Includes ADC, Facilities, and Financial Aid) link.

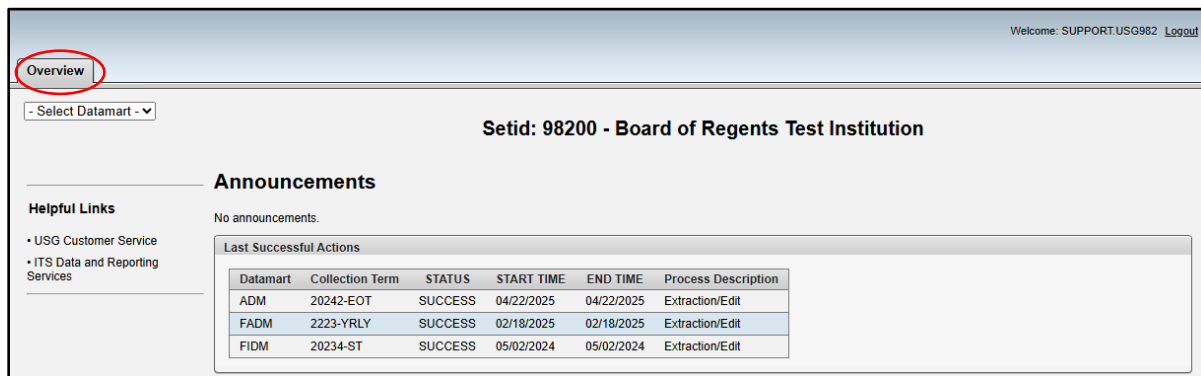


- Enter Username and Password and click Login.

Note: This link opens the login page for the DUO application. Logging into the Apex application requires a DUO security step. If you do not have DUO installed on your device, please contact the USG Service Desk at 877-251-2644.

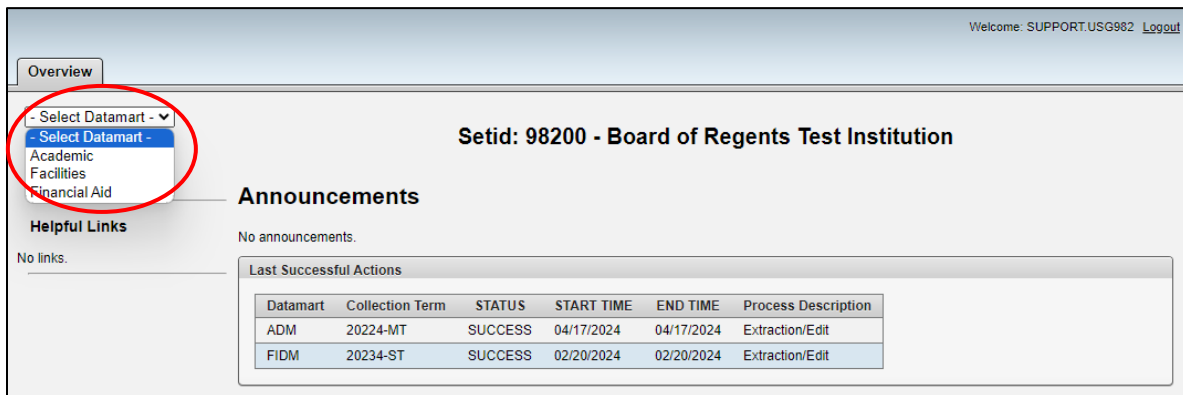
Completion of the DUO step will lead directly to the APEX application page.

Note: The direct URL for APEX is <https://apps.ds.usg.edu/ords/f?p=38576>.

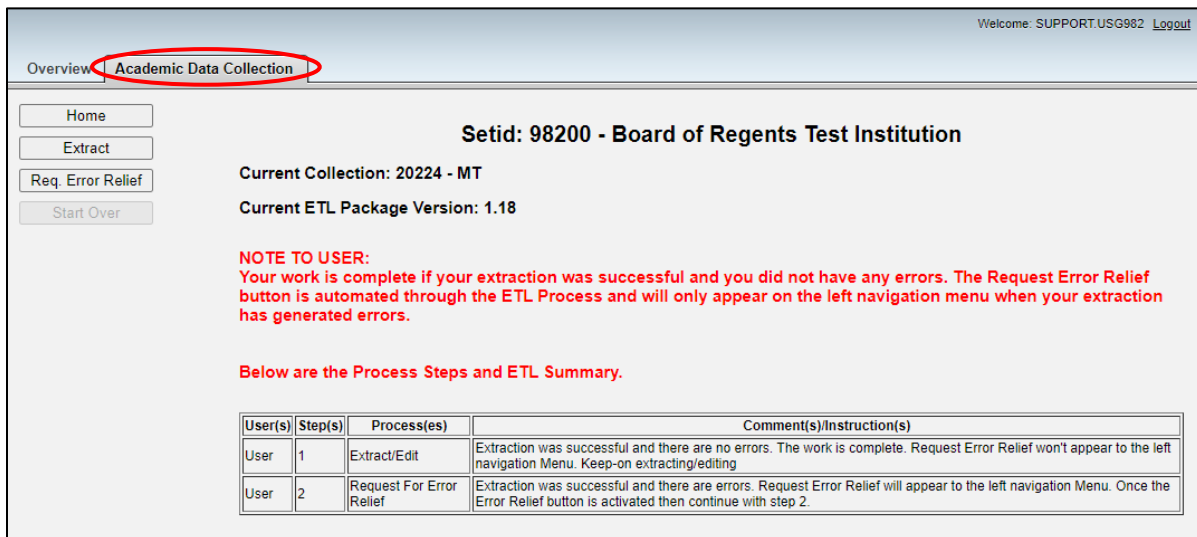


- The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.

- In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The data marts displayed are based on permissions assigned to the user's login. Select the Academic option.

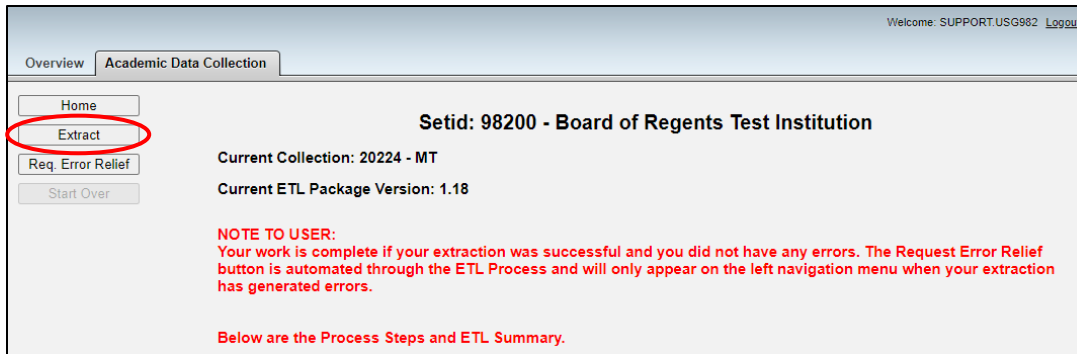


- Once Academic is selected, a new Academic Data Collection tab appears next to the Overview tab. Click on the Academic Data Collection tab to reach the ADC home page. The Academic Data Collection tab displays the institution's SETID and name, current collection and ETL package version, extraction processing steps, and last successful actions for the data mart.

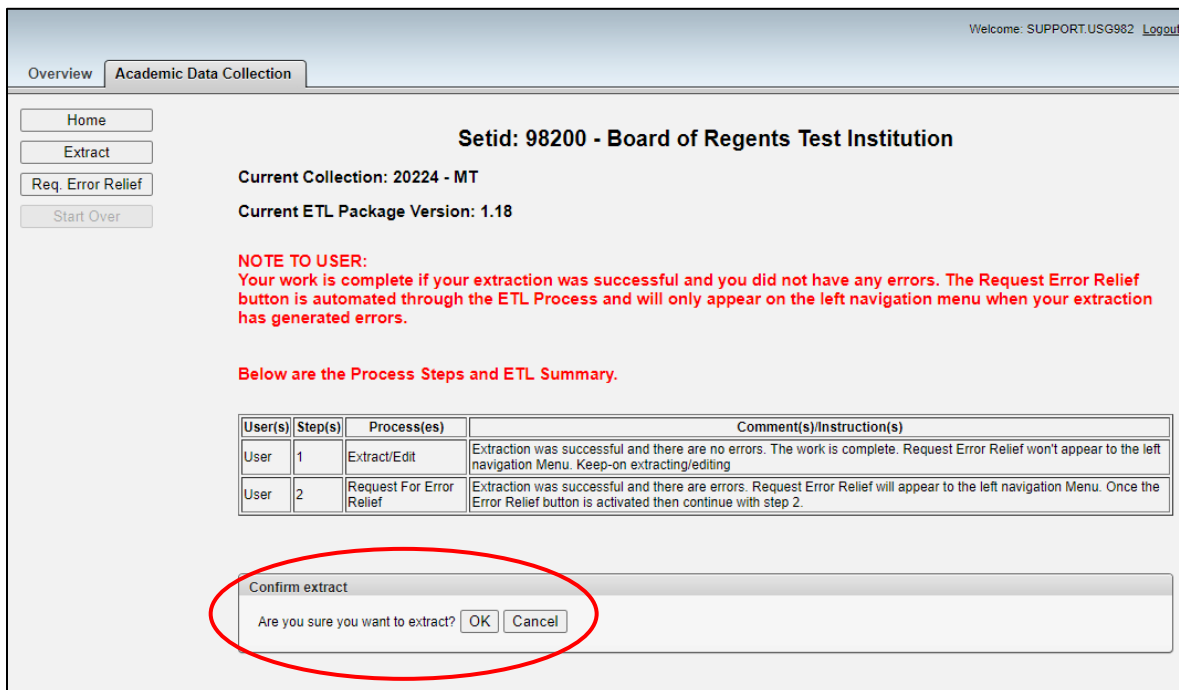


Perform an Extraction

- On the Academic Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending on the state of the current collection.
 - Home
 - Extract
 - Req. Error Relief
 - Start Over
- To perform an extraction, click the Extract button.



3. A confirmation prompt will be displayed asking: "Are you sure you want to extract?" Click OK to continue with the extraction or click Cancel to return to the Home page.



4. The extraction request is submitted to the process queue that manages the number of extraction requests submitted by all institutions.
Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

- The message “Extraction request successfully submitted to the process queue!” will be displayed along with an OK button. Click OK to return to the Home page.

Overview Academic Data Collection

Welcome: SUPPORT.USG982 Logout

Home
Extract
Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20224 - MT
Current ETL Package Version: 1.18

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Extraction request successfully submitted to the process queue!

OK

- If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Academic ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	PENDING	-	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

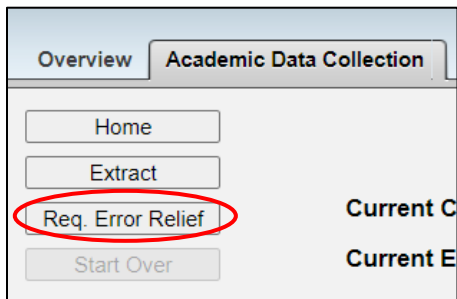
- If the extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	RUNNING	04/23/2024 13:57:26	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

- When the extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20224-MT	SUCCESS	04/23/2024 13:57:26	04/23/2024 13:59:49
2	Error Relief Request	ADM	20224-MT	-	-	-
4	Request Load to DW	ADM	20224-MT	-	-	-
7	Institution Certify	ADM	20224-MT	-	-	-

- Verify if the extraction has been completed with Validation/Edit errors. If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed-out and inaccessible. This confirms that no errors are present and Data Submission Reports are ready for review.
- If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system.
NOTE: If the Req. Error Relief button is clicked by mistake, the Start Over button should be used, and the extraction process will need to be restarted.



Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

Reporting Options

There are two types of reports available for use after the data have been submitted.

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

These reports should be used to validate the data.

Accessing Reports

1. Access the Data Collection Site at the following URL: https://www.usg.edu/data_services/.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Click the Data Validation Reports link in the navigation column.
Note: All users accessing Cognos reports are required to connect through a secure network. Users can connect directly through their on-campus network, campus VPN, or USG GlobalProtect VPN. Those without campus or USG VPN access may need to contact their IT support to arrange secure access.

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▶ Home

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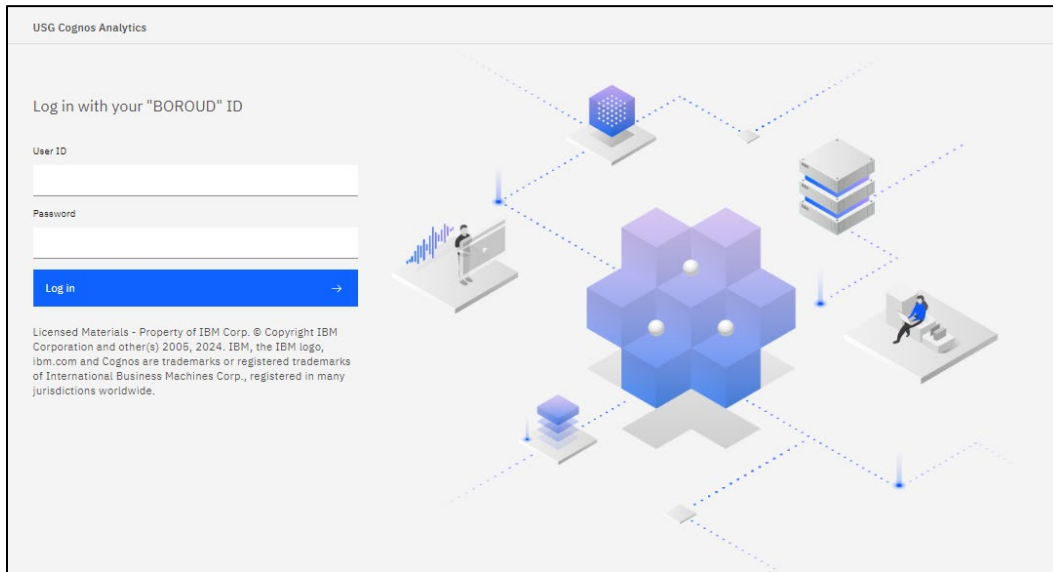
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Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select [Reporting Resources](#) and then Data Collection & Reporting Resources.

3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.



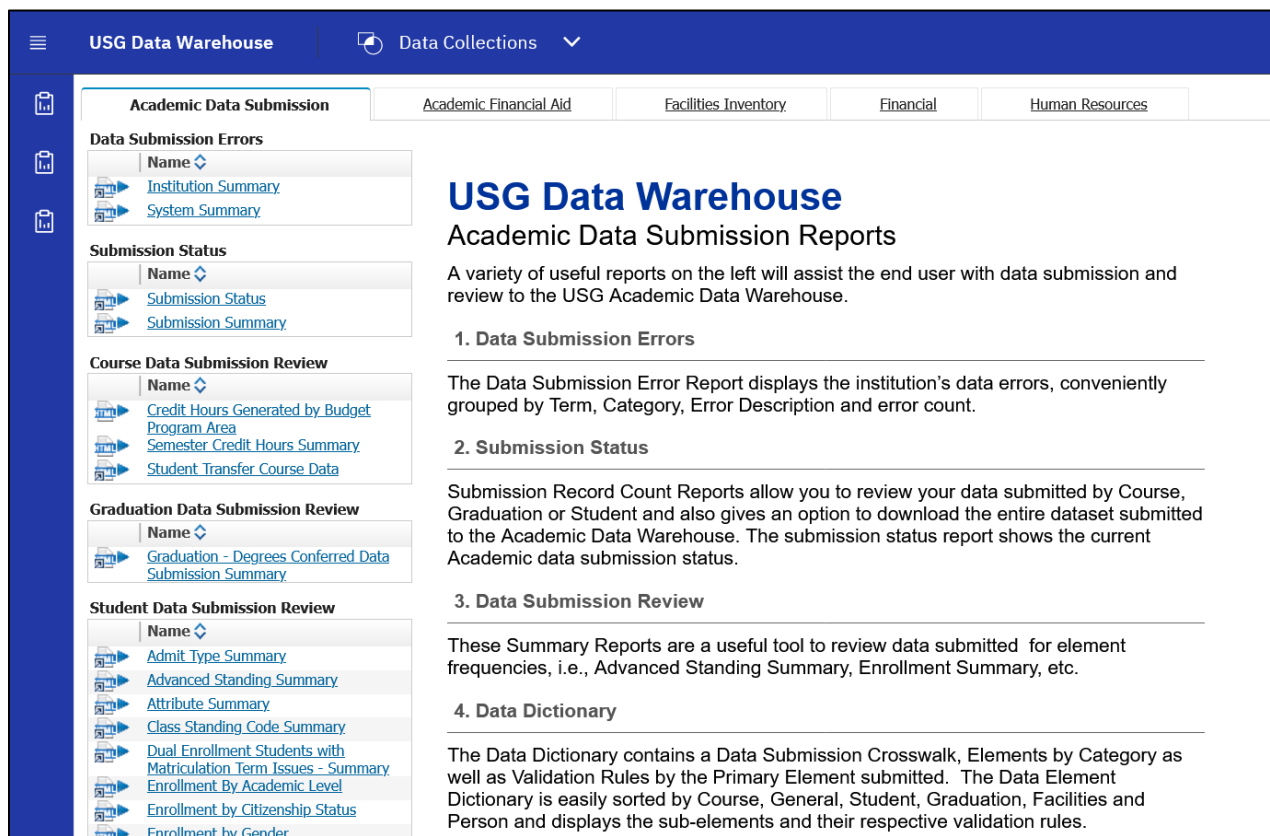
4. The Cognos home page is displayed.



- Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.



- The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard.
Note: The data mart tabs displayed are based on permissions assigned to the user's login.

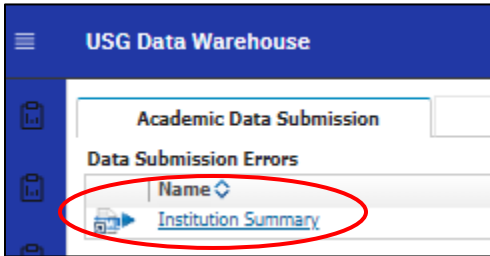


Data Submission Errors

The Data Submission Errors are located in the left navigation column of the Academic Data Submission tab.

Institution Summary

Under Data Submission Errors, The Institution Summary report allows the user to view the details of Validation/Edit errors encountered during the extraction.



There are three possible options to view errors: (All), Known Issue, and Error. Selecting the (All) option will display all reported known issues and errors. The Known Issue option will be shown if there are active known issues within the current collection. The Error option will be shown if there are active errors that have not been cleared.

University System of Georgia Data Submission Errors - Institution Summary

Severity Level: (All) ▾

(All)
 Known Issue
 Error

Submission Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	23	View / Download
Student	Enrollment (<i>ods_admstu_ste_attr_mimic</i>)	28	View / Download
	Program Enrolled (<i>ods_admstu_prog_enroll_mimic</i>)	7	View / Download
	(<i>summary_error</i>)	1	View / Download
Georgia College & State University - Total		59	

[View and download](#) all errors for **20241 - MT**

Submission Term: 20244 - EOT

Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	249	View / Download
Georgia College & State University - Total		249	

[View and download](#) all errors for **20244 - EOT**

The error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click the View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click the View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule errors.

University System of Georgia
Data Submission Errors - Institution Summary

Severity Level:

Submission Term: 20241 - MT

Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	23	View / Download
Student	Enrollment (<i>ods_admstu_ste_attr_mimic</i>)	28	View / Download
	Program Enrolled (<i>ods_admstu_prog_enroll_mimic</i>)	7	View / Download
	(summary_error)	1	View / Download

[View and download](#) all errors for 20241 - MT





Submission Term: 20244 - EOT




Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	249	View / Download

[View and download](#) all errors for 20244 - EOT

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.

Keep this version ▾ | ▶ | + | + | **HTML** ▾ | Add this report ▾

-  View in HTML Format
-  View in PDF Format
-  View in XML Format
-  View in Excel Options ▶

-  View in Excel 2007 Data
-  View in Excel 2007 Format
-  View in CSV Format

Submission Status

The Submission Status is located in the left navigation column of the Academic Data Submission tab. The status displays a high-level overview of the collection status.

USG Data Warehouse

Academic Data Submission | Academic Financial Aid | Facilities Inventory | Human Resources

Submission Status

University System of Georgia
Academic Data Submission Status

		Institution Count
1	1 - Using incorrect release version	
2	2 - ETL not attempted	
3	3 - ETL unsuccessful	
4	4 - ETL successful, but with errors	
5	5 - ETL successful (error relief pending)	
6	6 - ETL complete and data submission successful	1

Submission Summary

The Data Submission Record Counts - Submission Summary Report provides details of each record submitted per collection category (Course, Graduation, and Student), grouped by table name.

Submission Term: 20244 - EOT

Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (<i>ods_common_sorxref_mimic</i>)	1,479	View / Download
Course	Catalog (<i>ods_admcrcs_catalog_mimic</i>)	1,207	View / Download
	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	2,706	View / Download
	Enrollment (<i>ods_admcrcs_enroll_mimic</i>)	37,091	View / Download
	Faculty (<i>ods_admcrcs_faculty_mimic</i>)	2,208	View / Download
	Grade (<i>ods_admcrcs_grade_mimic</i>)	34,318	View / Download
	Section (<i>ods_admcrcs_section_mimic</i>)	2,521	View / Download
	Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>)	776	View / Download
Graduation	Address (<i>ods_admgrad_address_mimic</i>)	0	
	Confidential (<i>ods_admgrad_confidential_mimic</i>)	887	View / Download
	Cumulative (<i>ods_admgrad_student_mimic</i>)	887	View / Download
	Program Awarded (<i>ods_admgrad_program_mimic</i>)	1,128	View / Download
Student	Address (<i>ods_admstu_enr_address_mimic</i>)	24,132	View / Download
	Advanced Standing (<i>ods_admstu_adv_standing_mimic</i>)	815	View / Download
	Attributes (<i>ods_admstu_attributes_mimic</i>)	9,287	View / Download
	Confidential (<i>ods_admstu_confidential_mimic</i>)	9,440	View / Download
	CPC and Regents Tests (<i>ods_admstu_reg_cpc_mimic</i>)	6,042	View / Download
	CPE and Learning Support Req (<i>ods_admstu_enr_req_mimic</i>)	6,068	View / Download
	Cumulative (<i>ods_admstu_enr_cum_mimic</i>)	10,101	View / Download
	Enrollment (<i>ods_admstu_ste_attr_mimic</i>)	9,440	View / Download
	Fee Classification (<i>ods_admstu_fee_class_mimic</i>)	2,731	View / Download
	Focus Area (<i>ods_adm_focus_area_mimic</i>)	85	View / Download
	Matriculation (<i>ods_admstu_enr_matric_mimic</i>)	9,440	View / Download
	Program Admissions Decision (<i>ods_admstu_admissions_mimic</i>)	0	
	Program Enrolled (<i>ods_admstu_prog_enroll_mimic</i>)	13,075	View / Download
	Satisfactory Academic Progress Code (<i>ods_admstu_sap_mimic</i>)	459	View / Download
	Test Results (<i>ods_admstu_test_results_mimic</i>)	61,290	View / Download
	Transfers (<i>ods_admstu_transfer_mimic</i>)	7,159	View / Download

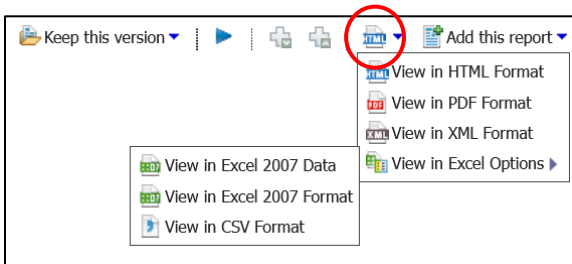
Below is an example of the Data Submission Record Count – Submission Summary by Course. Click the View/Download link to access the record detail. This provides all of the records in a specific table.

Submission Term: 20244 - EOT			
Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table (<i>ods_common_sorxref_mimic</i>)	1,437	View / Download
Course	Catalog (<i>ods_admcrcs_catalog_mimic</i>)	358	View / Download
	Class Session (<i>ods_admcrcs_cls_session_mimic</i>)	1,320	View / Download
	Enrollment (<i>ods_admcrcs_enroll_mimic</i>)	14,719	View / Download
	Faculty (<i>ods_admcrcs_faculty_mimic</i>)	680	View / Download
	Grade (<i>ods_admcrcs_grade_mimic</i>)	13,569	View / Download
	Section (<i>ods_admcrcs_section_mimic</i>)	1,203	View / Download
	Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>)	983	View / Download

USG ODS Data Validation Report						
This report uses preliminary data during the data submission and validation process and should not be considered official.						
University System of Georgia						
Table Dump - Course Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>)						
SETID	57000					
ACADEMIC_TERM	20244					
SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	COURSE_SEC_ATTR_CODE	COLL_TERM_TYPE	COLL_DATE
20244	EOT	30001	ZNCM			
20244	EOT	30002	ZNCM			
20244	EOT	30003	ZNCM			
20244	EOT	30004	ZNCM			
20244	EOT	30005	ZNCM			
20244	EOT	30006	ZNCM			
20244	EOT	30007	ZNCM			
20244	EOT	30008	ZNCM			
20244	EOT	30009	ZNCM			
20244	EOT	30010	ZNCM			
20244	EOT	30011	ZNCM			
20244	EOT	30012	ZNCM			
20244	EOT	30013	ZNCM			
20244	EOT	30014	ZNCM			
20244	EOT	30015	ZNCM			
20244	EOT	30016	ZNCM			
20244	EOT	30017	ZNCM			
20244	EOT	30018	ZNCM			

Top Page up Page down Bottom

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.



Data Submission Review

The Data Submission Review Reports are preliminary reports used to review data prior to loading it into the data warehouse. These reports are grouped by category and based on element types.

Course Data Submission Review

Name ▾

- [Credit Hours Generated by Budget Program Area](#)
- [Semester Credit Hours Summary](#)
- [Student Transfer Course Data](#)

Graduation Data Submission Review

Name ▾

- [Graduation - Degrees Conferred Data Submission Summary](#)

Student Data Submission Review

Name ▾

- [Admit Type Summary](#)
- [Advanced Standing Summary](#)
- [Attribute Summary](#)
- [Class Standing Code Summary](#)
- [Dual Enrollment Students with Matriculation Term Issues - Summary](#)
- [Enrollment By Academic Level](#)
- [Enrollment by Citizenship Status](#)
- [Enrollment by Gender](#)
- [Enrollment by Program](#)
- [Enrollment in Learning Support](#)
- [Enrollment Summary](#)
- [Fee Classification Summary](#)
- [First Generation Summary](#)
- [Focus Area Summary](#)
- [Learning Support - Students with Learning Support Requirements After 30 Hours](#)
- [Learning Support Req](#)
- [Military Summary](#)
- [Preliminary IPEDS FTE](#)
- [Preliminary SER](#)
- [State/Country Summary](#)
- [Student Level Number and Admit Type Summary](#)
- [Student Level Number and Student Type Summary](#)
- [Student Level Number Summary](#)
- [Student Type Summary](#)
- [Test Code Summary](#)

Course Data Submission Review

The Course Data Submission reports are preliminary reports that can be used to validate course credit hours by term.

The Credit Hours Generated by Budget Program Area report provides a summary of the credit hours generated by Fund Group and Level at the individual institutions. Click the hyperlinks within the table for specific course information pertaining to the Fund Group and Level.

USG ODS Data Validation Report																								
This report uses preliminary data during the data submission and validation process and should not be considered official.																								
University System Of Georgia																								
Credit Hours Generated by Budget Program Area																								
Academic Term 20244 EOT Census 2 Courses Only																								
Institution	Total Credit Hrs No Military	Total Military	Total Credit Hrs With Military	Total Credit Hrs Not Counted	Lower Group 1	Upper Group 1	Grad/Prof Group 1	Total Group 1	Lower Group 2	Upper Group 2	Grad/Prof Group 2	Total Group 2	Lower Group 3	Upper Group 3	Grad/Prof Group 3	Total Group 3	Lower Group 4	Upper Group 4	Grad/Prof Group 4	Total Group 4	Lower Group 5	Upper Group 5	Grad/Prof Group 5	Total Group 5
	9,848	0	9,848	0	2,246	1,651	0	3,897	2,057	2,631	409	5,097	660	177	17	854	0	0	0	0	0	0	0	0

The Semester Credit Hours Summary provides a summary of the total credit hours produced at the individual institution.

USG ODS Data Validation Report

This report uses preliminary data during the data submission and validation process and should not be considered official.

University System of Georgia
Semester Credit Hours Summary
Academic Term 20244 EOT Census 2 Courses Only

Institution	Credit Hours	Total Credit Hrs Lower	Total Credit Hrs Upper	Total Credit Hrs Grad/Prof	Total Credit Hrs Not Counted
	9,848	4,963	4,459	426	0

Click on the hyperlinks within the table for specific course information related to the level of instruction (Lower, Upper, Grad/Prof).

For information on how credit hours are categorized and other related details, refer to the ADC Functional and Technical Definitions of Derived Variables document at https://www.usg.edu/research/data_collection_and_reporting_resources/academic_data_collection_and_reporting.

Graduation – Degrees Conferred Data Submission Review

The Graduation – Degrees Conferred Data Submission Summary is a preliminary report that can be used to validate graduation data. It provides a record count of graduates by Field of Study. Click the Number of Distinct Graduates for a detailed listing of students per Degree program Area.

USG ODS Data Validation Report

This report uses preliminary data during the data submission and validation process and should not be considered official.

University System of Georgia
Graduation - Degrees Conferred Data Submission Summary

Field of Study Category Filter: (All) Finish

FOS_CATEGORY: ALL

(All)

CONCENTRATION

MAJOR

MINOR

Institution Name: _____

Graduation Term: 20242

CIP Code	Degree Acronym	Degree Level Code	Number of Graduates
00000000	MAT	M	9
05020100	BA	B	1
05020700	BA	B	3
09010100	BFA	B	1
09010101	BA	B	1
09010101	BFA	B	14
09010201	BFA	B	15
09010201	MAC	M	2
11010101	BA	B	1
11010101	BS	B	16
11040101	BS	B	4
13030100	EDD	D	2
13040101	EDD	D	1
13040301	EDD	D	3
13040401	EDS	S	5
13040401	MED	M	4
13050101	EDS	S	11
13050101	MED	M	13
13100101	EDS	S	7
13100101	MAT	M	8
13100101	MED	M	2
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Student Data Submission Reports

The Student Data Submission Reports provide detailed data on commonly used elements. These reports can be used to validate student data.

Student Data Submission Review	
Name	
Admit Type Summary	
Advanced Standing Summary	
Attribute Summary	
Class Standing Code Summary	
Dual Enrollment Students with Matriculation Term Issues - Summary	
Enrollment By Academic Level	
Enrollment by Citizenship Status	
Enrollment by Gender	
Enrollment by Program	
Enrollment in Learning Support	
Enrollment Summary	
Fee Classification Summary	
First Generation Summary	
Focus Area Summary	
Learning Support - Students with Learning Support Requirements After 30 Hours	
Learning Support Req	
Military Summary	
Preliminary IPEDS FTE	
Preliminary SER	
State/Country Summary	
Student Level Number and Admit Type Summary	
Student Level Number and Student Type Summary	
Student Level Number Summary	
Student Type Summary	
Test Code Summary	

Reports provide data based on Record Count or Enrollment. The Record Count Report provides a complete record count based on the element.

All Record Count Reports follow the same format for accessing report details.

For example, the Attribute Summary report provides all records containing a Student Attribute Code and are grouped based on the code. Click Detail Data to access the record(s) detail information as stored in the database table.

University System of Georgia			
Student Data Submission - Attribute Summary			
Submission Term: 20174 - MT			
Institution	STUDENT_ATTRIBUTE_CODE	Record Count	Detail
Test Banner 11G University	MAA		Detail Data
	P1BD	1	Detail Data
	P2HS	1	Detail Data
	RV	1	Detail Data
	UCOL	10	Detail Data

University System of Georgia
Table Dump - Student Attributes (ods_admstu_attributes_mimic)

SETID: 98200
 ACADEMIC_TERM: 20174
 STU_INST_UID: (All)

Filter: STUDENT_ATTRIBUTE_CODE = MAA

SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	STUDENT_ATTRIBUTE_CODE	STUDENT_ATTRIBUTE_TYPE	STUDENT_ATTRIBUTE_SUBTYPE
98200	20174	MT	30061	900010061	MAA	ADMISSIONS	MILITARY

Enrollment By reports provide data based on student enrollment count, and all reports follow the same format for accessing report details.

For example, the Enrollment by Academic Level report provides details for all enrolled students based on current Academic Level. Click Detail Data to access the record(s) detail information as stored in the database table.

University System of Georgia
Student Data Submission - Enrollment By Academic Level

Submission Term: 20174 - MT

Institution	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	Enrollment Count	Detail
Test Banner 11G University	GS	60	11	Detail Data
	GS - Total		11	
	US	10	2	Detail Data
		20	2	Detail Data
		30	1	Detail Data
		40	5	Detail Data
US - Total		10		
Test Banner 11G University - Total			21	
Research Universities - Total			21	
20174 - MT - Total			21	

University System of Georgia
Table Dump - Student Enrollment (ods_admstu_ste_attr_mimic)

SETID: 98200
 ACADEMIC_TERM: 20164
 STU_INST_UID: (All)

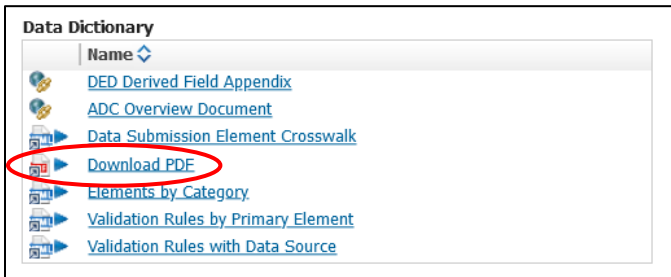
Filter: STUDENT_LEVEL_NBR = 50

SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	ADMIT_TYPE	INST_STUDENT_ACADEMIC_LEVEL	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	STUDENT_TYPE_CODE	CLASS_STANDING_CODE
98200	20164	EOT	142534	900122514	TN	US	US	50	X	FR

Data Dictionary

The Data Dictionary reports provide a technical reference for all academic data elements. Reports provide a drill-down option for crosswalk information, elements by category, and elements with associated validation rules (Business Rules).

Click the “Download PDF” option to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.



Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Code Reports

Name ▾

 All Reference Tables

Selecting “All Reference Tables” will expand to provide all available reference table reports.

Reference Tables

Name ▾

-  Academic Focus Area Reference Report
-  Academic Level Reference Report
-  Academic Term Reference Report
-  Accrediting Agency Reference Report
-  Advanced Standing Reference Report
-  Banner Translation Labels Report
-  Campus Code Reference Report
-  Citizenship Reference Report
-  Collection Period Reference Report
-  Country Reference Report
-  County Reference Report
-  Course Grade Reference Report
-  Course Registration Status Reference Report
-  Course Section Attribute Reference Report
-  Credit Hours Indicator Reference Report
-  Degree Acronym Reference Report

Below is an example of the County Reference Report.

County Reference Code Report

All Counties ▾

County Description	County Code	County Seat	FIPS Code
Appling	001	Baxley	001
Atkinson	002	Pearson	003
Bacon	003	Alma	005
Baker	004	Newton	007
Baldwin	005	Milledgeville	009
Banks	006	Homer	011
Barrow	007	Winder	013
Bartow	008	Cartersville	015
Ben Hill	009	Fitzgerald	017

Request Error Relief

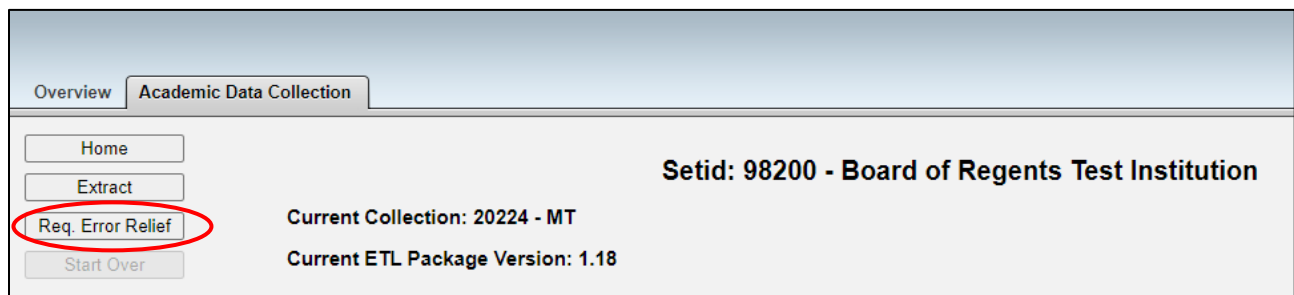
This section provides detailed instructions for Requesting Error Relief. This includes:

- ✓ Accessing the Error Relief Page
- ✓ Entering Error Relief Reasons
- ✓ Receiving Acceptance or Rejection of Request

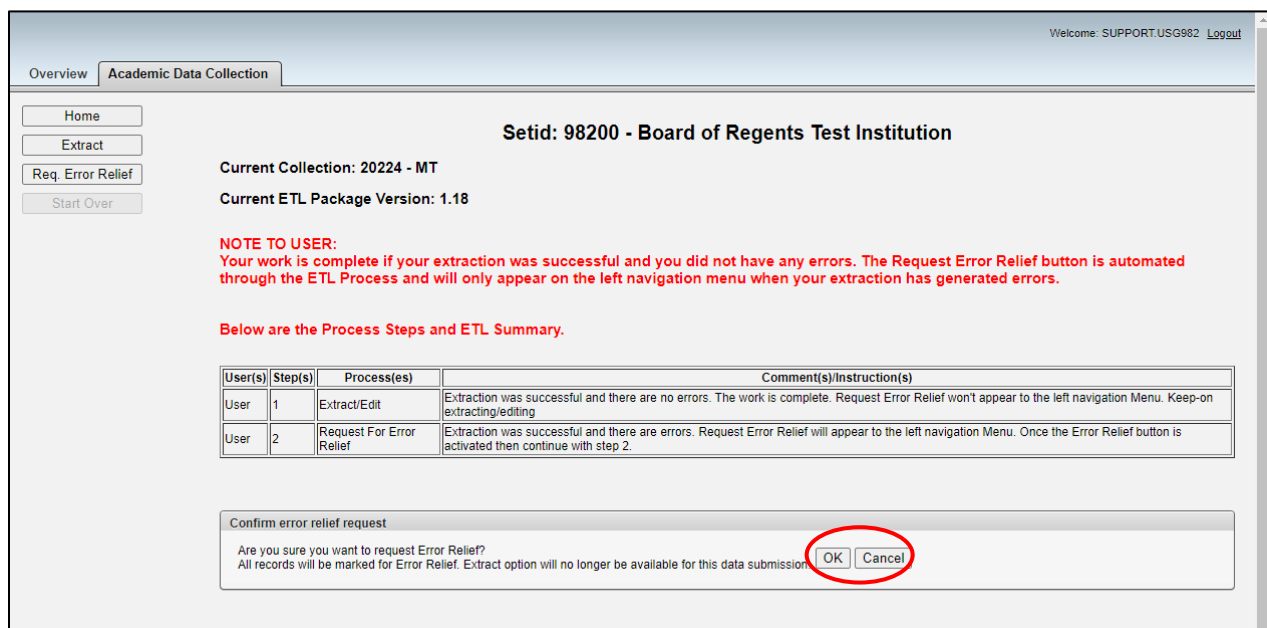
If it is determined that errors were produced during the extraction process that cannot be corrected in the source system for an error-free extraction, use the Request Error Relief process to allow data to load into the data warehouse.

The Academic Data Collection Application (Apex) can be accessed from the Data Services website at https://www.usg.edu/data_services/ or the direct URL at <https://apps.ds.usg.edu/ords/f?p=38576>.

1. From the Academic Data Collection tab, click the Req. Error Relief button to begin the error relief process.



2. A confirmation prompt will be displayed asking: “Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission.” Click OK to continue or Cancel to return to the homepage.



- Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request. On the Errors Requested for Relief window, click the notepad icon on each row to open the data entry page for that specific error.

42131 error records requested for relief. Please add reasons for relief.

Errors Requested for Relief

Error Type: All Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938 956 Martin Heights Drive	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569 815 Summer Ridge Lane	10/22/2019	PENDING	N

- The data entry page will be displayed for the selected error. Enter the reason for the Error Relief Request in the provided text box and click Update Reason.

Error Relief Request

Set ID 98200
 Data Mart ADM
 Term 20164
 Type EOT
 Error Current Mailing Address - Street 2 must not be null when Street 3 is provided
 Status PENDING
 Date Created 10/22/2019
 Error Rec Type ODS_ADMSTU_ENR_ADDRESS_MIMIC
 Attribute List STUDENT_INST_ID|ADDRESS_STREET2|ADDRESS_STREET3
 Attribute Content 900088532|3558 Rosebud Park Court

Reason

Update Reason Cancel

- You will be returned to the Errors Requested for Relief window. The Reason Entered column now displays Y for this record.

Reason updated for error relief.

Errors Requested for Relief

Error Type: All Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	Y

- Continue to enter a reason for all errors that require error relief. The Academic ETL Summary will show a status of Error Relief Request – PENDING for REASONS until all errors have a reason recorded and saved.

Academic ETL Summary

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	PENDING for REASONS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

7. When all errors have a recorded reason, the ETL Summary will display a status of Error Relief Request – SUCCESS, and an email will generate and notify the RPA of the request(s).

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	SUCCESS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

8. When the RPA has approved or rejected the Error Relief Request, the ETL Summary will display one of the following status messages:

- a. RPA Error Approval – SUCCESS

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	SUCCESS	02/07/2012 14:17:05	02/07/2012 14:20:14
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

- b. RPA Error Approval – REJECTED

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	REJECTED	02/07/2012 14:17:05	02/07/2012 14:17:38
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

11. If error relief is rejected, RPA will notify the Point of Contact with additional information. The Start Over button will then need to be used, as the extraction process will need to be restarted.

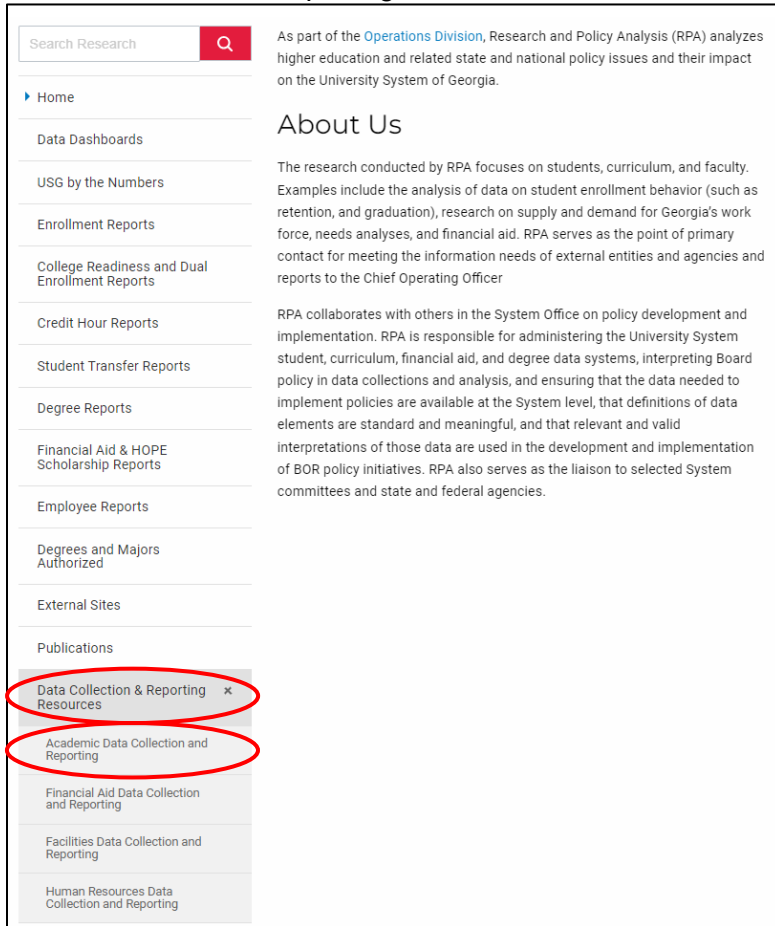
Academic Data Collection Certification

All institutional staff responsible for submitting data to the Academic Data Collection must also submit the Data Collection Certification Form to complete a successful submission.

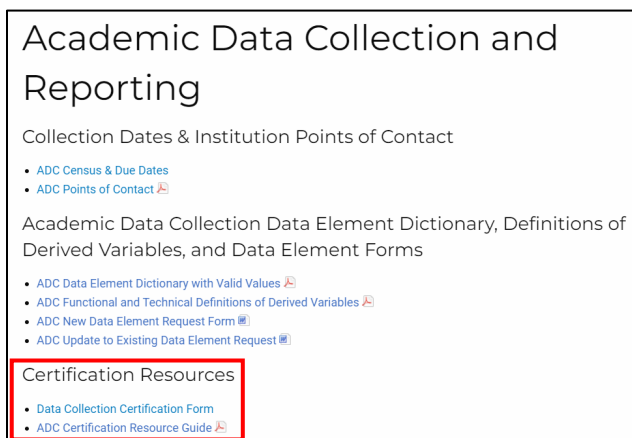
1. Access the Data Collection Certification Form and the ADC Certification Resource Guide on the Research and Policy Analysis (RPA) webpage at <https://www.usg.edu/research/>.

The screenshot shows the homepage of the Research and Policy Analysis (RPA) website. At the top, there is a header with the text "RESEARCH AND POLICY ANALYSIS" and "Operations Division" below it. The main heading reads "Analyzing Higher Education and Related State and National Policy Issues". On the left side, there is a navigation menu with a search bar and several menu items: Home, Data Dashboards, USG by the Numbers, Enrollment Reports, College Readiness and Dual Enrollment Reports, Credit Hour Reports, Student Transfer Reports, Degree Reports, Financial Aid & HOPE Scholarship Reports, and Employee Reports. The main content area features a paragraph about RPA's role in analyzing higher education and state/national policy issues, followed by an "About Us" section. The "About Us" section describes the research focus on students, curriculum, and faculty, and mentions collaboration with the System Office. On the right side, there is a contact box for Dr. Angela Bell, Vice Chancellor Research & Policy Analysis, with her phone number (404-962-3069) and email address (Angela.Bell@usg.edu).

- Click the Data Collection & Reporting Resources link in the navigation column and select Academic Data Collection and Reporting.



- The Academic Data Collection and Reporting webpage has multiple resources, including the Data Collection Certification Form and the ADC Certification Resource Guide. The Data Collection Certification Form is to be submitted on the same day the collection closes. The ADC Certification Resource Guide provides detailed information on the validation reports to be certified, how often they should be reviewed, and how the data is used for official reporting purposes.



Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Page/Process	Page	Update Description
October 2018	N/A	N/A	Update to reflect GeorgiaBEST standards
October 2019	N/A	N/A	Updated to reflect current GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information
May 2024	N/A	N/A	Updated screen captures and site information
January 2025	N/A	N/A	Updated screen captures and site information. Updated to include security enhancement information.
April 2025	N/A	N/A	Updated screen captures, DUO and site information.