



Introducing Student Credentials in Encoura® Data Lab

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Keith Beindorf, Sr Product Manager

Stephen DiStasio, Sr Product Manager

Agenda

Student Credentials

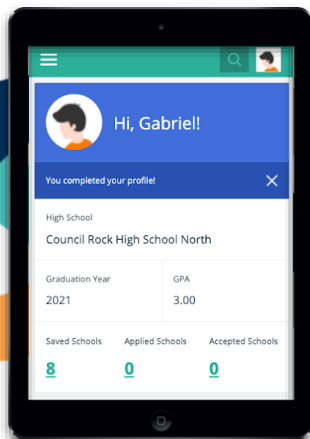
- Say hello to the new myOptions!
- Define Student Credentials
- Notifications & Export Options
- Search and Filter Credentials
- Launch Details

The background of the slide features a repeating pattern of dark grey graduation caps with black tassels, some of which are slightly tilted. At the bottom of the slide, there is a row of stylized hands in various skin tones (light brown, medium brown, and dark brown) emerging from grey sleeves, all raised in a gesture of celebration or achievement. On the right side, there is a faint blue line graph or network diagram with several nodes and connecting lines.

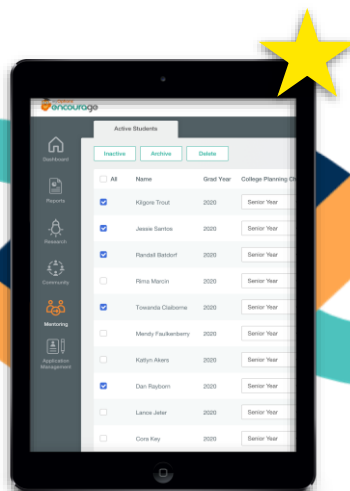
20 Million Students

Bridging the Gap with Technology

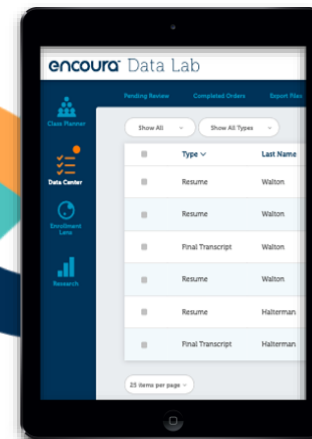
Integrated Tools Increasing Educational Opportunities for All Students



 **myOptions**[®]



myOptions
encourage



encoura[™] Data Lab



College 1

Application
Application Fee
Interim Transcript
Recommendation 1
Recommendation 2
Personal Statement/Essay
Final Transcript

College 2

Application
Application Fee
Interim Transcript
Final Transcript

College 3

Application
Application Fee
Interim Transcript
Recommendation
Final Transcript



Student Credential Types

Students will be able to request the following credentials be sent to your institution to complete their applications:

- Transcripts
- Resumes
- Letters of Recommendation
- High School Profiles
- Admission Essays
- Cover Letters
- Personal Statements
- Other



Hi, Gabriel!

You completed your profile!



High School

Test High School

Graduation Year

2021

GPA

3.50

Saved Schools

1

Applied Schools

0

Accepted Schools

0

FAFSA Status

To keep yourself on track, update the status of your FAFSA below.

Not started

Before you get started, check out our [FAFSA guide](#) in the advice section.

Update status

5 Checklist Items

These items are for your senior year, fall/winter semester.



Re-visit or create your high school bucket list



Check with admissions offices about separate scholarship applications



Submit applications



20 Matched Schools

[View All](#)

East Coast Tech

Add To My Schools

Hide



Midwest Northern College

Add To My Schools

Hide



Sample University

Add To My Schools

Hide

Active Students

Inactive

Delete

Monitor students' progress with College Planning Checklists & FAFSA Applications.

Access more information about each student's activity.

☐ All

Name

Grad Year

College Planning Checklist Progress

FAFSA Status

Last Activity

Details

☐

John Hassan

2020

Senior Year

F/W Semester
S/S Semester


Not started

01/04/2017


☐

Ryen Fierro

2020

Senior Year

F/W Semester
S/S Semester


Not started


☐

Ruben Estrada

2020

Senior Year

F/W Semester
S/S Semester


Not started

07/03/2017


☐

Jenna Bennett

2020

Senior Year

F/W Semester
S/S Semester


Not started


☐

Devon Rodriguez

2021

Senior Year

F/W Semester
S/S Semester


Not started

03/23/2020


☐

Grace Adams

2020

Senior Year

F/W Semester
S/S Semester


Not started


☐

Avery Palacio

2021

Senior Year

F/W Semester
S/S Semester


Not started


☐

Cooper
Beaumariage

2022

Senior Year

F/W Semester
S/S Semester


Not started


Application
Management


Mentoring



Research



Reports

Active Students

Students List > Kilgore Trout

Submit Transcript & Supporting Docs

<input type="checkbox"/> All	College	Status	Result	Transcript & Supporting Docs	
<input type="checkbox"/>	Louisiana State University			Submit	Click to submit student credentials
<input type="checkbox"/>	Texas A&M University			Transcript submitted on 08/28/2019	
<input type="checkbox"/>	Texas State University			Transcript submitted on 08/28/2019	
<input type="checkbox"/>	University of Texas at Dallas			Go to admissions office page to submit	
<input type="checkbox"/>	Stanford University			Submit	We'll point them to your admissions page if you're not using Encoura Data Lab
<input type="checkbox"/>	University of California at Los Angeles			Submit	
<input type="checkbox"/>	University of Texas at San Antonio			Documentation last updated on 08/28/2019	Transcript Downloaded on 08/28/2019
<input type="checkbox"/>	Baylor University			Documentation last updated on 08/28/2019	



Application Management



Mentoring



Research



Reports



Pending Review Completed Orders Export Files 76 **Student Credentials 16** ACT Score Search



Show All Show All Types

In-app notifications

In-app notifications

New files appear green

Type	Last Name	First Name	City	State	School	Grad Year	Submitted Date	Export
	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/14/2020	Export
	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/14/2020	Export
Final Transcript	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
Fee Waiver	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
Recommendation	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
Fee Waiver	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
Final Transcript	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
Final Transcript	Admittedly	Julie	Round Rock	TX	Test High School	2021	09/09/2020	Export
Interim Transcript	Admittedly	Julie	Round Rock	TX	Test High School	2021	09/09/2020	Export
Final Transcript	Ericksonone	Mattone			Test High School	2021	09/09/2020	Export
Final Transcript	Ericksonone	Mattone			Test High School	2021	09/09/2020	Export
Interim Transcript	Admittedly	Julie	Round Rock	TX	Test High School	2021	09/09/2020	Export
Final Transcript	Walton	Johnboy	Independence	MO	Test High School	2021	09/09/2020	Export
Resume	Walton	Johnboy	Independence	MO	Test High School	2021	09/09/2020	Export



encoura® Data Lab



Hi Jim,

You have the following files ready to be exported:

- Automated Online Search (AOS): 2 file(s) containing 532 record(s)
- ACT Score Reports: 1 file(s) containing 53 record(s)
- Student Credentials: 11 record(s)

You have at least one file below that was delivered to you. d.

- Student Credentials: 3 record(s)

You may access these files in Data Center by clicking on the link below.

To manage your email notification preferences, click on the link below. Data Lab.

Please feel free to reply if you have any questions.

Credentials Available

Overdue files

datalab.encoura.org

powered by: ACT® | NRCCUA®

3651 NE Ralph Powell Road | Lee's Summit, MO 64064 | support@encoura.org

Consolidated Email Notifications

My Account

My Profile

School(s) Sample University

Prefix

Mrs.

First Name*

Mary

Last Name*

Smith

Title

Director of Admission

Username*

msmith1234

Email*

msmith@email.com

Change Password

My Notifications

Send me an email when...

☒ Prospect files are available

Send me an email on Monday, Wednesday, Friday when...

☐ There are overdue files

☒ AOS files are available

☐ Student credentials are available

☐ ACT score reports are available

Click here to set your email notifications for student credentials

Cancel

Save

Demo Student Credentials

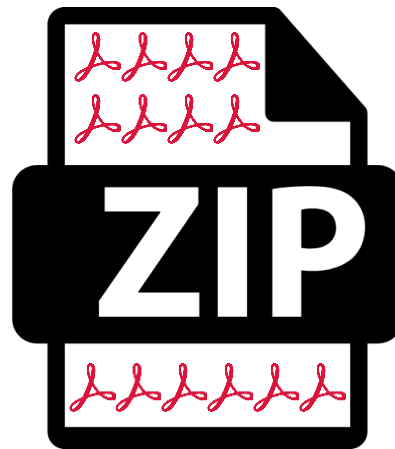
Export File Types

Export Options

Student Credentials



**Single File Export
PDF File**



**Combined Export
ZIP File**



Student Credentials File Names

Single File:

<Type>-<Student ID>-<Student First Name>-<Student Last Name>-<YYYY-MM-DD-HH-MM-SS-ss>-<HS Name>.pdf

Example: *Recommendation-962409406-Joseph-Fitzsimmons-2020-09-22-14-38-04-27-Washington-High-School.pdf*

Combined Export:

Encoura-Student-Credentials-<YYYY-MM-DD>.zip

Example: *Encoura-Student-Credentials-2020-09-15.zip*

Demo Student Credentials

Search and Filter



- Class Planner
- Data Center
- Enrollment Lens
- Engagement Analytics
- Research

- Pending Review
- Completed Orders
- Export Files 76
- Student Credentials 16
- ACT Score Search



Show All

Show All Types

Last Name

First Name

Q

Combined Export

Filter by type

Search by student name

Type	Last Name	First Name	City	State	High School	Grad Year	Submitted Date	Export
Interim Transcript			San Antonio	TX	Test High School	2021		
Final Transcript	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/14/2020	Export
Final Transcript	Rizzo	Frank	San Antonio	TX	Test High School	2021	09/11/2020	Export
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Final Transcript	Walton	Johnboy	Independence	MO	Test High School	2021	09/09/2020	Export
Resume	Walton	Johnboy	Independence	MO	Test High School	2021	09/09/2020	Export



Getting Access

Student Credentials

Automatic

- All Administrators have access
- All users with ACT Score Report permissions have access

Adding Users

- Administrators can add user with Student Credential permissions
- No Administrator? Contact support@encoura.org

Setting User Permissions

Edit User

Account Info
Permissions

Has access to

☒ Enrollment Lens™

☒ Student Sentiment Research

☒ Enrollment Choice Analysis

Admitted Student Research

☐ 2017
☐ 2018
☐ 2019

Adult Prospect Research

☐ 2017
☐ 2018

Prospective Student Research

☒ 2017
☐ 2018
☐ 2020

☒ Data Center

☒ Export Prospects

☒ Export ACT Score Reports

☐ Export Student Credentials

☒ E-commerce

☒ My Contracted Volume

☒ Shopping Cart

☒ Primary Purchaser

☐ Secondary Purchaser

Limited to:
Contracted Volume

Status

☒ Is Active

☐ Is Administrator

Click here to grant permissions to access and export student credentials

Cancel
Save

Accessing Student Credentials

Adding Users



Coming Soon!

- New display options
- Automation using our existing file export application programming interface (API)
- Improvements based on your feedback!

Get Help at helpcenter.encoura.org

encoura Data Lab

Keith Beindorf

Encoura > Documentation > Data Center

Search

Articles in this section

Exporting Student Credentials

Exporting Files from Encoura Data Lab

Using Secure File Transfer to Download Prospect Files Built in Class Planner

Tracking Continuous Orders in Data Center

Exporting Student Credentials

Danika Schmidt

11 days ago · Updated

Students participating in the myOptions® program will be able to request transcripts, letters of recommendation, and more, to be sent directly to your institution in the Data Center app. Institutions are able to download these files from the Student Credentials tab as they are requested by students - similar to ACT® Score Reports. Student Credentials is a new service made possible through the launch of myOptions Encourage™, a new technology platform for K-12 educators that allows educators and mentors to connect with students using myOptions and guide them through the college planning process.

encoura Data Lab

40 Results

Student Credentials

Table with 10 columns: ID, Type, Last Name, First Name, City, State, High School, Grad Year, Submitted Date, Export

10 items per page

Q&A



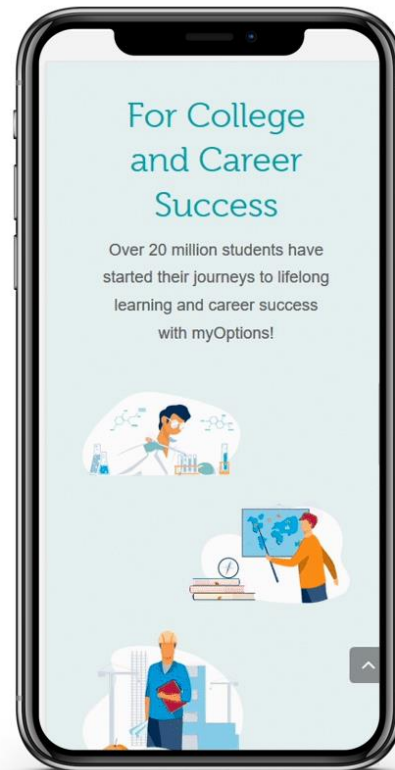
Additional Resources



myOptions



Learn more at myoptions.org



Thank you.