

# Associate Degree for Transfer eVerification User Instructions

## Community Colleges

**ACADEMIC AFFAIRS - STUDENT ACADEMIC SERVICES**

CALIFORNIA STATE UNIVERSITY, OFFICE OF THE CHANCELLOR

QUESTIONS OR PASSWORD RESETS EMAIL: [CSUTRANFER@CALSTATE.EDU](mailto:CSUTRANFER@CALSTATE.EDU)

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August 2017

## Overview

The California Community Colleges Chancellor's Office and the CSU Office of the Chancellor have collaborated on the development of an online portal by which Community Colleges may access the roster of CSU applicants who have indicated they are pursuing an ADT and also provide the opportunity to verify the status of ADT degrees for students directly with CSU campuses.

It is expected that current community college students will petition for graduation with the Associate Degree for Transfer and that community colleges will follow their existing local communication processes with these students. Evaluations of ADT degree status should be based upon the existing processes at the community college and the courses completed and official test or transfer credit received and awarded. The use of the ADT eVerify site will allow the verification of the degree status to be electronically submitted to all CSU campuses to which the student has applied without dependence on the student sending hard copies of the degree evaluation to each CSU campus.

The applicant lists provided represent the population of CSU applicants who self-reported their planned completion of an Associate Degree for Transfer. Students who may not have indicated their planned completion of an ADT should be directed to contact the CSU campuses to which they applied to notify them of this update. CSU campuses will be able to add additional applicants to the ADT eVerify database once this information is received.

The timelines for winter, spring, and fall Associate Degree for Transfer verifications are available on the [SB1440.org website](http://SB1440.org). Once the deadline for verification entries has passed, CSU campuses will download the final data for inclusion in the admission evaluation processes. No updates to records should occur after this date.

# CSU Data Security Policy

You are being provided access to sensitive data as defined by the [CSU Information Security Data Classification Standard](#). Your use of the credentials provided, and access of, CSU Information Assets indicate that you have read, understand and agree to comply with the [CSU Responsible Use Policy](#) and applicable [CSU Information Security Policies](#).

## Specifically:

- I will be a responsible user of information and data,
- I will store information and data that I obtain under secure conditions
- I will maintain the privacy and confidentiality of the information and data that I obtain
- Before sharing the information or data with others, electronically or otherwise, I will ensure that the recipient is authorized to receive that information or data and understands his/her responsibilities as a user
- I will keep my password (s) to myself and will not disclose them to others unless authorized by applicable CSU authority and that authorization is in writing
- I will dispose of confidential reports in a manner that will preserve their confidentiality when I have finished using them
- I will not misuse personal or confidential data that I obtain through my employment.
- If at anytime an unauthorized breach or disclosure of CSU information occurs I will notify the CSU Information Security Management Office immediately.

# Accessing the ADT eVerify website

**The ADT eVerify website address:**

<https://adtverify.dev.calstate.edu/adtc/faces/Welcome.jspx>

**Upon landing on the eVerify CCC user home page, you will be asked to sign on using the following credentials:**

**User Login:** Institution Email Address

**User Password:** CSU Chancellor's Office Assigned Password

The site utilizes "pop-ups", ensure you disable "pop-up" blockers

Before accessing the site review the security information.

Click on the hyperlink to be taken to the CSU data security webpage for full details.

If you have any questions about those policies and your responsibilities as a user of the site, you can send your questions directly from the <http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml>

You may also email the Student Academic Services unit at [csutransfer@calstate.edu](mailto:csutransfer@calstate.edu)

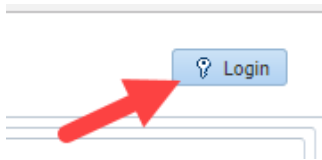
## Welcome to the ADT CCC Transfer Student eVerification

*A secure site hosted by the California State University Office of the Chancellor.*

By accessing this site, using credentials provided by the CSU Chancellor's Office, I understand and acknowledge that my access to this information and data is based on my agreement to comply with the following terms and conditions:

- I will comply with the state and federal laws and CSU policies that govern access to and use of information contained in employee, applicant and student records.
- My right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for me to perform my job-related duties.
- I am prohibited from accessing information or data that is not relevant and necessary for me to perform my job-related duties.
- I will be a responsible user of information and data, whether it relates to my own unit or another unit.

CSU Information Security Policies including Acceptable Use are located [here](#).



**After You have Read the CSU data security policy proceed to Login button at top right of page. On Login page enter user name and password.**

A screenshot of the login page. At the top, it says 'California Community Colleges Transfer Applicants ADT eVerification'. Below that are two input fields: '\* Username' and '\* Password'. At the bottom of the form is a blue 'Login' button.

### Trouble signing in or forgot user-name or password?

Please send an email to [csutransfer@calstate.edu](mailto:csutransfer@calstate.edu) describing the problem you are having. Be sure to include in your email, your first and last name, name of your institution, and your contact information.

## ADT eVerify for De Anza College

Search

Match:  All  Any

Last Name:

First Name:

City:

1 Degree Type:

ADT Eligibility Status:

Advanced Saved Search ADTStudentViewCriteria

Search Reset Save

My Options View

Total records found: 333

Last Name	First Name	Street	City	State	Zip	Phone	Email	DOB	ADT Degree Title (TMC)	Degree Type	Anticipated Degree Award Date	ADT Eligibility Status	Edit Status	Last Updated Date
Abarquez	Ariane	Lund Ter	Sunnyvale	CA	94089	(408) 625-7974	ariane.abarquez@gmail.com	12/5/xxxx	Mathematics	AS-T	6/1/2014	Verification pending.		
Abram	Joseph	Princeton Dr	San Jose	CA	95118	(408) 786-6395	josephabram76@yahoo.com	6/21/xxxx	Kinesology	AA-T	8/1/2013	Verification pending.		
Alvarez	Jesus	Francis Dr	San Jose	CA	95133	(408) 394-2737	ajhg07@gmail.com	3/29/xxxx	Mathematics	AS-T	7/1/2014	Verification pending.		
Anador	Samuel	Fruitdale Ave.	San Jose	CA	95128	(408) 674-1868	samuellanador08@gmail.com	2/15/xxxx	History	AA-T	6/1/2012	Verification pending.		
Anani	Ashkan	Norse Ave Apt 213	Sunnyvale	CA	94085	(408) 400-0066	diveftolo@gmail.com	9/16/xxxx	Kinesology	AA-T	6/1/2014	Verification pending.		
Andal	Reggie	Elkins Way	San Jose	CA	95121	(408) 440-1948	reggie.andal@gmail.com	4/1/xxxx	Kinesology	AA-T	12/1/2013	Verification pending.		
Andrade	Britana	Jesse Ln	Mountain View	CA	94041	(650) 380-9338	Britana319@gmail.com	8/13/xxxx	Communication Studies	AA-T	6/1/2014	Verification pending.		
Andrews	Matthew	N 1st St	Campbell	CA	95008	(408) 646-3626	matthewryanandrews@gmail.com	4/20/xxxx	Communication Studies	AA-T	6/1/2013	Verification pending.		
Angerman	Jonathan	Via Codorniz	San Jose	CA	95128	(408) 966-2469	vesper11@yahoo.com	6/11/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.		
Aplustl	Jule	Angelon Pl	San Jose	CA	95111	(408) 300-0375	japlustl08@yahoo.com	10/13/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.		
Araza	Damiana	Old Summit Rd	Los Gatos	CA	95033	(408) 466-3983	dani_a@yahoo.com	12/10/xxxx	Communication Studies	AA-T	3/1/2014	Verification pending.		
Arucze	Dubem	Mayland Ave	San Jose	CA	95138	(408) 578-6013	thatmarsh@gmail.com	12/25/xxxx	Sociology	AA-T	5/1/2014	Verification pending.		
Bagheri	Shayan	Wine Maker Way	San Jose	CA	95124	(408) 489-8307	Bagherishayan@gmail.com	5/18/xxxx	Communication Studies	AA-T	7/1/2013	Verification pending.		
Bains	Sunny	Stutz Way	San Jose	CA	95148	(408) 834-5056	bains2345@yahoo.com	7/9/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.		
Bakia	Christen Zachary	Sorrel Way	Morgan Hill	CA	95037	(408) 843-8476	cbakia50@gmail.com	4/15/xxxx	Kinesology	AA-T	6/1/2014	Verification pending.		
Barajas	Lilian	Walnut ave apt#p...	Fremont	CA	94538	(408) 406-6865	lrl_2010@yahoo.com	1/13/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.		
Beveridge	Jordan	Walden Ct	Saratoga	CA	95070	(408) 257-3590	bone.fuenn@gmail.com	2/18/xxxx	Communication Studies	AA-T	6/1/2014	Verification pending.		
Bhata	Veena	Honey Ct	Gilroy	CA	95020	(408) 767-9316	vbhata@yahoo.com	6/16/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.		

## eVerify Report Features:

- Download report in an Excel .csv format spreadsheet report panel
- Search for a student record
- View total count of students self-reported by for your institution
- Two options to enter students verification status
- Ability to sort the records by columns including the “Last Updated” to pick up where you left off
- Unanchor report panel with the “Detach” feature for easier use

My Option(s) ▾ View ▾

Total record(s) found : 272

Last Name	First Name	Street	City	State	Zip	Phone	Email
Abrams	Armani	Lund Ter	Sunnyvale	CA	94089	(408) 425-7574	armani.abrams@...
Abram	Joseph	Princeton Dr	San Jose	CA	95118	(408) 766-6265	josephabram76@y...
Abramo	Jesus	Francis Dr	San Jose	CA	95133	(408) 264-2727	jesus17@gmail.co...
Abrader	Samuel	Fruttbale Ave.	San Jose	CA	95128	(408) 674-2868	samuellaader18@...
Abram	Ashkan	Horse Ave Apt 213	Sunnyvale	CA	94085	(408) 460-0566	ashkan14@gmail.c...
Abrad	Reggie	Elm St	San Jose	CA	95121	(408) 440-1946	reggie.abrad@yaho...
Abrade	Brittany	Jesse Ln	Mountain View	CA	94041	(408) 380-6128	brittany11@gmail...
Andrew	Matthew	N 1st St	Campbell	CA	95008	(408) 646-3626	matthewandrew1...
Angeman	Jonathan	Va California	San Jose	CA	95128	(408) 966-2469	jonathan11@yaho...
Apkall	Julie	Angelen Pl	San Jose	CA	95111	(408) 380-6375	julieapkall@yaho...

The “Total record(s) found” on the top left of the report, is a count of the total number of students that have self-identified on the Cal State Apply application that they have or will earn an ADT at your institution.

## ADT eVerify for De Anza College

## Search

Match  All  AnyLast Name Degree Type First Name ADT Eligibility Status City 



Advanced

Saved Search 

Search Reset Save

My Options  View 

Total records found: 333

Last Name	First Name	Street	City	State	Zip	Phone	Email	DOB	ADT Degree Title (TMC)	Degree Type	Anticipated Degree Award Date	ADT Eligibility Status	Edit Status	Last Updated Date
Abarquez	Ariane	Lund Ter	Sunnyvale	CA	94089	(408) 625-7974	ariane.abarquez@gmail.com	12/5/xxxx	Mathematics	AS-T	6/1/2014	Verification pending	 Edit	
Abram	Joseph	Princeton Dr	San Jose	CA	95118	(408) 786-6395	josephabram76@yahoo.com	6/21/xxxx	Kinesology	AA-T	8/1/2013	Verification pending	 Edit	
Alvarez	Jesús	Francis Dr	San Jose	CA	95133	(408) 394-2737	alvjq07@gmail.com	3/29/xxxx	Mathematics	AS-T	7/1/2014	Verification pending	 Edit	
Amador	Samuel	Fruitvale Ave.	San Jose	CA	95128	(408) 674-1868	samuellamador08@gmail.com	2/15/xxxx	History	AA-T	6/1/2012	Verification pending	 Edit	

4:55:42 PM 5/13/2014

## ADT eVerify for De Anza College

## Search

Match  All  AnyLast Name Degree Type First Name ADT Eligibility Status City 

There are multiple options to search for a student record.

1. Search by student's last name or first name
2. Search by ADT degree
3. Sort by Column



Advanced

Saved Search AdSt

ree Type

ty Status

Search

Zip	Phone	Email	DOB	ADT Degree Title	Edit Status	Anticipated Degree Award Date	ADT Eligibility Status	Edit Status
94089		na@gmail.com	12/5/xxxx	Mathematics	AS-T	6/1/2014	In progress, will be complete after S2014	Edit

Email	DOB	ADT Degree Title (TMC)	Degree Type	Anticipated Degree Award Date	ADT Eligibility Status	Edit Status	Last Updated Date
allyson.garcia@ya...	9/24/xxxx	Sociology	AA-T	3/1/2014	Completed		5/13/2014
3cubed27@Earthli...	9/27/xxxx	History	AA-T	6/1/2014	Verification pending.	Edit	
Bagherishayan@g...	9/18/xxxx	Communication Studies	AA-T	7/1/2013	Verification pending.	Edit	
Britiana319@gmail...	8/13/xxxx	Communication Studies	AA-T	6/1/2014	Verification pending.	Edit	
BryanC.Garcia@y...	3/7/xxxx	Business Administration	AS-T	10/1/2013	Verification pending.	Edit	
Cdang17@gmail.com	1/17/xxxx	Business Administration	AS-T	7/1/2014	Verification pending.	Edit	
Cheal2010@yaho...	11/18/xxxx	Kinesiology	AA-T	6/1/2014	Verification pending.	Edit	
Jose0690@gmail.c...	9/26/xxxx	Business Administration	AS-T	6/1/2014	Verification pending.	Edit	

#### 4. Sort by "Last Updated Date"

The screenshot shows the CSU ADT Search & Report interface. The search filters on the left include 'Search', 'Match' (set to All), 'CSU' (selected), 'CCC' (with a search icon), and 'ADT Degree Title (TMC)'. The 'My Option(s)' dropdown is set to 'View'. The 'Detach' button, represented by a document icon, is circled in red and labeled with a red '1'.

1. In the left corner of the report panel, users can “Detach” the report from the report panel.

The screenshot shows a 'Detached Table' window. The window title is 'Detached Table'. It features a search bar with 'My Option(s)' set to 'View' and a 'Detach' button circled in red and labeled with a red '2'. Below the search bar are buttons for 'Export2Excel' and 'Print Screen'. The main content is a data table with columns: CSU, MAP, Last Name, First Name, Street, City, State, Zip, Email, DOB, CCC, Community College, and ADT Degree Title. The table lists various students and their details.

2. The free floating detached report can then be resized, moved or downloaded and exported to an Excel .csv file.

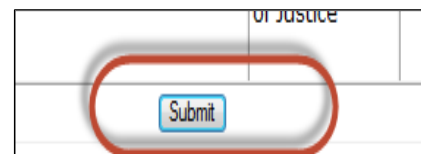
Upon login to the site, CCC users will see a list of students that identified on the Cal State Apply application they have completed or are in the process of completing an AA-T or AS-T based upon the institution which was self-reported on the application. In addition to the prospective students' names, the list provides three identifiers for the prospective student: a partial address, a phone number and email address which the CCC can use to identify.

On the top left of the screen is the institution name and the total number of students records associated with the institution on the online report.

Users can use the “Back” or “Next” navigation button to page forward or backward through the report.

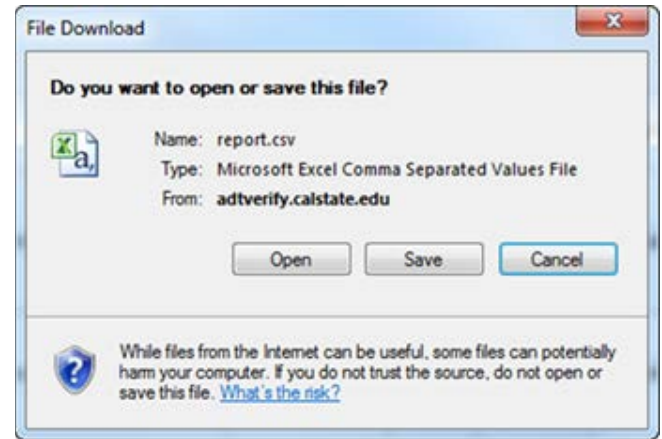
Colleges can enter students verification status information throughout the verification timeline and access the site in multiple sessions. However, to save the verifications status information entered for each session, the user must click the “Submit” button on the bottom of the report page.

CCC users can change information previously entered and submitted within the open submission period.



To prepare for the online entry users have the option to download the ADT eVerify report for the institution to an Excel .csv (comma separated values)"report format.

Simply click on the “**Download Report**” link on the top menu. An “open or save file” download dialog box will open. If the dialog box does not appear, make sure to check that the computers “pop-up” blocker feature is turned off.



# Entering and Recording Students Eligibility Status

The screenshot displays the ADT eVerify for De Anza College interface. On the left, there is a search form with fields for Last Name, First Name, City, Degree, and ADT Eligibility. Below the search form, a table lists student records. The table has columns for Last Name, First Name, Street, City, Degree, ADT Eligibility Status, Edit Status, and Last Updated Date. A red box highlights the 'Edit Status' column, and a red number '1' is placed in the top right corner of the screenshot.

Last Name	First Name	Street	City	Degree	ADT Eligibility Status	Edit Status	Last Updated Date
Abarquez		Lund Ter	Sunnyvale		In progress, will be complete after 5/2014	Edt	6/3/2014
Abram		Princeton Dr	San Jose		In progress, will be complete after 5/2014	Edt	6/19/2014
Alvarez		Francis Dr	San Jose		Not pursuing AA-T or AS-T	Edt	6/3/2014
Amador		Fruitdale Ave.	San Jose		In progress, will be complete after 5/2014	Edt	6/3/2014
Amani		Morse Ave Apt 213	Sunnyvale		Completed	Edt	6/19/2014
Andal		Elkins Way	San Jose		Completed	Edt	6/26/2014
Andrade		Jessie Ln	Mountain View		Completed	Edt	6/27/2014
Andrews		N 1st St	Campbell		Verification pending.	Edt	
Angerman		Via Codorniz	San Jose		Completed	Edt	7/1/2014
Aplustill		Angeloni Pl	San Jose		Verification pending.	Edt	
Araiza		Old Summit Rd	Los Gatos		Not pursuing AA-T or AS-T	Edt	7/16/2014
Arruzie		Mayland Ave	San Jose		Verification pending.	Edt	

1. Users can enter the student's verification status directly on the list using the pull-down menu for each record. The verification data entry pull-down menu is located on the far right column of each record row

**The system defaults to a blank status. Leaving the status blank means the record has not been reviewed.**

When ready to enter verification status, select and enter the appropriate verification response from the drop down list on the 'Status' column for each transfer applicant listed on your colleges report page.

**Edit ADT Eligibility Status**

Last Name Garcia  
 First Name Allison  
 Street Fendish Pl  
 City San Jose  
 State CA  
 Zip 95132  
 Phone (408) 887-2609  
 Email allison.garcia@yahoo.com  
 DOB 9/24/xxxx  
 ADT Degree Title (TMC) Sociology  
 Degree Type AA-T  
 Anticipated Degree Award Date 3/1/2014  
 CollegeName DE ANZA COLL  
 CollegeCeab 4286  
 TransferableUnitsId 3  
 ADT Eligibility Stat: Verification pending.

2

Verification pending.  
 Verification pending.  
 Not pursuing AA-T or AS-T  
 In progress, will be complete by S2014  
 In progress, will be complete after S2014  
 Completed

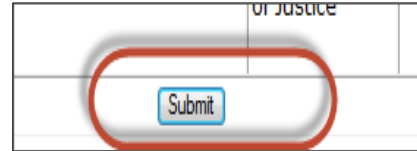
2. User can click on the “Edit Profile” icon and enter the status information in a form. Below are options available for applicants:

- Completed, Degree posted
- In progress, will complete by end of fall term [YEAR]
- In progress, will complete by end of summer [YEAR]
- Verification provided directly to student
- Not verified new for winter and spring 2018

The new status of Not verified is used when the CCC has reviewed student record and could not verify the degree was completed or is on track for the term indicated. Reasons may include, but are not limited to (1) Student did not complete ADT (2) Student has not applied for ADT (3) Student is not on track to complete requirements by term indicated (4) Student will complete degree after the date reported. (5) Cannot locate student based on information provided

3. To save the verifications status information entered for each session, the user must click the “Submit” button on the bottom of the report page.

3



Community colleges will be able to evaluate, enter data, edit data, and submit until the published deadline for each term. After that date, CSU campuses will download the results for applicants who applied to respective campus and include the status in the admission evaluation. Any changes to data in the site after the deadline will not be considered in the CSU admission evaluation.

The timelines for winter, spring, and fall Associate Degree for Transfer verifications is available on the [SB1440.org](http://SB1440.org) [website](#).