Associate Degree for Transfer
eVerify Site

California Community College & CSU Campus Users

ACADEMIC AFFAIRS - STUDENT ACADEMIC SERVICES
CALIFORNIA STATE UNIVERSITY, OFFICE OF THE CHANCELLOR

QUESTIONS OR PASSWORD RESETS EMAIL:
CSUTRANFER@CALSTATE.EDU
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 still anticipated 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 2015 Associate Degree for Transfer verifications are available on the SB1440.org website. 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.
The ADT eVerify site address is:  
https://adtverify.calstate.edu/adtc/faces/Login.jspx

Admission Term Fall 2015

The eVerify site opens:  Tuesday, December 17, 2014
The eVerify site closes:  Monday, March 16, 2015
Assigning ADT eVerify Authorized Users Authentication and Account Access

The ADT eVerify verification site is available only to CSU and California Community College authorized staff and is accessed only with assigned user rights and permissions.

The CSU Chancellor’s Office Student Academic Service Unit (SAS) will manage and maintain the user permission roles, lists and profiles.

Assignment of CCC Users Authentication and Account Access:

The CSU Chancellor Office Student Academic Affairs staff sets up all user profiles. Only Community College staff which have been designated by their institutions Chief Student Services Officer (CSSO) are granted user rights to the eVerify system. The CSSO submits a user request form to the CSU identifying the designee(s) authorized role(s). The CSU staff then creates the user profile.

Community College designated users will be sent their unique user login ID and password in two separate emails.
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.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:** Your Institution Email Address

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

*Your assigned password will be sent to your institution email address.*
Troubleshooting Technical Issues & Recommendations:

Disable Pop-up Blocker: The ADT eVerify site utilizes “pop-ups”

- Internet explorer (Geek Squads’ instructions on how to pop-up blocker)
- Google Chrome (Geek Squads’ instructions on how to pop-up blocker)
- Mozilla (Firefox) (View how to disable pop-up blocker & manage exceptions)

Operating System Recommended:

- Windows 7
- Windows Vista
- OS 5

Internet Browsers:

- Google Chrome 39.0.2171.95 m
- Microsoft Internet Explorer 8.0 or later
- Mozilla Firefox 10.0
- Apple Safari 5.0 or later

Recommended Screen Resolution:

If you do not see the “login” hyperlink on the top right corner of the Welcome page, or any other parts of the site pages, check your screen resolution settings.

Recommended settings: 1680 X 1050

Firewalls

Many institutions have firewalls (filters restricting access) enabled for security reasons. If you are experiencing difficulty accessing the ADT eVerify site, and are using one of the recommended browsers and site setting, your access issues may be the result of the firewall at your institution. Please contact your institution's I.T. support department for assistance in adjusting your computer’s settings to access the eVerify site.
Before you can access the eVerify site, you are required read the California State University Information Data Security Policies.

Click on the hyperlink to be taken to the CSU data security webpage

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

After You have Read the CSU data security policy, you may continue by clicking the “I Agree” button.
Accessing the ADT eVerify Login Page

On the top, right corner of the home page

Click on the “Login” hyperlink to go to your login page.
The eVerify site offers several features to make your work easier:

1. Search for a student record, by First Name, City, Degree Type or Eligibility Status
2. Use “Advance Search” for more discreet search
3. From the “My Option(s)” selection users can download a copy of the report to an Excel (.csv format) spreadsheet
4. “Total record(s) found” provides a count of the number of students self-reported by for your institution included in the report
5. △▽ next to the Column headings, allows you to sort the column, for example you can sort the column
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 CSU Mentor application that they have or will earn an ADT at your institution.
ADT eVerify Site Features – Search Options

There are multiple options to search for a student record.

- Search by student’s last name or first name
- Search by ADT degree
- Sort by Column
4. Sort and view list by “Last Updated Date” will come in handy if you are managing a large list.
Additional Report Features

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

- The free floating detached report can then be resized, moved or downloaded and exported to an Excel .csv file.
Starting the ADT Students Eligibility Verification Process

Upon login to the site, CCC users will see a list of students that identified on the CSU Mentor 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 us 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.
Starting the ADT Students Eligibility Verification Process

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.
When ready to enter verification status, click on the “Edit” icon on the appropriate student record row to enter the status information in a pop-up form. Select the appropriate verification response from the drop down list on the ‘Status’ column for each transfer applicant listed on your colleges report page.

A status does not need to be entered for each record. Leaving the selection status field blank indicates the student is not eligible.

If a student cannot be matched or did not petition for graduation, **no update is necessary.**
Below are the status selection options available for Fall 2015 Term:

**Blank Field** - *Student is not eligible or has not petitioned for an ADT degree*

**Completed; degree posted** - *ADT degree awarded and posted on official transcript*

**In-progress, will complete by end of spring term 2015** - *Student has petitioned for graduation and is on course to complete the coursework requirement for an AA-T or AS-T degree by the end of spring.*

**In-progress, will complete by end of summer term 2015** - *Only a few CSU Campuses accept coursework completed by the end of summer term.*

**In-progress, will complete after end of summer term 2015** - *Student is not eligible for the CSU ADT admission benefits, but may apply as an upper-division transfer. ADT benefits, will be assess at the time of matriculation.*

**Verification provided directly to student** – *Selection this option if the student indicated incorrectly the ADT. Student must then be given a verification form to submit to all of the CSU campuses they applied.*
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.

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.
USER QUESTIONS:

If you have questions regarding the site or your institutions report please email csutransfer@calststate.edu. Please note that responses to emails may take up to 48 hours (2 business days).

TECHNICAL ISSUES:

If you have a time sensitive technical request, please call (562) 951 –4251

ADDING OR REMOVING USER PROFILES:

Request to add a new user(s) or remove a user’s privileged must be submitted by the institution CSSO.

Request are submitted using the “ADT eVerify New or Add’l Users Account Request Form_ver.12–2014_CCC”. To obtain a copy of the form, please email Bob Quinn, California Community College Chancellor’s Office at bquinn@cccco.edu.