

## Data Submission Checklist for Data Submitters

- Step 1: Using credentials you received during the kickoff call the Clearinghouse, [login](#) to submit files. If you don't know your credentials, or are taking over the PDP submission from a colleague and need new credentials contact [secureFTP@studentclearinghouse.org](mailto:secureFTP@studentclearinghouse.org). If you have not yet had a kick-off call, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org)
- Step 2: Submit your cohort, course, (and optional) financial aid files. If you have a problem submitting your data get in touch with APLU technical assistance by contacting [researchedvisors@gmail.com](mailto:researchedvisors@gmail.com) or [pdpsupport@aplu.org](mailto:pdpsupport@aplu.org), and contact the Clearinghouse at [pdpservice@studentclearinghouse.org](mailto:pdpservice@studentclearinghouse.org)
- Step 3: Within 10 minutes of file submission, you should receive an automated email that your file has been successfully uploaded. If you don't receive an email check to make sure the files have been submitted, and contact [pdpservice@studentclearinghouse.org](mailto:pdpservice@studentclearinghouse.org)
- Step 4: Once all your files have been successfully uploaded, click on "certify." (Note- financial aid files do not need to be certified).
- Step 5: After certification, data quality checks should begin within 5 business days. [Log on](#) to check the status of your files at any time. After 5 business days if the files are not in the data quality check phase, contact the Clearinghouse at [pdpservice@studentclearinghouse.org](mailto:pdpservice@studentclearinghouse.org) and email APLU technical support to let them know at [researchedvisors@gmail.com](mailto:researchedvisors@gmail.com) or [pdpsupport@aplu.org](mailto:pdpsupport@aplu.org).
- Step 6: Once the data quality checks are complete, you will receive a data quality report from the Clearinghouse. If you have questions about this report, contact APLU's technical assistance and/or the Clearinghouse.
- Step 7: Review data quality checks, make changes as necessary and reject or approve files in the [submission portal](#).
- Step 8: If file resubmission is necessary to deal with data quality issues, go back to [step 2](#).
- Step 9: Once any data quality issues are resolved, the Clearinghouse will begin aggregating the data and generating reports. Within 30 days of final data approval (*which occurs after the data quality checks*) you should receive an email from the Clearinghouse to let you know that your dashboards and analysis ready files are available. If you do not receive this email or are unable to access your dashboards within 30 days contact APLU & Clearinghouse support.