

What is SIE?

SIE is our automated import technology that pulls data from your Student Information System (SIS) into AwardSpring on a scheduled basis. Imported data is utilized in applicant matching and qualification and ensures accuracy of student data in AwardSpring.

How does it work?

We work with your IT department to schedule the transfer of a CSV file from your SIS to our Secure FTP (SFTP) server. We import this file into your AwardSpring site once daily. This creates and updates student accounts.

Steps for IT Staff

- Determine data points to export with scholarship administrator
- Transfer first draft of the CSV export to our SFTP server
- Revise the file as-needed based on scholarship implementation
- Enable automated transfers of file before 07:00UTC each day

What can be imported?

Any response to a qualification or question can be imported, allowing import of virtually all data. All import files must include, at minimum, the student's unique ID, email address, first name, and last name. Imports should not reuse student emails, usernames, or student IDs over time.

A common import file might look like this:

StudentID	First Name	Last Name	Email	GPA	Major	Grade Status	Credit Hours	EFC
A1111-11	Jane	Doe	jdoe@school.edu	3.73	Physics	Junior	61	3500
B2222-22	John	Doe	jdoe1@school.edu	3.74	Theater	Senior	93	4000

For additional example see the table at the end of this document.

How should fields be formatted?

Our system performs minimal validation of the data being imported. However, some fields do have specific formats:

Data Type	Format	Notes
Date	2015-01-01	Standard UTC date format YYYY-MM-DD
Phone	(555) 555-5555	Phone format is recommended
Numeric	3.45	Data must be a valid decimal or whole number

Certain fields in AwardSpring require responses (e.g. Major has valid responses of "Math" or "Biology"). Imported data must match one of the defined possible responses. If the data does not match a defined response (e.g. "Physics" in the example above), the import will fail for the entire row and appear on the error report.

Fields that can accept multiple data points may be separated by a pipe (|) character. A double major might look like "Biology|Chemistry".

AwardSpring does NOT transform data in any way. In general, most administrators prefer not to abbreviate field values like major, program code, ethnicity, etc. We recommend sending the full value for the field, but you can confirm with your scholarship team what they would like to see in AwardSpring.

What is proper format for imported files?

Imported files must comply with RFC 4180 (<https://tools.ietf.org/html/rfc4180>) which defines the proper format for comma-separated value (CSV) files. This includes proper field encapsulation and escaping.

We recommend enclosing ALL fields in double quotes to prevent issues with special characters shifting data in the file.

File names must not include spaces.

Can I change the format of the csv file after the initial setup?

Yes, so long as you are not in the middle of an award cycle. We will need to work with your IT team to update the import process.

Can AwardSpring integrate with my system?

Yes, AwardSpring can integrate with any system capable of generating a CSV file with the necessary data.

Is anything special required of me?

Yes, SIE requires working with your IT team to build the CSV export and the necessary scheduled job to transfer the file to our servers. The generation and transfer of export files must be entirely automated.

Additionally, we prefer to receive full libraries/data dictionaries for the fields being sent (where applicable).

Do I have to use Single Sign-On (SSO) with SIE?

We recommend pairing SIE with SSO as this will provide a superior experience for you and your users. However, enabling SSO in AwardSpring is not required for SIE.

What happens if something goes wrong with the import?

Our system monitors the automated import process and will send an error report if there are any failures. Our support team will work with you and your IT team to resolve errors that arise.

How long does implementation take?

Total configuration takes 4-12 weeks. This is due to the time needed for you, AwardSpring support, and your IT team to accomplish the following tasks:

Task	Owner
Determine data fields to import	Scholarship Administrator/IT Staff
Create export file	IT Staff
Test and rework of export file	AwardSpring/IT Staff
Configuration of AwardSpring	AwardSpring
Review imported data	Scholarship Administrator
Schedule automatic transfer of export	IT Staff

How does SIE change the student application experience?

- The login experience is different for customers who have SIE enabled. Student accounts are created for each imported record and applicants will need to set their AwardSpring password by clicking the “Retrieve Password” link on the login page.
- If SIE is enabled, account registration for prospective students must occur through a special prospective student portal.
- Once a data point has been imported, the question and response(s) associated with that data point will no longer be displayed on the applicant’s questionnaire. However, that data is used for scholarship matching.

Commonly Used Fields (these are only a suggestion)

Data Point	Frequency	Example
First Name	Required	Jane
Last Name	Required	Smith
Email	Required	jsmith@awardspring.com
Student ID	Required	AS-1238459
Username	Required with SSO clients	jsmith
GPA	Very Common	3.72
Street Address	Very Common	123 Main St. Apt 105
City	Very Common	Chicago
County	Very Common	Cook
Country	Common	United States
State	Common	Illinois
Phone	Very Common	555-555-5555
Major	Very Common	Biology Chemistry
Credit Hours	Very Common	36
Current Enrollment Hours	Very Common	12
Academic Status	Very Common	Incoming Freshmen
EFC	Common	5512
Ethnicity	Common	Black
Gender	Very Common	Female
Date of Birth	Common	1985-05-08
Currently Enrolled	Occasional	Y