Enrollment Monitoring Institutional User Technical Documentation

The enrollment monitoring report attempts to capture critical admissions and recruitment information in addition to dual enrollment, continuing student enrollment, and housing metrics at the undergraduate level.

This User Documentation will guide institutional users through the EMR Data Submission Portal user account request process, new user registration, login, and data entry.

Contents

New User Accounts

Access requests for new users should be sent by institution POCs to the ITS Helpdesk at support@usg.edu. Please include name, title, and email address of the new user. Once user access is granted, the new user will be added to the Enrollment Monitoring Data Collections Microsoft Teams site. The user will also receive an email with the Enrollment Monitoring Data Collections URL and a unique registration code. Please allow 3-5 business days once the new user request has been sent to the helpdesk for access to be granted.

New User Registration

All new users should first access the Enrollment Monitoring Data Collections Microsoft Teams site. This is the first step in ensuring the user has the appropriate access to the Enrollment Monitoring Report Data Submission Portal. User documentation will also be available to support institutions in the EMR process.

Next, go to the Enrollment Monitoring Data Collection at https://emr.usg.edu/. If you receive an error message, please clear your cookies & cache. If you are logged into Microsoft under an email address other than that which was provided for user access, please logout and login to Microsoft under your institutional email address provided.

Example:
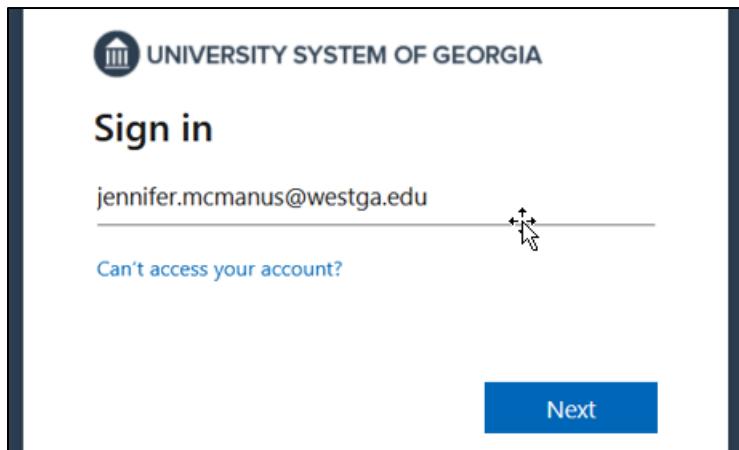
Complete the login with your institutional email address and password then grant permissions to finalize access to the URL by selecting 'Accept' in the following Microsoft request.

After accepting the permissions request above, you will be directed to the Enrollment Monitoring Report Data Submission Portal, shown below. Now, you will register your account to finalize access. First, select 'Sign In' in the upper right corner.
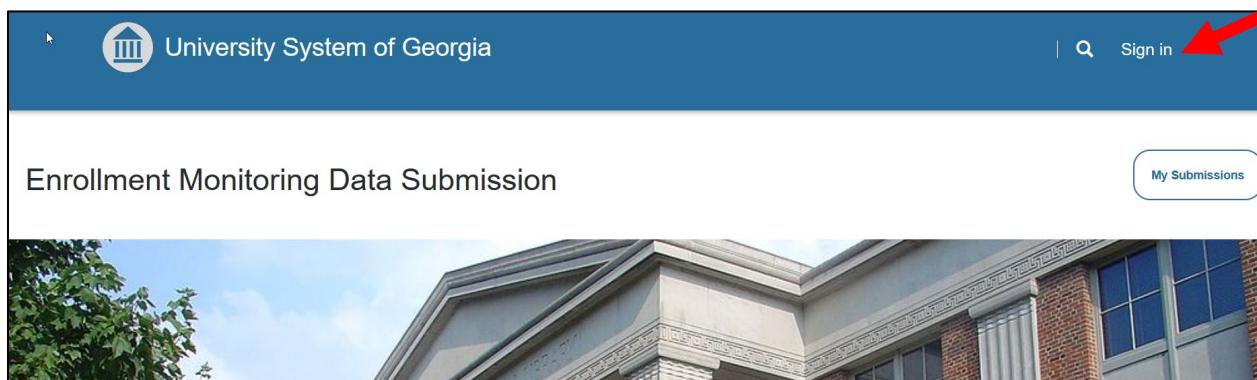
You will then be directed to the page shown below where you will select 'Redeem Invitation.'
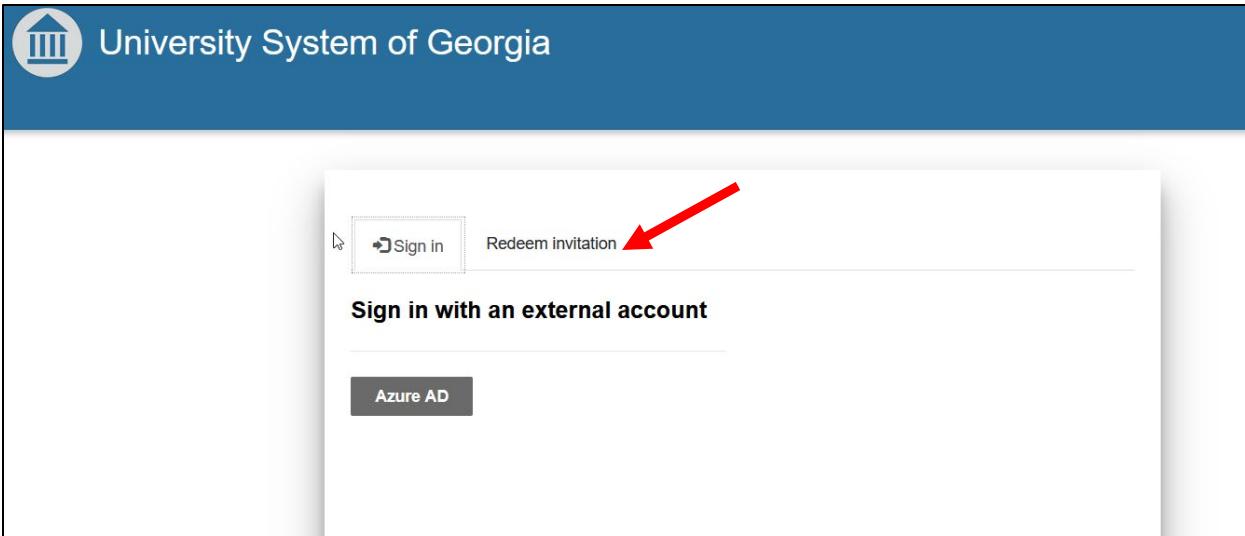
You will be directed to the following page to enter your Unique Invitation Code, which will be sent to you from the University System Office once your account has been requested and created. Please allow 3-5 business days after your request is sent to the helpdesk for new user access to be granted. **Copy and paste your Unique Invitation Code and check the 'I have an existing account' box, then select 'Register'**

Sample Unique Invitation Code: 5byXsDF77Xe9Eg-ytAJWrYEvwoxMnljQabMx6LUDOZgrwKTo562wOZWRx7RLO1nSNab7ft6uVsGaiAd0F7zATag5v-Nn7-MGszpdTeXM-uRXvndXmx29at61sP0i-UWKFIDW-2x4C-qgLKaffY9EHzVwhmuq9m4NZyw7-HABlc4-
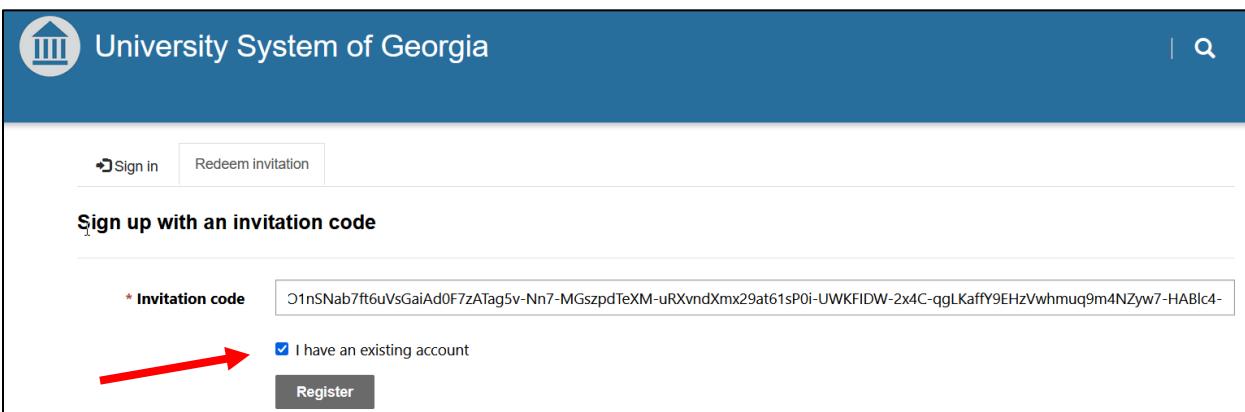
Next, you will see the following page where you will click on 'Azure AD'.
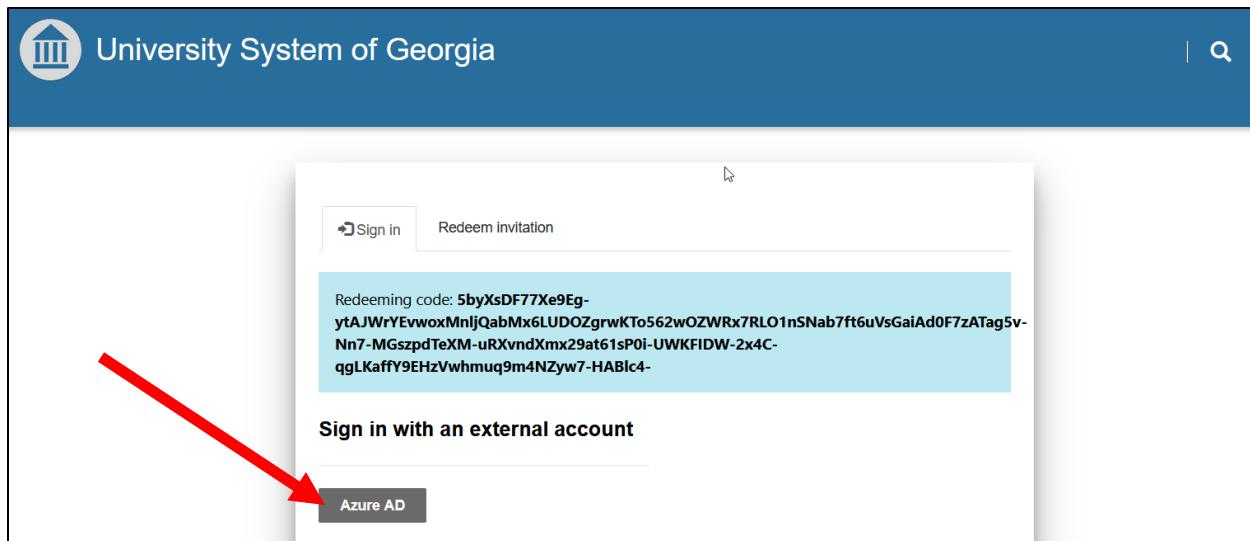
***Your account is now being registered. This may take a few minutes, do not attempt to refresh or exit at this point.

Once registered, you will have the opportunity to update your Profile. This is not required, but please scroll down to the bottom of the page and select 'Update' once your profile is updated or if you choose to skip this step.

You have now completed the registration process.

Current User Login

Once you have completed your registration, you will follow these steps to login bi-weekly or weekly to submit your data.

Go to Enrollment Monitoring Data Collection at https://emr.usg.edu/.

If you are not signed into Microsoft already, you will need to login using your institutional login and password. Once you have logged into Microsoft, you will be directed to the PowerPortals URL for the EMR Data Submission Portal.

You should see 'Sign In' in the upper right corner. If you see your name instead of 'Sign In' you are already signed in. If not, select 'Sign In'.
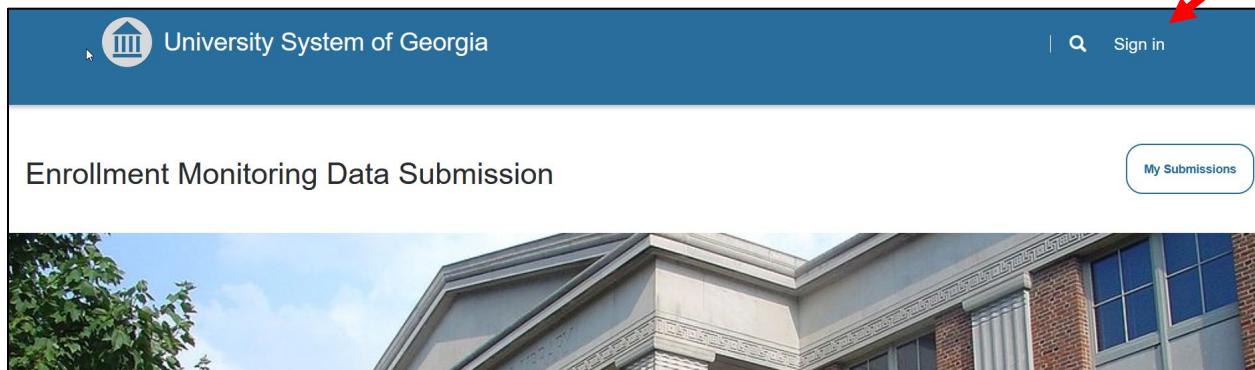
You will be directed to the following page where you will click on 'Azure AD'.
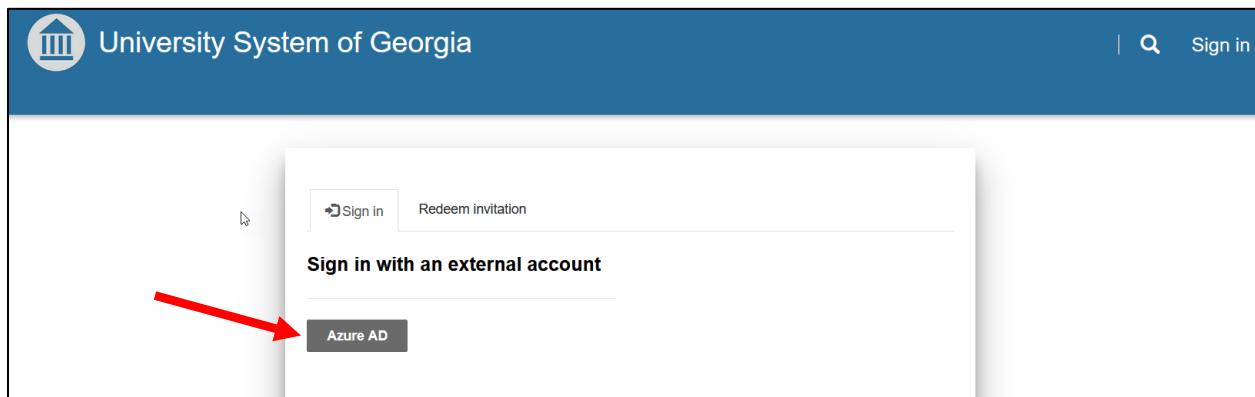
You will now see your name in the upper right corner. If you do not see your name, you did not login successfully. Please try again.
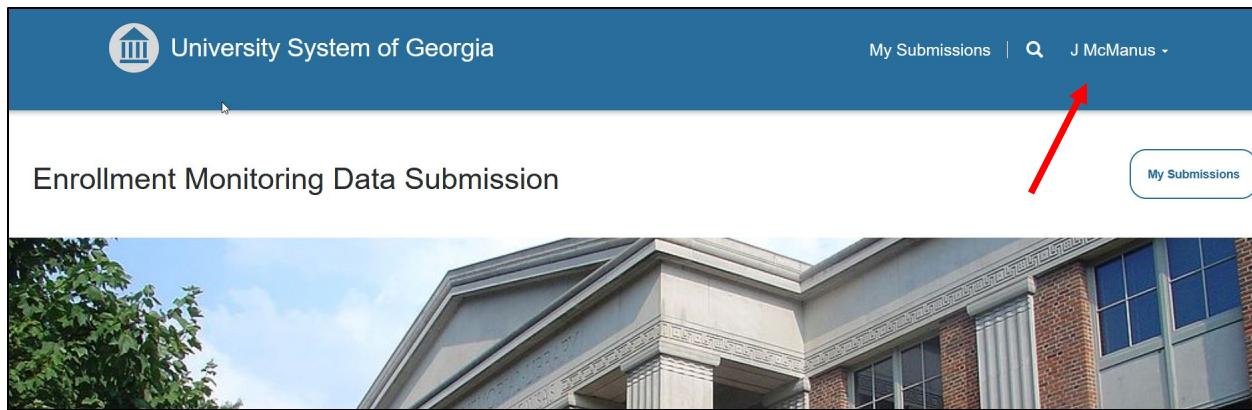
Portal Overview

Please refer to this section for more information regarding the terminology used and data auto populated throughout the data entry portal. Please refer to the Enrollment Monitoring 2025 Report Instructions and FAQs document to obtain the definitions for requested data entry fields.

Status

Every weekly submission record, whether historical or current, will have one of the following statuses:

- Open – Submission forms will automatically open on Sunday for your weekly submission. Open records are available for edit and will appear under the Active Records section on the My Submissions page. Records with a status of 'Open' have no saved data.
- Saved – Institutional data has been entered and saved. A saved status may or may not be completed. Other users on your campus can review and edit your saved data until the Tuesday at 5:00 PM deadline.
- Submitted – All forms will update to a Submitted status at Noon on Wednesday. Submitted records will appear under the Historical Data section on the My Submissions page. Data with a status of 'Submitted' cannot be edited.
- Approved – The System Office has approved your weekly submission. No additional data is needed for this week's record.
- Rejected – The System Office has rejected your weekly submission. You will need to access this record, review USO comments, update the data, and save.
- Requested – The System Office has requested data review and submission. You will need to access this record, review USO comments, update the data, and save.

Collection Date

This is the Saturday Data Snapshot Date. Please refer to the EMR 2025 Important Dates & Deadlines document in Microsoft Teams for specific dates.

Last Activity

This is the last activity date for the record in this row. The last activity date will show the date the form was created or the last date you, your colleagues, or the System Office touched this record.

Version

All new records should be listed as Version 1. If the data is rejected and sent back for re-submission after the data is locked on Wednesday at noon the re-submission record will be at Version 2.

Institution Comments

Please provide any comments for the University System Office in the comment field.

System Office Comments

If your data is rejected, information as to why the data was rejected will be in the System Office Comments section next to the data entry needing update.

Last Year, Difference, and Last Week Data

Within the form you will see data labeled as Last Year, Difference, and Last Week directly under the data field label. Last Year will provide you with the data you submitted for the comparable week for 2024. Difference will provide you with the difference between the 2024 data submitted and the 2025 data you have entered. Last Week will provide you with the data you submitted in the prior submission for 2025 (This may be last week or two weeks prior depending on whether we are in the weekly or bi-weekly submission timeline). Also, please note that there will be no data in the Last Week field for Week 1 Submission.

Data Entry & Submission

Once you have logged in successfully, you will click on 'My Submissions' on the right-hand side of your screen to access all submissions for your institution (Past, Present, and Future).
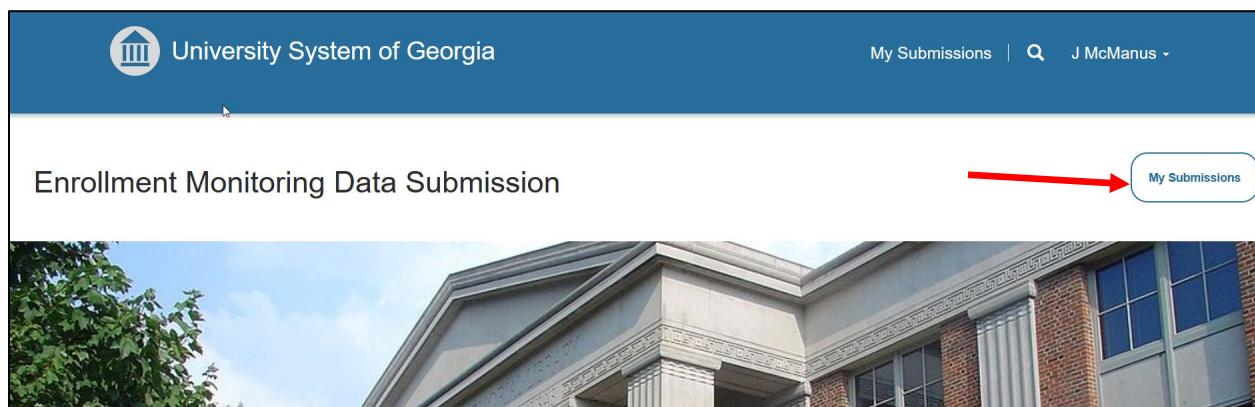
Active Records

The first section you will see is for Active Records. All records available for edit will appear in this section. To enter your data, you will select the dropdown on the right side of the row and click 'edit'.

You will now see the data entry form for the week's collection. First, you will see the legend which contains the Collection Year, Collection Week, Collection Date/Data Snapshot Date, Version Number, Institution SETID & Name, Last Activity Date, and Status.

Collection Year *	Collection Week	Collection Date *	Version
2024	1	2/3/2024	1
Institution SETID *	**Institution Name ***	**Last Activity Date**	**Status**
09000	Georgia State University - Atlanta	2/7/2024	Open

After the legend is the data entry form. ***Please refer to the Enrollment Monitoring 2025 Report Instructions and FAQs document to obtain the definitions for requested data entry fields.***

Section 1 First-Time Freshmen

In this section you will have the following data fields:

- Partial Application Data fields for Students from Georgia and Students not from Georgia
- Completed Application Data fields for Students from Georgia and Students not from Georgia
- Total Applicants Data fields for Students from Georgia and Students not from Georgia
- Accepted Student Data fields for Students from Georgia and Students not from Georgia
- Enrolled Student Data fields for Students from Georgia and Students not from Georgia
- Financial Aid Awarded for Total Students
- Paid in Full or Balance < Institutional Threshold for Total Students

Some sections will contain only one data field for the total number of students. Others will contain two data fields, one for Students from Georgia and one for Students not from Georgia. For these sections, the total number of students will be calculated on the right under Total Students once you enter data in both fields and tab to the next data field.

Section 1 | First-Time Freshmen

Partial Applications

Students from Georgia
Last Year N/A
Last Week N/A

200

Students not from Georgia
Last Year N/A
Last Week N/A

75

Total Students
Last Year N/A , Difference (-- | --)
Last Week N/A

275

Institution Comments

System Office Comments
—

After you complete Section 1 for First-Time Freshmen you will continue completing the data for Sections 2-5. You may scroll down to the bottom and save your data at any time during the process and login later to finish or have a colleague with access finish the data submission.

Section 2 New Undergraduate Transfer and Other New Undergraduates

Section 3 New Dual Enrollment

Section 4 All Continuing Undergraduate Students

Section 5 Housing

Once you have entered your data, scroll down to the bottom of the page and select 'Save'. Please see the next section on Validations if you receive an error while saving your data.

Your data will automatically update to a status of 'Submitted' at approximately Noon on Wednesday following the Tuesday 5:00PM deadline.

Auto Calculated Fields

The new portal has several auto calculated fields to assist with your submission. For instance, in Section 1 and Section 2, your total students for the collection week will be auto calculated. It is important to review this auto calculation as it can help you identify any data entry errors.

Example: In the screenshot below the Total Applicants fields were auto calculated based on the data entered in the Partial Applications and Completed Applications fields.

Section 1 | First Time Freshmen

Partial Applications

Students from Georgia	Students not from Georgia	Total Students
Last Year 2733	Last Year 719	Last Year 3452 , Difference (-3377 | -97.83%)
Last Week 2715	Last Week 763	Last Week 3478
50	25	75
Institution Comments		**System Office Comments**
		—

Completed Applications

Students from Georgia	Students not from Georgia	Total Students
Last Year 3075	Last Year 475	Last Year 3550 , Difference (-3359 | -94.62%)
Last Week 2801	Last Week 324	Last Week 3125
180	11	191
Institution Comments		**System Office Comments**
			—

Total Applicants

Students from Georgia	Students not from Georgia	Total Students
Last Year 5808	Last Year 1194	Last Year 7002 , Difference (-6736 | -96.20%)
Last Week 5516	Last Week 1087	Last Week 6603
230	36	266
Institution Comments		**System Office Comments**
		—

Validations

The new portal has several data validations included to catch errors prior to submission. These validations will run after you click 'Save' at the bottom of the page.

There are two types of Validation Errors.

The first type are alerts only and will not prevent you from saving the data. These alert validations will appear as a popup warning after you click 'save' at the bottom of the page. To go back and review the data entered, click on 'cancel'.

Warning

Section 1 - 'Financial Aid Awarded' should be less than or equal to 'Enrolled Students'
Section 4 - 'Financial Aid Awarded' should be less than or equal to 'Enrolled students'
Section 5 - 'Deposit/Occupied Beds' should be less than or equal to 'Total beds'

Ok   Cancel

The second type of validation errors are hard stop validations which will not allow you to move forward with saving your data. These validation errors will appear at the top of the page after you click on 'save' at the bottom of the page. If you click on the error, it will jump down to the data field in question.

> ℹ The form could not be submitted for the following reasons:
>
> Section 1 - 'Accepted students from Georgia' should be less than or equal to 'Completed Applications for Students from Georgia'
> Section 1 - 'Accepted students not from Georgia' should be less than or equal to 'Completed Applications for Students not from Georgia'

The following is a list of the validations in the form. Please note some are alerts only, which will still allow for the data to be saved. All other errors will prevent you from saving the data.

Section 1 First-Time Freshmen

- Students accepted should be <= students with complete applications
- Enrolled should be <= students accepted
- Alert Only Validation: Financial Aid awarded should be <= students enrolled.

Section 2 New Undergraduate Transfer and Other New Undergraduates

- Students accepted should be <= students with complete applications
- Enrolled should be <= students accepted

Section 3 New Dual Enrollment

- Students accepted should be <= applicants
- Enrolled should be <= students accepted

Section 4 All Continuing Undergraduate Students

- Paid in full should be <= students enrolled
- Alert Only Validation: Financial Aid awarded should be <= students enrolled.

Section 5 Housing

- Alert Only Validation: Number of institutional beds with deposit/occupied should be <= total number of beds.

Data Download Tool

Once your data is saved, you can download a copy of your data to an Excel file. You can find the download tool at the bottom right of the submission form as seen below.

You can also download previously approved or rejected files by viewing your data then scrolling to the bottom to download.

Below is a snippet of what your data download will look like.

			Students from Georgia			Students not from Georgia		
Collection Date	3/16/2024							
Institution SETID	Institution SETID							
Institution Name	Institution Name							
Collection Week	6							
Collection Year	2024							
Last Activity Date	3/18/2024							
Version	1							
Status	Saved							
			Current YTD	Previous Week	Previous YTD	Current YTD	Previous Week	Previous YTD
Applicant/Student Type								
Section 1: First-time Freshmen								
Partial Applications			101	105		377	394	

Rejected Submissions

Once your data is updated to a status of 'Submitted' on Wednesday at Noon, the System Office will finalize the review of your submission. If for any reason the data needs to be updated, a comment will be added in the 'System Office Comments' field for the data field which needs review and update and your submission will be rejected. All users at the institution will be automatically notified via email of the rejection. This record will now appear under the Active Record section on the My Submissions page as Version 2.

Automated Emails

All institutional users will receive an automated email from 'noreplyemr@usg.edu' if a record is Approved, Rejected, or Requested. Below is an example of the Approved automated email. The email will contain a link directly to the EMR Data Entry Portal.

From: No Reply Enrollment Monitoring <noreplyemr@usg.edu>
Sent: Monday, March 11, 2024 2:32 PM
To:
Subject: - Approval confirmation of USG Enrollment Monitoring Report

Some people who received this message don't often get email from noreplyemr@usg.edu. Learn why this is important

Dear User,
University System of Georgia has Approved the following record.

Set ID:
Institution Name:
Collection Date: 02/25/2023
Collection Week: 3

You can access your institution historical data in the following link USG EMR.

This is an auto-generated email, please do not respond to this address.

Regards,
University System of Georgia

Historical Data

Once you have logged in successfully, you will click on 'My Submissions' on the right-hand side of your screen to access all submissions for your institution (Past, Present, and Future).
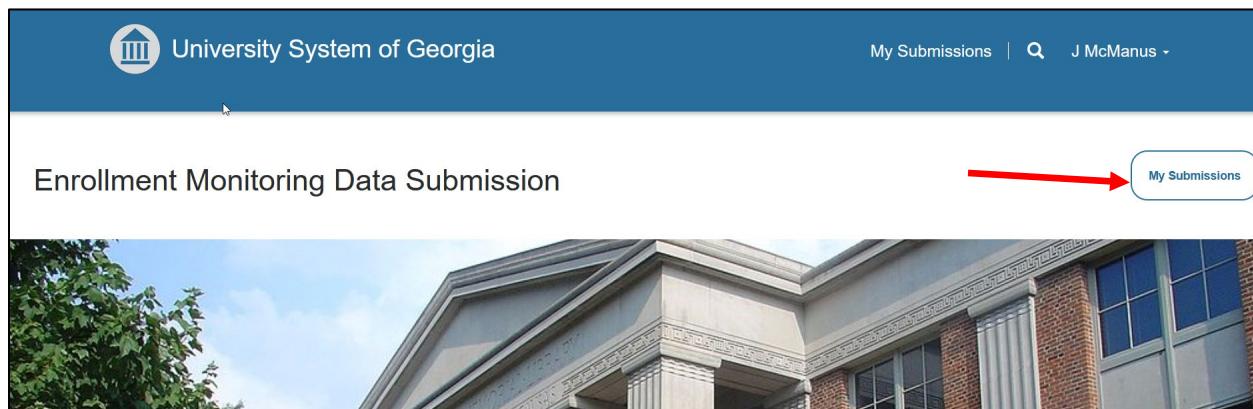
Below the Active Records which we just reviewed; you will see Historical Data. You can view previous submissions here. Data is view only and cannot be edited in this form. If during your review of this data, you discover the data is incorrect, please refer to the FAQ section of this document to determine next steps. *Also, please note the Status filter which will allow you to filter by various Statuses to assist you in finding the desired submission quickly. After selecting the 'Status' from the dropdown menu, you must select 'Apply'.*

To view a record, you will select the dropdown on the righthand side of the row for desired record and select View Record.
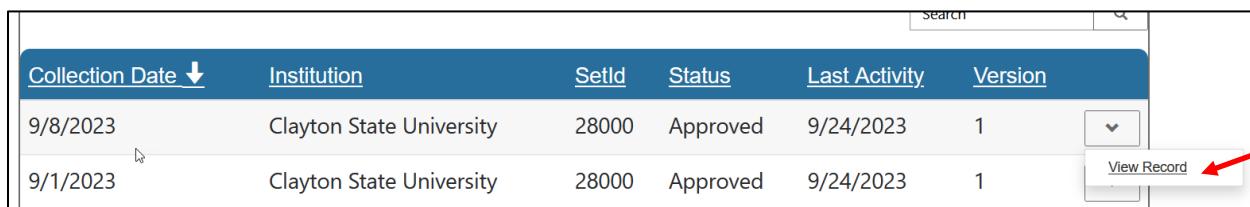
FAQs

Q1: What if I notice the data showing for last year does not match what we submitted last year?

Please email support@usg.edu with the following information to request review of the submitted data: Institution Name, Collection Date listed in submission form, and specific fields containing incorrect data. The System Office will review and re-open the online form for edits, if needed.

Q2: What if I notice on Thursday the data submitted on Tuesday at 5:00 PM was incorrect?

Please email support@usg.edu with the following information to request review of the submitted data: Institution Name, Collection Date listed in submission form, and specific fields containing incorrect data. The System Office will review and re-open the online form for edits, if needed.

Q3: Where is the submit button?

For original submissions there is no 'submit' button. All forms will be automatically submitted for review at noon on the Wednesday following the Tuesday, 5:00 PM submission deadline.

Q4: Can I export the data saved to send to institutional leadership on campus?

Export functionality became available mid-March 2024 and is under 'Data Download Tool' in this document.

Q5: Can multiple users at an institution access the form simultaneously?

Yes, multiple users can access the form simultaneously. Please review your data carefully after you save to ensure it is correct. We also highly recommend having a primary user to enter data then a reviewer.

Q6: If my data is rejected, what do I do next?

If your data is rejected, you will receive an email with a rejection status. You will need to login to the EMR Data Entry Portal and select Version 2 of the rejected data submission. Look for USO comments to assist you with determining why your data was rejected. Once your data is updated, please submit for approval. You will receive another email once your data has been approved. Please email support@usg.edu if you have questions.