


Following is the procedure for downloading the file containing the list of students that are Directly Certified for your district. The instructions are based on version 4 of CNPIMS Users Guide pages 123-126 which may be downloaded from [http://squaremeals.org/vgn/tda/files/2348/18019\\_CNPIMS%20User%20Guide%20Revised-v4.0.pdf](http://squaremeals.org/vgn/tda/files/2348/18019_CNPIMS%20User%20Guide%20Revised-v4.0.pdf) (Link verified on April 1, 2010)

The file must be downloaded to your PC into the C:\DC directory and then transferred to your Systems Design POS server. The initial Direct Certification file (July) must be processed prior to processing applications for the current year and updated monthly as new students are added by the State.

- ⇒ Open Internet Explorer
- ⇒ Go to the CNPIMS Login Page - <https://cnpprod1.tea.state.tx.us/>
- ⇒ Login with your user name and password
- ⇒ Click on the Direct Certification link near the bottom of the page
- ⇒ If you are processing a quarterly update (July, October, January, April) then you may click on **Year to Date List**. Otherwise click on the down arrow underneath Update Period and select the appropriate month.
- ⇒ Click on Download and the data displays in your web browser
- ⇒ Click on the export icon  (this symbol is above the column headings at the left)
- ⇒ A pop-up box appears asking for the file format and page range
- ⇒ For file format, select "Microsoft Excel 97-2000 - Data Only (XLS)".
- ⇒ For page range, select "All". Then, click "OK".
- ⇒ A pop-up box appears asking if you want to open or save the file.
- ⇒ Click "Open". ***This is very important otherwise the following instructions will NOT work.***
- ⇒ Once the file opens, click "Save As". At the top of the window is the Save-In location, click on the down arrow at the right and select "Local Disk C:" or the appropriate designation for your drive C.
- ⇒ In the body of the window, you will see a folder named DC. Double-click on the DC folder to open it.
- ⇒ Enter an appropriate file name such as DirCertYYMM and substitute the two-digit year and two-digit month as appropriate. DirCert1007 would be for July 2010. *Make note of this name since you need to verify you have the same file name when you perform FTP Direct Cert on the next page. DO NOT USE ANY SPACES IN THE FILENAME OR IT WILL NOT BE USABLE.*
- ⇒ Click the "Save as type" drop-down and select "CSV (Comma delimited)"
- ⇒ Click Save
- ⇒ A pop-up box appears asking about feature compatibility. Click "Yes" to continue saving as a CSV file.

The file is now ready to be transferred to your system using *FTP Direct Cert*. You may use the following steps:

- ⇒ Click on Start
- ⇒ Click on All Programs
- ⇒ Click on CSDI

- ⇒ Click on FTP Direct Cert
- ⇒ Please verify the Version and Revision numbers on the screen. The current program version of *FTP Direct Cert* is version 1.08, Rev. 29. The version number displays at the top of the screen. If you have an older version (smaller revision number) then you need to update to the latest program from our website.
- ⇒ A screen displays prompting you for the filename and will suggest the newest file in the directory:

```

FTP Direct Cert
Version 1.08 $Rev: 29 $

PARAMETERS:
  Extract Drive=C
  Extract Path=\DC
Extract Filename=
  IP Address=192.168.97.254
  FTP username=download

DirCert1007.csv

Enter File Direct Certification Filename,
or press [ENTER] to use DirCert1007.csv,
or q to quit:

```

- ⇒ If the suggested filename is correct, you may press [ENTER] to use it or type in a different filename and then press [ENTER].  
**Note:** This name should be the name you used when you downloaded the file from CNPIMS on the previous page. If not, this indicates you did not save the CNPIMS in the C:\DC directory.
- ⇒ The file transfer occurs and you will be informed of the result:

```

FTP Direct Cert
230 User download logged in.
ftp> ascii
200 Type set to A.
ftp> Local directory now C:\DC.
ftp> lcd C:\DC
cd /IMOSDATA/22
250 CWD command successful.
ftp> ren DIRCERT DIRCERT.SAV
350 File exists, ready for destination name
250 RNTD command successful.
ftp> put DirCert1007.csv DIRCERT
200 PORT command successful.
150 Opening ASCII mode data connection for DIRCERT.
226 Transfer complete.
ftp> Invalid command.
ftp> chmod 0666 DIRCERT
quit
221-You have transferred 0 bytes in 1 files.
221-Total traffic for this session was 562 bytes in 1 transfers.
221-Thank you for using the FTP service on csdiloan.
221 Goodbye.

File transferred successfully
Press any key to continue . . .

```

- ⇒ Note the next to last line. It will report either *File transferred successfully* or *File failed to transfer, correct the problem and retry*. If it does not read *File transferred successfully* then you will need to resolve the problem. If needed you may contact Systems Design for support.

The file is now ready to process by the Systems Design software. If this is not the first quarter proceed to **NOT FIRST QUARTER continues here** on the next page.

**NOTE: If this is the First Quarter (July/August) stop here and do NOT proceed with these steps until your End-of-Year Rollover has been completed.**

There are two reasons for not running the import at this time. First, any student who is on the D/C list and is new to your district will not have a Student Masterfile record requiring you to manually mark them later after your demographic update has been processed. Second, you might send letters to students who have left the district thus wasting your postage and time.

*If you have completed the previous steps to transfer your Direct Certification file to the server, we will run the rest of the process for you as part of the End-of-Year Rollover process.*

**NOT FIRST QUARTER continues here**

⇒ Go to LA-08 DIRECT CERTIFICATION MENU

⇒ Select 02 - PROCESS DIRECT CERTIFICATION

The system prompts for your printer #. Enter your printer # and confirm it. Next the screen displays the name of your district on the STUDENT KEY FILE BUILD screen and prompts ALL OK?(YNC)-[\*]. Press Y to continue or C to cancel and abort the process.. The system prompts "DATE CERTIFIED", press [ENTER] for today's date. The system prompts If you enter another date, you will not be able to print just the letters for the records updated that day.

⇒ If the current date is in July or August, you are prompted "RESET LAST YEAR DIRECT CERTIFIED?". If you type Y, all of the students on file will have their Direct Certification flag cleared and only the students in the list you are importing will have their Direct Certification flag set to Y. If this is the first run for a new school year, the normal response is Y. If this is not the first run of the school year, type N. When the job has completed, look at the NUMBER OF STUDENTS NOT MATCHED to determine whether or not you need to follow the next two steps. Skip the next two paragraphs if this number is zero since a report will not print

⇒ Check your printer for a report labeled **DIRECT CERTIFICATION EXCEPTION REPORT**, which is a list of students who were not matched to Student Masters in your system. This matching is based on the Social Security Number provided by the State. There are two possible reasons for a student not to be matched. The first is if the student was enrolled with an incorrect Social Security Number or a mistake was made entering the Social Security Number into your PEIMS system. The other is the State may have the incorrect Social Security Number for the person.

NOTE: It will be necessary for you to use STUDENT MASTERFILE MAINTENANCE (FS-01-01) and perform a lookup to see if the Student is in your database and if they are, you will need to manually mark their Direct Certification status in Field 32 by typing a Y beside DC. There is no need to change the Social Security Number on the Student Masterfile, as your next Demographic Update would overwrite it. If the Social Security Number requires updating, then the PEIMS system needs to be updated and then the change will be brought into your system with the following Demographic Update.

⇒ Select 04 [DIRECT CERT LIST, BY CAMPUS] specify today's date, then write on the report it is after importing the Direct Certification update (this just shows students brought in on the system from the DC list today)

⇒ Select 14 [DIRECT CERT BY ASSOCIATION] print and update

⇒ Select 04 [DIRECT CERT LIST, BY CAMPUS] specify today's date, then write on the report it is after import and DC by Assoc. (this shows students made DC today)

⇒ Select 03 - PRINT DIRECT CERT LETTERS

NOTE: Do not print the letters until all the above corrections on the **DIRECT CERTIFICATION EXCEPTION REPORT** have been made.

Remember that letters should not be mailed out more than thirty days before the first day of school.

⇒ The system prompts ENTER RUN DATE, you may press [ENTER] for today's date.

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- ⇒ Next the system prompts INCLUDE INACTIVES, normally the answer is N to exclude letters being printed for students who are no longer active.
- ⇒ Next the system prompts SELECT TYPE OF LETTER TO PRINT, press D for Direct Certification.
- ⇒ The system then prompts SELECT CAMPUS OR INDIVIDUAL TO PRINT, enter 01 to print letters for a Campus or the entire District.
- ⇒ The system will prompt ENTER CAMPUS TO PRINT, you may press [ENTER] to print letters for the entire District or you may enter a specific campus to print letters for just selected campuses. If you use this second option you will enter each campus number to be printed and then type END when complete.
- ⇒ Next you are prompted ENTER DATE OF CERTIFICATION TO PRINT, enter the same date you used in LA-08-02 above (usually today's date).
- ⇒ You will be prompted IS THIS TO BE PRINTED ON YOUR LETTERHEAD OR ON REGULAR PAPER. Type L if you are printing on letterhead; otherwise type R to print on blank paper.
- ⇒ The system prompts ALL OK, type Y if everything is correct, type N to reenter your selections. You may type C to cancel the entire job and return to the menu.

Below is a sample screen. Note the Run Date and Date of Certification both use the current date.

```
JUL 7, 2009          NOTIFICATION OF PREDETERMINED ELIGIBILITY          LAM401 --29
ENTER DISTRICT NUMBER-[01]  SYSTEMS DESIGN FOOD SERVICE
ENTER RUN DATE-- [07/07/2009]  INCLUDE INACTIVES(Y/N) - [N]

  SELECT TYPE OF LETTER TO PRINT: [D]
    D = DIRECT CERTIFICATION      S = SAMPLE LETTERS
    M = MIGRANT STUDENT
    H = HEAD START
    A = ALL (DIRECT CERTIFICATION PRECEDENCE)

  SELECT CAMPUS OR INDIVIDUAL TO PRINT: [01]
    1 = PRINT LETTER FOR A CAMPUS OR THE DISTRICT
    2 = PRINT LETTER FOR SELECT INDIVIDUAL
    99 = EXIT
    ENTER CAMPUS TO PRINT - [All ]
ENTER DATE OF CERTIFICATION TO PRINT - [07-07-2009]
IS THIS TO BE PRINTED ON YOUR LETTERHEAD OR ON REGULAR PAPER? [R]
  L=LETTERHEAD  R=REGULAR PAPER
ALL OK?(YNC)- [ ]

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- ⇒ Select 04 [DIRECT CERT LIST, BY CAMPUS] press [ENTER] to select all dates, you could write on it that is after importing and D/C by assoc (this shows everyone who is D/C)