

The Student Participation List requires the Last Name, First Name, Date of Birth, and Grade for ASPIRE students.

ASPIRE uses the Student Participation List to match with the National Student Clearinghouse. The Clearinghouse is a large database of US college enrollment data and allows ASPIRE to learn more about student transition patterns from high school to college to graduation. These results are only reported in aggregate (the total numbers of students matched). Individual student data is kept strictly confidential and is never made public.

When adding students to the Participation List, only include 12th grade students who have been matched with a community or staff mentor at least 3 times. You can add students to the List any time during the current academic year. The final List is due by **May 15** of each academic year.

## 1) Enter your student information into the OSAC Partner Portal

- a. Visit <https://oregonstudentaid.gov/login.aspx>
- b. Select "Partner Portal"
- c. Enter your High School Login, User ID, and Password
- d. Click on the **ASPIRE Program homepage**
- e. Click on **Student Participation List**

## 2) Add info into the Student Participation List

- a. Add students **one-by-one** in the "Add Student" section
  - i. Enter the student's Last Name, First Name, Date of Birth, and Grade. Click "Add New"
- b. Add **multiple students** from previous years
  - i. Click on "Multiple Add Screen." Click on the students and then click "Add Selected"
- c. Add new students by **uploading an Excel file**
  - i. Create an Excel file with these 4 columns (no headers on the spreadsheet): Last Name, First Name, Date of Birth (mm-dd-yyyy), and Grade Number
  - ii. Save your Excel file as CSV
  - iii. Click on "Upload File"