


## SURE Submission Layout File Specifications

This guide serves as a reference in preparation to submit a SURE file via the secure data platform MoveIT. This document is intended to serve as a checklist, but does not replace the [data dictionary](#).

All fields identified with a “Y” in the column titled “*Required*” are required. The “*Page*” column indicates the page number of the data dictionary on which more information for the specific field can be found. Pages in **BOLD** indicate fields that have historically been prone to errors and thus merit closer attention. If you have any questions, please e-mail [research@oshe.nj.gov](mailto:research@oshe.nj.gov).

### STEP 1: Create Student Unit Record

SURE data files should use the layout below. Each SURE file must be submitted in XLSX format.

**IMPORTANT:** Do not enter commas, dashes, or slashes in any of the fields. For all fields with “*Text*” in the “*Variable Type*” column below, select the entire column in the file and change the type from “General” to “Text” and then paste as values 

### SURE Social Security Number Updates File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	SSN Update Reporting Date	Text	6	Y	MMYYYY	6	<input type="checkbox"/> Date is in MMYYYY format <input type="checkbox"/> Date does not include separators such as “/” or “-”
B	Institution Code	Text	6	Y	XXXXXX	<b>7-8</b>	<input type="checkbox"/> All codes are 6 digits, formatted as text
C	Old Social Security Number	Text	9	Y	XXXXXXXXXX	<b>9</b>	<input type="checkbox"/> SSN is 9 characters long <input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Invalid SSN’s are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXXX, using “9” followed by the Student ID Number <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type <input type="checkbox"/> Column is formatted as text and not a custom format
D	New Social Security Number	Text	9	Y	XXXXXXXXXX	<b>10</b>	<input type="checkbox"/> SSN is 9 characters long <input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Invalid SSN’s are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXXX, using “9” followed by the Student ID Number <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type <input type="checkbox"/> Column is formatted as text and not a custom format

E	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXXXX	11	<input type="checkbox"/> Valid Institutional ID is ≤ 15 characters <input type="checkbox"/> Institutional ID Includes leading 0's <input type="checkbox"/> Identical Institutional ID should not appear on multiple rows <input type="checkbox"/> Column is formatted as text and not a custom format
---	---	------	------	---	--------------------	----	--

## STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. You can use underscores in your file name, but should NOT use these characters: ! @ # \$ % ^ & \* ( ) +. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention and preparing it for submission. Please review the naming convention criteria and examples below.

### TITLE VARIABLE

### EXAMPLE

1. INSTITUTION NAME South University
2. SEMESTER Fall or Spring or FY, Feb, August
3. REPORTING YEAR YYYY (e.g 2021)
4. SURE FILE TYPE Enrollment, FY Completions, 12 Month, SSN Updates, New Transfer, Non Credit
5. VERSION Initial submission : V1  
Revised Version : V2, V3, etc.
6. DATE OF SUBMISSION Month, day, year format (MMDDYY) the file was submitted.

### Naming convention for Initial file type

1. *InstitutionName\_Feb20YY\_SSNUpdates\_V1\_MMDDYY*

## REVISED FILE SUBMISSION

For submission of a **revised file**, we request the file to be saved with the following naming convention before the file is dropped or uploaded to the respective moveIT folder.

*InstitutionName\_Revised\_Feb20YY\_SSNUpdates\_V2\_MMDDYY*

(Ex. SSN Updates Revised file submitted on 2/15/2022 will have the naming convention ***InstitutionName\_Revised\_Feb20YY\_SSNUpdates\_V2\_021522***)

## STEP 3: Uploading prepared SURE File to MoveIT platform.

Once the file is ready and appropriately named, it is ready to be placed in the designated folder via MoveIT. You will navigate to the NJ secure MoveIT platform by going to the log-in URL- <https://njgov.moveitcloud.com/>.

Use your login credentials to login to the secure platform. Once logged in, your home folder should be a folder with the institution's name. Click into that folder and either drag and drop the file you are submitting or click the "upload files" option. Once the file has been uploaded, you should see the uploaded file in the folder. Once the file is uploaded, we will be able to retrieve the file from the folder and OSHE Research will get a message indicating a new file has been uploaded to your institutions folder.

We kindly ask you avoid sending your files using the packages option in MoveIT by sending the file to [Research@oshe.nj.gov](mailto:Research@oshe.nj.gov), as this generates a new member username and password that requires a separate login and may get missed.