



Nova Scotia Confirmation of Enrollment Portal User Manual



TABLE OF CONTENTS

1. Introduction	3
2. Roles and Responsibilities	3
3. Securing Student Information	4
4. Setting up User Names and Passwords	5
5. Logging In	6
6. Home Page	8
7. New Requests	9
a. Steps to Confirm Full-Time Student Enrollment	11
b. Steps to Decline Student Enrollment	13
8. Completed Records	15
9. Cancelled Records	16
10. Other Tasks	17
a. Graduation Confirmation	18
b. Withdrawal/Status Change Form	26
c. Reports	30
i. Application Listing	31
ii. Remittance Report	32
iii. Remittance Variance Report	33
d. Tuition Update	34
11. User Administrative Options	35
12. Super User Administrative Options	36

APPENDIX

Appendix A	Agreement to Access the Confirmation of Enrollment Portal
Appendix B	Quick Reference Guide: Withdrawal/Status Change & Course Drop

1. INTRODUCTION

The Electronic Confirmation of Enrollment (CoE) portal is a web-based tool designed to streamline the process of confirming full-time enrollment of students applying for Nova Scotia and Canada Student Loans. Nova Scotia students are not required to present a paper certificate to have their attendance status confirmed as any school across Canada can complete this process electronically through the CoE portal.

During the process, schools will be able to indicate on the portal the amount that they wish to deduct for fees due from the student's award, while the balance is direct deposited to the student's bank account.

Paperless processing benefits students, schools and service providers by:

- Minimizing disbursement turn-around time for schools and Nova Scotia students
- Negating issues such as mailing time delays and lost documents requiring replacement
- Providing notification by email that there are student records awaiting confirmation on the portal
- Allowing for real-time on-line confirmation, one student record at a time
- Providing inquiry, reconciliation, audit functionalities and the ability to generate reports

A list of all acronyms in this manual has been compiled below:

Acronyms	Definition
CoE	Confirmation of Enrollment
E-CoE	Electronic Confirmation of Enrollment
NSSAO	Nova Scotia Student Assistance Office
NSSL	Nova Scotia Student Loans
CSL	Canada Student Loans
FAO	Financial Aid Officers
FTE	Full-time Enrollment
E-Cert	Electronic Certificate

2. ROLES AND RESPONSIBILITIES

Once the school has completed and returned the *AGREEMENT TO ACCESS THE CONFIRMATION OF ENROLLMENT PORTAL* form (Appendix A) to the NS Student Assistance Office, authorized Super User/Users will receive usernames and passwords to login to the portal.

Super User:

An official (Registrar, Financial Aid Officer, Director etc.), appointed by the school, who has primary responsibility to ensure confirmation of enrollment is completed as required. They may or may not be the individual performing the confirmation of enrollment process on the portal. The Super User is also responsible for the security and maintenance of users on the portal.

User:

Individual(s), appointed by the Super User, assigned the responsibility to electronically confirm enrollment and/or input fees on behalf of the school.

It is the responsibility of the authorized Super User/ User to ensure that:

- ✓ The Super User or User has read and understood the Electronic Confirmation of Enrollment User Manual for the web portal.
- ✓ The person named on the Electronic Certificate is the student for whom the Electronic Certificate is intended.
- ✓ The student is in full-time attendance in the designated program at the school as stated on the Electronic Certificate.
- ✓ The start date on the Electronic Certificate is the same as that on the student's contract and/or student record.
- ✓ The end date on the Electronic Certificate is the same as that on the student's contract and/or student record.
- ✓ The number of study weeks is the same as that on the student's contract and/or student record.
- ✓ Record the correct tuition and mandatory fees for the period of study indicated under "Wks".

If any portion of the information on the portal is incorrect for the student, the Super User or User must not confirm the student record. They must follow the steps outlined in this User Manual to decline confirmation and provide details to the Nova Scotia Student Assistance Office.

A school is permitted to collect tuition and/or other fees owed by the student by inputting the information in the space provided on the portal (EI Fees Due).

3. Securing Student Information

Super Users/Users are responsible for ensuring the security of student information as accessible via the Nova Scotia Confirmation of Enrollment Portal. Requirements for the security of student information are identified as follows:

- ✓ Email should not contain both student name and SIN information. Nor should this information (name/SIN) be in the subject line.
- ✓ User name and passwords to access the Nova Scotia CoE portal should NOT be shared.
- ✓ Super User's complete an "Agreement to Access the Portal" for all new staff who require access to the portal.
- ✓ When not working on the portal confirming students, users should be logged out.
- ✓ Super Users disable User accounts when their authorization becomes redundant.
- ✓ Any student records that are printed should be filed as appropriate and securely stored. Student information that is not to be filed should be destroyed in a secure manner.
- ✓ Student data should not be saved to external storage devices.

4. SETTING UP USERNAMES AND PASSWORDS

Creating Usernames

Nova Scotia Student Assistance Office will set up the username.

Creating Passwords

Nova Scotia Student Assistance Office sets up a temporary password which must be changed upon initial login.

Changing Passwords

Users will be prompted to change their password every 60 days. Passwords may also be changed at any time by clicking the “Admin” tab on the portal. Users will be required to enter their current password and then enter and re-enter the new password.

Timed Inactivity of Usernames and Passwords (Time Out)

If a user remains logged-on to the portal with no activity for 20 minutes the system automatically logs them out of the portal. They will have to sign-in again with their username and password.

Logging-in with wrong Password

Attempting to login to the portal with the wrong password **3 times in one day**, will lead to the system locking out the user. The user will need to contact NS Student Assistance Office to have their account reset.

Note: passwords are case sensitive

Forgotten Username

When a user forgets their username they must contact the NS Student Assistance Office.

Forgotten Password

When a user forgets their password and cannot retrieve it by answering the challenge questions they can contact the NS Student Assistance Office. They will be issued a temporary password which must be changed upon initial login.

NOVA SCOTIA STUDENT ASSISTANCE OFFICE

Monday – Friday
8:30 a.m. to 4:30 p.m. AST

Maureen Hubley (902) 424-3551 Maureen.Hubley@Novascotia.ca

Donna Gillie (902) 424-6983 Donna.Gillie@Novascotia.ca

Sharon Shaw (902) 424-8434 Sharon.Shaw@Novascotia.ca

5. LOGGING IN

Go to: <https://lae.novascotia.ca/sans/EIPortal/login.aspx?ReturnUrl=%2fsans%2fEIPortal%2f>

First-time User Login or Login after a Password Reset

When the login window opens, type in your Username and temporary password, then click “Login”

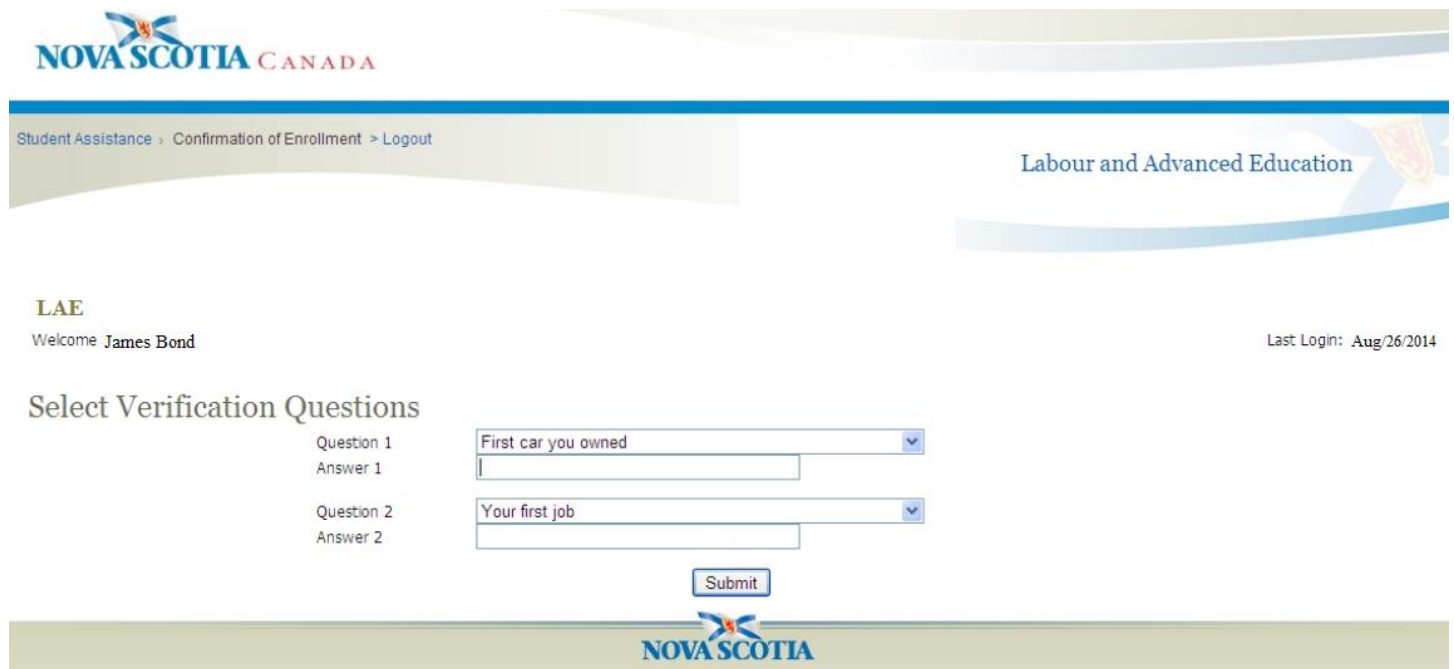
The screenshot shows the login page for the Electronic Confirmation of Enrolment Portal. At the top left is the Nova Scotia Canada logo. Below it, a breadcrumb trail reads "Student Assistance > Confirmation of Enrollment". On the right, it says "Labour and Advanced Education". The main heading is "Electronic Confirmation of Enrolment Portal". Below this, there are two input fields: "Username:" and "Password:". To the right of the password field is a "Login" button. Below the password field is a link that says "Forgot your password?". At the bottom center is the Nova Scotia logo.

This will take you to a page where you are asked to enter:

New Password: this is the password you will use going forward
Confirm Password: this is to confirm your new password, then click “Submit”

The screenshot shows the "Change Password" page. At the top left is the Nova Scotia Canada logo. Below it, a breadcrumb trail reads "Student Assistance > Confirmation of Enrollment > Logout". On the right, it says "Labour and Advanced Education". The page has a header with "LAE" in green, "Welcome James Bond" on the left, and "Last Login: Jul/12/2013" on the right. The main heading is "Change Password". Below this, there are two input fields: "New Password" and "Confirm Password", both containing eight dots. To the right of these fields are "Submit" and "Cancel" buttons. To the right of the buttons, there is a section titled "Passwords must:" with two bullet points: "- Be at least 8 characters long" and "- Use all character types". Below these are three numbered requirements: "1. English uppercase letters: A,B,C...", "2. English lowercase letters: a,b,c...", and "3. Westernized Arabic Numbers: 0,1,2,3...". At the bottom center is the Nova Scotia logo.

You will then be directed to a page where you set up challenge questions and answers to help in retrieving your password if you forget it in the future.



The screenshot shows the Nova Scotia Canada website header with the logo and navigation links: [Student Assistance](#), [Confirmation of Enrollment](#), and [Logout](#). The page title is "Labour and Advanced Education". Below the header, the user is logged in as "James Bond" with a "Last Login: Aug/26/2014" timestamp. The main section is titled "Select Verification Questions" and contains two question sets. Each set has a dropdown menu for the question and a text input field for the answer. The first question is "First car you owned" and the second is "Your first job". A "Submit" button is located below the second question set. The footer features the Nova Scotia logo.

NOVA SCOTIA CANADA

[Student Assistance](#) > [Confirmation of Enrollment](#) > [Logout](#)

Labour and Advanced Education

LAE
Welcome **James Bond** Last Login: Aug/26/2014

Select Verification Questions

Question 1
Answer 1

Question 2
Answer 2

First car you owned

Your first job

Submit

NOVA SCOTIA

After this set up is complete you are then taken to the Home page.

6. HOME PAGE

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

LAE 1

Welcome James Bond 2

Last Login: Mar/25/2013 5

3

Home New Requests Not Confirmed Complete Cancel Admin Other Tasks

Instructions

- New Requests - Confirm that the student is enrolled in full-time studies and the fees due. Ensure that you click on "Send" to submit completed records.
- Not Confirmed - Click on "?" to confirm reasons for non-confirmation of full-time enrolment. Ensure that you click on "Send" to submit completed records.

Your responsibilities and obligations

- Super Users - Use the "Admin" tab to immediately disable user accounts when there is a change in personnel to prevent unauthorized access.
- Users - Do not share your log-in/password with others.
- Notify the Student Assistance Office immediately of student withdrawals or reduction in course load below full-time status.

Key Contacts

- For inquiries please contact:
- Sharon Shaw - 902.424.8434 // shawse@gov.ns.ca
- Donna Gillie - 902.424.6983 // gillied@gov.ns.ca

Notices / What's New

Click Graduation Confirmation to enter and confirm graduation information.

Click Withdrawal/Change of Status to enter withdrawal and Change of Status information on line.

Click CoE Portal User Manual to view the User Guide

For information about new initiatives of the Nova Scotia Student Assistance Office visit:
http://studentloans.ednet.ns.ca/whats_new

4

6

NOVA SCOTIA

1. School Name
2. Name of the logged in user.
3. Tabs to show all the screens that can be viewed.
4. Key contacts at the NS Student Assistance Office. Support is available from Monday to Friday 8:30 a.m. to 4:30 p.m. (AST)
5. Last login date.
6. A Notices / Whats New section for information/updates. This is where you will find the most recent copy of the CoE Portal User Manual.

7. NEW REQUESTS:

SCHOOL

Welcome **Fred Astair**

Last Login: Jul/29/2014

Last Name:

SIN:

Year:



Items per Page:


Home		New Requests		Not Confirmed		Complete		Cancel		Admin		Other Tasks		
An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.														
SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Confirm FTE	El Fees Due	Notes		Lock
123-456-789	Astair, Fred	05/10/1899	2005757	B Business Administration	07/14	02/15	8450	34	\$2390/\$0	<input checked="" type="radio"/> Y <input type="radio"/> N	2000		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
987-654-321	Rogers, Ginger	16/07/11	2005767	B Business Administration	07/14	02/15	1900	34	\$0/\$661	<input type="radio"/> Y <input checked="" type="radio"/> N		RE 29/07/14	<input type="button" value="Edit"/>	
222-111-222	Kelly, Grace	12/11/29	2010219	B Science Nursing	07/14	03/15		36	\$1982/\$0	<input type="radio"/> Y <input checked="" type="radio"/> N		01/07/14	<input type="button" value="Edit"/>	
1														

Page 1 of 1

1. The "New Requests" tab
2. Clicking the "Edit" button changes it to "Save" and the "Cancel" button appears below it.
3. "Confirm FTE" confirm full-time enrollment. Click "Y" for yes, or "N" for no (clicking "Cancel" clears your selection).
4. "Tuition/Fees" enter the tuition/mandatory fees, as a combined amount, for each student.
5. "El Fees Due" educational institution fees due, school indicates here if they want to take a portion of the award, cannot exceed the disbursement amount.
6. "Save" when clicked, saves the file and changes back to "Edit".
7. "Cancel" clears all entries made in the row.
8. "Send" sends completed, saved files.

NOTE: the list of student files on the “New Requests” can be converted into a PDF file or an Excel spreadsheet.

Clicking the PDF icon  will convert the “New Requests” page into a printable PDF file. Clicking the Excel icon  will convert the “New Requests” page into an Excel spreadsheet:



Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE
Welcome James Bond
Pick Group: HUUU - School ☐ Non-COE List Filter
Last Name:
SIN:
Year: 2014
 Items per Page: 10 rows

Click here to convert "New Requests" into a PDF document

Click here to convert "New Requests" into an Excel spreadsheet

Home

New Requests

Not Confirmed

Complete

Cancel

Admin

Other Tasks

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Confirm FTE	EI Fees Due	Notes	
123-456-789	Astaire, Frederick	05/10/1899		B Fine Arts Dance	09/14	04/15	3058	34	\$3186/\$0	<input type="radio"/> Y <input type="radio"/> N		28/11/14	<input type="button" value="Edit"/>
129744744	d'Entremont, Della *	07/30/93	0662431	B Business Administration Co-op In Study	09/14	12/14	3274	17	\$0/\$1300	<input type="radio"/> Y <input type="radio"/> N		RE 28/11/14	<input type="button" value="Edit"/>

7a. Steps to Confirm Full-Time Student enrollment

Please ensure the student is enrolled full-time and that the information in the student record is correct (name, date of birth, field of study, start/end dates and number of weeks). Once you have verified full-time enrollment, and all the other information is correct, please follow these steps:

1. Click "Edit" it changes to "Save" and the "Cancel" button appears ("Cancel" clears all entries made in the row).
2. Once student information is verified as correct, click "Y" to confirm full-time enrollment (under "Confirm FTE").
3. Enter the combined amount, tuition and mandatory fees, into the "Tuition/Fees" column. This is for the period of study indicated by the number of weeks in the "Wks" column. Please do not use a dollar sign (\$), decimals (.) or commas (,).
4. Under "EI Fees Due" (Educational Institution Fees Due), enter amount being requested by the school (dollars only). This field cannot be left blank. If no fees are being requested, enter "0". Note: remittance cannot exceed award amount under "Award CSL/NSSL".
5. Click "Save" it will change back to "Edit" (click "Edit" again to re-open fields if changes required).
6. Lastly, click "Send" to send the single record or, you can complete several records on the page and click "Save". Clicking "Send" will forward all saved records on the page.



Labour and Advanced Education

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL

Welcome **James Bond** Last Login: Feb/24/2015

Last Name:

SIN:

Year:

Items per Page:

6

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
------	--------------	---------------	----------	--------	-------	-------------

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Confirm FTE	EI Fees Due	Notes	
123456789	Astair, Fred	05/10/1899	2005757	B. Science	09/14	07/15	Enter Tuition/ Fees	35	\$7368/\$0	<input checked="" type="radio"/> Y <input type="radio"/> N	Enter School Fees	02/02/15	<input type="button" value="Save"/> 5 <input type="button" value="Cancel"/>
130412964	Anderson, Sara	01/04/96	599839	Dental Hygiene	09/14	06/15		44	\$0/\$7920	<input type="radio"/> Y <input checked="" type="radio"/> N		01/09/14	<input type="button" value="Edit"/> 1

DEFINITION OF FULL-TIME STUDIES

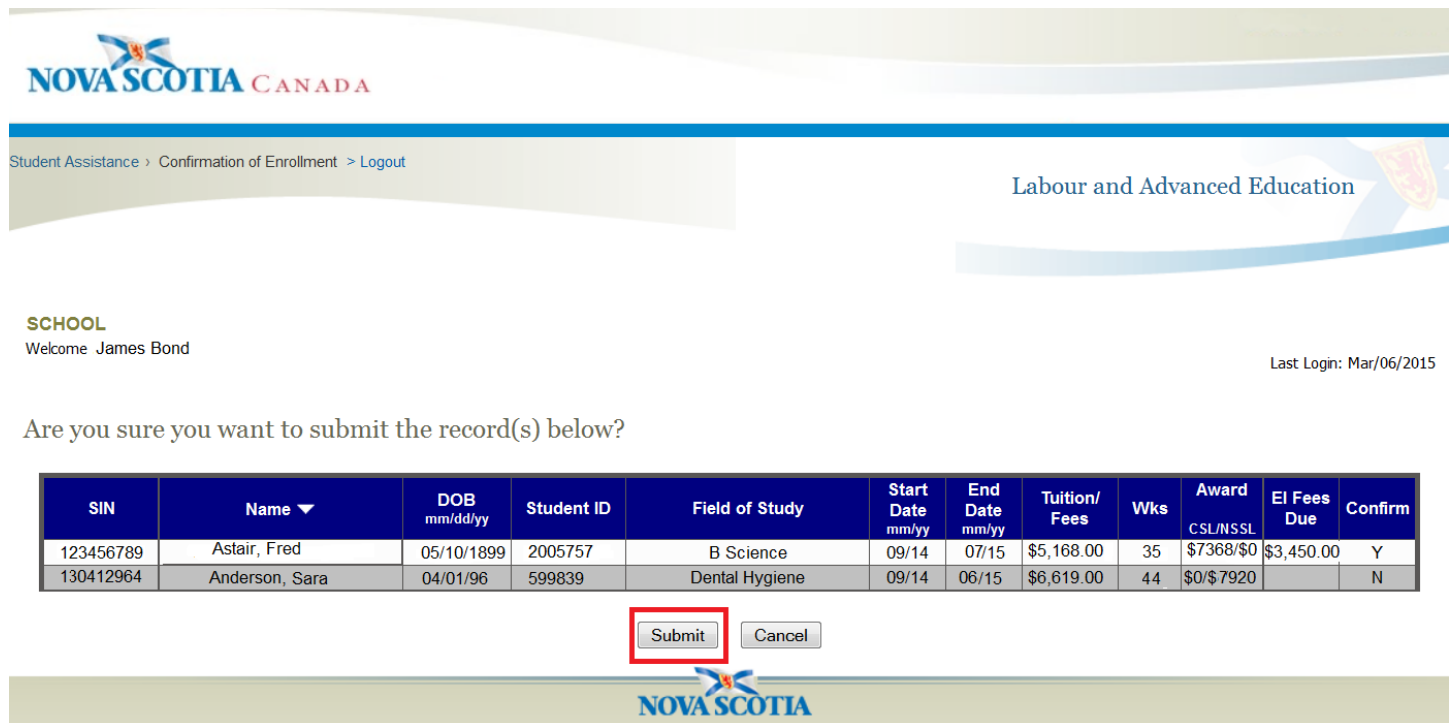
University or College

A minimum of 60% of a normal course load and, for students with disabilities; 40% of a normal course load

Private Career College

A minimum of 20 hours per week of instruction

After clicking “Send”, the following screen appears asking “Are you sure you want to submit the record(s) below?” if everything is accurate simply click “Submit”. Confirmed records have now been submitted to Nova Scotia Student Assistance Office for processing.



NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL
Welcome James Bond

Last Login: Mar/06/2015

Are you sure you want to submit the record(s) below?

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	EI Fees Due	Confirm
123456789	Astair, Fred	05/10/1899	2005757	B Science	09/14	07/15	\$5,168.00	35	\$7368/\$0	\$3,450.00	Y
130412964	Anderson, Sara	04/01/96	599839	Dental Hygiene	09/14	06/15	\$6,619.00	44	\$0/\$7920		N

Submit Cancel

NOVA SCOTIA



If you are not satisfied and need to make changes, you may click “Cancel” and go back to edit any of the records.



Not confirmed records (“N”) are incomplete at this stage. When you click “Submit” the not confirmed (“N”) records will go to the “Not Confirmed” tab. This tab must be opened, the records completed with additional information and then sent from there.

7b. Steps to Decline Student Enrollment:

If the information in the student record is incorrect (SIN, student name, DOB, field of study, Start/End dates, number of weeks) the record cannot be confirmed. To decline the record, please follow these steps:

1. Go to the "New Requests" tab to view the student records.
2. Click "Edit" it changes to "Save" and the "Cancel" button appears ("Cancel" clears all entries made in the row).
3. Click "N" under "Confirm FTE" to decline the record that is not accurate.
4. Click "Save" it will change back to "Edit" (click "Edit" again to re-open fields if changes required).
5. Hit "Send" to send the single record or, you can complete several records on the page and click "Save". Clicking "Send" will forward all saved records on the page.
6. The "Are you sure you want to submit the record(s) below?" screen appears. If accurate, click "Submit".

SCHOOL

Welcome James Bond

Last Login: Mar/06/2015

Last Name:

SIN:

Year: 2014

Items per Page: 10 rows

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
------	--------------	---------------	----------	--------	-------	-------------

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Confirm FTE	El Fees Due	Notes	Lock
289259243	Baker, Owen	08/25/90	B00575190	B Science	09/14	05/15	16919	34	\$0/\$10880	<input type="radio"/> Y <input checked="" type="radio"/> N		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
133968076	Allen, Benjamin	03/11/96	B00691597	B Arts	09/14	04/15	6798	34	\$0/\$3062	<input type="radio"/> Y <input checked="" type="radio"/> N		<input type="button" value="Edit"/>	
									\$0/\$3404	<input type="radio"/> Y <input type="radio"/> N		<input type="button" value="Edit"/>	

The above steps send the file to the "Not Confirmed" tab.

Click the "Not Confirmed" tab to view the record. Under "Reasons" click the "?" to open the page where you can indicate why the record was declined.

SCHOOL

Welcome James Bond

Last Login: Mar/09/2015

Last Name:

SIN:

Year: 2014


Items per Page: 10 rows

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
------	--------------	---------------	----------	--------	-------	-------------

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	Reasons
289259243	Baker, Owen	08/25/90	B00575190	B Science	09/14	05/15	\$16,919.00	34	\$0/\$10880	?
133968076	Allen, Benjamin	03/11/96	B00691597	B Arts	09/14	04/15	\$15,299.00	34	\$0/\$6120	?

Clicking “?” opens the Reasons Page:



Student Assistance > Confirmation of Enrolment > Logout

Labour and Advanced Education

SCHOOL
Welcome James Bond

Last Login: Mar/09/2015

Reason(s) for Non-Confirmation of Enrolment

SIN	Name	DOB mm/dd/yy	Field of Study	Start Date mm/yy	End Date mm/yy	NSSL Award	CSL Award
289259243	Baker, Owen	08/25/90	B Science	09/14	05/15	\$10880	\$00

1 Reason(s) Confirmation of Enrolment Request denied

☐ Wrong SIN ☐ Student is not registered or enrolled yet
☐ Wrong Name ☐ Past PSED
☐ Withdrawn from Program/School ☐ Not enrolled full-time (60% full course load; 40% with permanent disability)
☐ Program Start Date incorrect ☐ Wrong year of study
☒ Program End Date incorrect ☐ Others
☐ Wrong Program of study

Comment(s)
The Program end date is incorrect and should be June 19, 2015 for a total of 36 weeks.

2

3 Save

Return record to New Request

4 Send Back

1. Choose the reason(s) for declining the student record. In the example, the Program end date was incorrect (note: more than one reason can be selected).
2. Complete the “Comment(s)” section by stating the reason(s) the record was declined and providing the correct information if necessary.
3. Click “Save”.
4. “Send” the file.



Student records accidentally sent to the “Not Confirmed” list in error, can be sent back from the “Reason(s)” page back to “New Requests” by clicking the “Return record to New Request” button.

8. Completed Records

To view a student record, after it has been sent to the Nova Scotia Student Assistance Office via the portal, click the “Complete” tab and the following page will open:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL

Welcome: James Bond

Last Name: (1)

SIN: (2)

Year: 2014 (3)

Search

Items per Page: 10 rows


Display Results (4) Approved and Completed

Home New Requests Not Confirmed **Complete** Other Tasks

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	EI Fees Due	Confirmed date mm/dd/yy
289259243	Baker, Owen	08/25/90	B00575190	B Science	09/14	04/15	\$7,460.00	34	\$8140/\$0	\$3,954.91	08/25/14
133968076	Allen, Benjamin	03/11/96	B00691597	B Arts	09/14	04/15	\$5,168.00	34	\$9715/\$0	\$3,121.14	08/25/14

To retrieve a student record from the “Complete” tab:


1. enter the student’s last name in the “Last Name” field then click “Search” or,
2. enter the Student’s SIN in the “SIN” field and click “Search”.
3. You can retrieve older records by clicking the drop down arrow  and selecting a previous year from the “Year” field

Clicking the drop down arrow  in the “Display Results” field (#4) presents two views:

1. “Approved and In Process” contains a list of files just confirmed on the Portal.
2. “Approved and Completed” displays the list of files that have now been confirmed, approved and completed.

Information stored under the “Complete” tab can be put into a PDF file or Excel spreadsheet by clicking the appropriate icons (#5).

9. Cancelled Records



Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL
Welcome James Bond
Last Name:
SIN:
Year: 2014
 Items per Page: 10 rows

[Home](#) [New Requests](#) [Not Confirmed](#) [Complete](#) [Cancel](#) [Admin](#) [Other Tasks](#)

An * next to the student's name signifies that the student can be confirmed as enrolled Full-Time at 40% of a full course load.

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	Start Date mm/yy	End Date mm/yy	Tuition/ Fees	Wks	Award CSL/NSSL	EI Fees Due	Cancel date mm/dd/yy
875161134	Bell, Yasmin	02/07/93		B Engineering Co-op In Study	09/14	12/14	\$0.00	17	\$4570/\$0		09/15/14
399612531	Anderson, Adam	05/27/95	0	B Science	09/14	04/15	\$0.00	34	\$8140/\$0		09/12/14

This screen shows the cancelled records that may have come from:

- Records processed as “Not Confirmed” by the school
- An existing record that was confirmed by the school but has since been reassessed by the Nova Scotia Student Assistance Office

10. Other Tasks

On your “Home” page you will notice the “Other Tasks” tab:


SCHOOL

Welcome James Bond



Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Instructions <ul style="list-style-type: none">New Requests - Confirm that the student is enrolled in full-time studies and the fees due. Ensure that you click on "Send" to submit completed records.Not Confirmed - Click on "2" to confirm reasons for non-confirmation of full-time enrolment. Ensure that you click on "Send" to submit completed records. Your responsibilities and obligations <ul style="list-style-type: none">Super Users - Use the "Admin" tab to immediately disable user accounts when there is a change in personnel to prevent unauthorized access.Users - Do not share your log-in/password with others.Notify the Student Assistance Office immediately of student withdrawals or reduction in course load below full-time status. Key Contacts <ul style="list-style-type: none">For inquiries please contact:<ul style="list-style-type: none">Sharon Shaw - 902.424.8434 // shawse@gov.ns.caDonna Gille - 902.424.6983 // gillied@gov.ns.caMaureen Hubley - 902.424.3551 // hubleyme@gov.ns.ca					Notices / What's New <p>Click Graduation Confirmation to enter and confirm graduation information.</p> <p>Click Withdrawal/Change of Status to enter withdrawal and Change of Status information on line.</p> <p>Click Step by Step Guide to view the guide for New Requests</p> <p>Click here to view the how to guide "Declining Enrolment".</p> <p>For information about new initiatives of the Nova Scotia Student Assistance Office visit: http://studentloans.ednet.ns.ca/whats_new</p>	

Click this tab and you will see four features: 1. Graduation Confirmation 2. Withdrawal/Status Change 3. Reports and 4. Tuition Update



Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL
Welcome James Bond

Last Login: Mar/24/2015

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

This screen provides information and links to forms that you may be required to submit. Please click on a topic below or scroll down to find the information you are looking for.

[CoE Access Agreement Form](#) [Withdrawals](#)

Withdrawals [<Back to Top>](#)

All withdrawals, changes to full time status or program switches must be reported to Student Assistance no later than 30 days after the change occurs. Failure to report the changes could significantly affect the student's financial situation.

10a. Graduation Confirmation

1. Go to "Other Tasks"
2. Click the "Graduation Confirmation" tab to view the list of possible graduates for your school.

COLLEGE

Welcome Doris Day

Last Login: Aug/08/2013

ABCD - College

Last Name:

SIN:

Search

1

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports				

2

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123456789	Astair, Frederick	05/26/06		Bachelor of Dance	09/01/12		
128156848	Rogers, Ginger	12/09/83		D Medicine	12/31/12	Y	05/14/13

Student Name:

Program:

Study End Date:

Student ID:

Confirmed: ☐ N/A ☐ Yes ☐ No

Graduation Date:

Comment/Reason:

Prev

Save

Next

How to Search for a Student in the Graduation Confirmation List:

You can search via last name:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE

Welcome Doris Day

Pick Group: ABCD - College

Last Name: Smith

SIN:

Search

Non-COE List Filter

To search for students by name enter the student's Last name and First name separated by a comma (eg: 'Thompson, J') or enter a partial Last name (eg: 'Thompso')

Home New Requests Not Confirmed Complete Cancel Admin Other Tasks

Graduation Confirmation Withdrawal/ Status Change Reports Tuition Update

SIN	Name	DOB	Student ID	Field of Study	PSED	Confirmed	Grad Date
123-456-789	Smith, David A	12/27/89	Print Futures: Professional Writing		04/30/13		

Student Name:

Program:

Student ID:

Confirmed: ☐ N/A ☐ Yes ☐ No

Study End Date:

Graduation Date:

Comment/Reason:

Prev Save Next

1. Enter student's last name, or last name and first initial (separated by a comma), in the "Last Name:" field.
2. Click "Search" student will appear in the list.

You can search via Social Insurance Number:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE

Welcome Doris Day

Pick Group: ABCD - College

Last Name:

SIN: 123-456-789

Search

Non-COE List Filter

To search for a student by Social Insurance Number enter the 9 digit Social Insurance Number

Home New Requests Not Confirmed Complete Cancel Admin Other Tasks

Graduation Confirmation Withdrawal/ Status Change Reports Tuition Update

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123-456-789	Cross, Christopher	12/27/89		Print Futures: Professional Writing	04/30/13		

Student Name:

Program:

Student ID: Confirmed: ☐ N/A ☐ Yes ☐ No

Study End Date:

Graduation Date:

Comment/Reason:

Prev Save Next


NOVA SCOTIA

1. Enter student's Social Insurance Number in the "SIN:" field.
2. Click "Search" student will appear in the list.



Please check the "Graduation Confirmation" tab often for possible graduates ready to confirm!

HOW TO CONFIRM GRADUATION “YES”:



Student Assistance > Confirmation of Enrollment > Logout

[Labour and Advanced Education](#)

College

Welcome Doris Day

Pick Group: ABCD - College

Last Name:

SIN:

☐ Non-COE List Filter

To search for a specific student enter the student's Last name or enter a Social Insurance Number.

To see a list of all eligible students, clear the textboxes.

Last Login: Mar/25/2014

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123456789	Astair, Frederick	05/26/06		Associate in Arts Degree	04/30/12		
252252252	Rogers, Ginger	07/12/87		Carpentry	03/30/12	Y	05/24/2012

Student Name: Rogers, Ginger

Program: Carpentry

Student ID:

Confirmed: ☐ N/A ☒ Yes ☐ No

Graduation Date: 05/24/2012


Comment/Reason:

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is “Yes”, a Graduation Date must be entered. The Comment/Reason is optional.
4. Once the information is entered, click “Save” and it will be sent to the Student Assistance Office.



Clicking the “Prev” or “Next” button will select the previous or next student in the row shown on the table.

Not Confirming Graduation “No”:



Student Assistance > Confirmation of Enrollment > Logout

[Labour and Advanced Education](#)

College

Welcome Doris Day

Pick Group: ABCD - College

Last Name:

SIN:

☐ Non-COE List Filter

To search for a specific student enter the student's Last name or enter a Social Insurance Number.

To see a list of all eligible students, clear the textboxes.

Last Login: Mar/25/2014

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123456789	Astair, Frederick	05/26/06		Associate in Arts Degree	04/30/12		
252252252	Rogers, Ginger	07/12/87		Carpentry	03/30/12	N	

1

2

Student Name: Rogers, Ginger

Program: Carpentry

Student ID:

Confirmed: ☐ N/A ☐ Yes ☒ No

Study End Date: 03/30/12

Graduation Date:

Comment/Reason: Formal Withdrawal from Study - any reason

3

4

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is “No” please do not enter a date in the “Graduation Date” field. When you select “No” you must enter a “Comment/Reason” which is selected from the drop down list of reasons. When the option “Other” is selected, a text box will appear and the user can type a comment.
4. Once the information is entered, click “Save” and it will be sent to the Student Assistance Office.



Any information previously entered can be edited within 60 days. After that time, the data cannot be changed by the user. To find the file you wish to edit, search the student via last name or SIN. Once you edit the file do not forget to click “Save”!

Not Applicable “N/A”:

NOVA SCOTIA CANADA

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE
Welcome : Doris Day
Last Login: Mar/25/2014

Pick Group: ABCD - College
Last Name:
SIN:

☐ Non-COE List Filter
To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
123123123	Cross, Christopher	12/27/89	555055623	Print Futures: Professional Writing	04/30/13		

2 Student Name: Cross, Christopher
Program: Print Futures: Professional Writing
Student ID: 555055623
Comment/Reason: Future graduation

File #: 8021933, App #: 20121
Study End Date: 04/30/13
Graduation Date:

3 ☒ N/A ☐ Yes ☐ No

4

NOVA SCOTIA

1. Click the row of the student you wish to confirm - it will highlight in yellow.
2. Highlighted student information appears in box and information can now be added.
3. If confirmation is “N/A” please do not enter a date in the “Graduation Date” field. When you select “N/A” you must enter a “Comment/Reason” which is selected from the drop down list of reasons. When the option “Other” is selected, a text box will appear and the user can type a comment.
4. Once the information is entered, click “Save”.



When you log back into the Portal and check the “Graduation Confirmation” the confirmed “Yes” and the not confirmed “No” students will not display. However, the N/A students will remain until either “Yes” or “No” is selected.

Potential graduate is not appearing on the Graduation Confirmation List

When a potential graduate does not appear on Graduation Confirmation list, the student can be added by the school following these steps:

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

COLLEGE
Welcome : Doris Day
Last Login: Jun/03/2015

Pick Group: ABCD - College

Non-COE List Filter

Last Name:

SIN:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
232565898	Doe, John S	06/01/90		M Library and Information Science	08/31/15		

Student Name:

Program:

Student ID:

Confirmed: ☐ N/A ☐ Yes ☐ No

Study End Date:

Graduation Date:

Comment/Reason:

1. Enter potential graduate's Social Insurance Number in the "SIN:" field.
2. Click "Search"
3. Student will appear in the list.

Now that the potential graduate is listed, the file can be completed as necessary:

COLLEGE

Welcome : Doris Day

Last Login: Jun/03/2015

Pick Group: ABCD - College

☐ Non-COE List Filter

Last Name:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

SIN: 232565898

Search

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

SIN	Name ▼	DOB mm/dd/yy	Student ID	Field of Study	PSED mm/dd/yy	Confirmed	Grad Date mm/dd/yy
232565898	Doe, John S	06/01/90		M Library and Information Science	08/31/15		

Student Name: Doe, John S File #: 8029779, App #: 20141
Program: M Library and Information Science Study End Date: 08/31/15
Student ID: Confirmed: ☐ N/A ☐ Yes ☒ No Graduation Date:
Comment/Reason: Formal Withdrawal from study - any reason

Prev Save Next

1. Click the student file to highlight the line.
2. Confirm Y/N/ or N/A, enter appropriate information as required.
3. Click "Save".

10b. Withdrawal/Status Change Form:

The Nova Scotia Withdrawal/Status Change form can now be completed and submitted on the Portal.

1. Click "Other Tasks"
2. Select "Withdrawal/Status Change" to open the form displayed below

Welcome James Bond Last Login: Mar/24/2015

Student Name:

Student SIN:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

HomeNew RequestsNot ConfirmedCompleteCancelAdmin1

Graduation ConfirmationWithdrawal/ Status ChangeReportsTuition Update

File Number:

Application:

Student Name:

Program:

Student SIN:

Reason for Withdrawal:

☐ Has withdrawn from school

☐ Has been requested to leave due to unsatisfactory progress or other reasons

☐ Did not attend

☐ Has dropped a course(s) and is no longer attending full-time (minimum 60% of a normal course load or 40% of a normal course load for students with disabilities)

☐ Has changed / switched program of studies

☐ Early Completion of Program

Student ID:

Study Start Date:

Status Change Date:

Was this student withdrawn based on medical or compassionate grounds? ☐ Yes ☐ No ☐ N/A

Tuition to Date: \$.00

Refund Date:

Fees to Date: \$.00

Refund Date:

Canada Student Loan Refund: \$.00

Refund Date:

NS Student Loan Refund: \$.00

Refund Date:

School Contact:

Phone: (nnn-nnn-nnnn nnnn)

How to Search for a Student to complete a “Withdrawal/Status Change” form

There are two ways to search a student and have their information populate the “Withdrawal/Status Change” form.

1. You can search via last name, then click “Search”:

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL

Welcome **James Bond** Last Login: Mar/24/2015

Student Name:

Student SIN:

Enter name then click

To search for students by name enter the student's Last name and First name separated by a comma (eg: 'Thompson, J') or enter a partial Last name (eg: 'Thompso')

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number:

Student SIN:

Application:

Student Name:

2. You can search via SIN, then click “Search”:

Student Assistance > Confirmation of Enrollment > Logout

Labour and Advanced Education

SCHOOL

Welcome **James Bond** Last Login: Mar/24/2015

Student Name:

Student SIN:

Enter SIN then click

To search for a student by by Social Insurance Number enter the 9 digit Social Insurance Number

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number:

Student SIN:

Application:

Student Name:

Program:

After entering “Student Name” or “Student SIN” once you click “Search” specific student information will populate the form:

SCHOOL

Welcome James Bond

Last Login: Mar/24/2015


Student Name:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Student SIN:

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number:	<input type="text" value="1206976"/>	Student SIN:	<input type="text" value="289259243"/>
Application:	<input type="text" value="2014/1"/>		
Student Name:	<input type="text" value="Baker, Owen"/>		
Program:	<input type="text" value="B Science"/>		

If required, you can change the Application year and number. Click the drop down arrow  and select the appropriate year/application number from which you wish to withdraw the student.

SCHOOL

Welcome James Bond

Last Login: Mar/24/2015

Student Name:

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Student SIN:

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number:	<input type="text" value="1206976"/>	Student SIN:	<input type="text" value="289259243"/>
Application:	<input type="text" value="2014/1"/>		
Student Name:	<input type="text" value="Baker, Owen"/>		
Program:	<input type="text" value="B Science"/>		

Completing the Withdrawal/Status Change form:

Student SIN: 289259243

To see a list of all eligible students, clear the textboxes.

Search

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number: 1206976 Student SIN: 289259243

1 Application: 2014/1

Student Name: Baker, Owen

Program: B Science

2 Reason for Withdrawal:

- ☒ Has withdrawn from school
- ☐ Has been requested to leave due to unsatisfactory progress or other reasons
- ☐ Did not attend
- ☐ Has dropped a course(s) and is no longer attending full-time (minimum 60% of a normal course load or 40% of a normal course load for students with disabilities)
- ☐ Has changed / switched program of studies
- ☐ Early Completion of Program

Student ID: B00575190

3 Study Start Date: 09/01/2014 Status Change Date: 02/02/2015

Was this student withdrawn based on medical or compassionate grounds? ☐ Yes ☐ No ☒ N/A

4 Tuition to Date: \$ 4680 .00

Fees to Date: \$ 320 .00

Canada Student Loan Refund: \$ 1250 .00 Refund Date: 02/23/2015

NS Student Loan Refund: \$ 0 .00 Refund Date:

School Contact: James Bond Phone: 902-491-2015 (nnn-nnn-nnnn nnnn)

5 Save

1. Make sure you are withdrawing the student from the correct application year and application number.
2. Choose a reason for withdrawing the student (in the example, the student “has withdrawn from school”).
3. Verify the program start date (it can be changed using the calendar icon). Next, using the calendar icon, select the date the student stopped attending the program.
4. Fill in the tuition and fees charged to date. Please do not use dollar signs (\$), comma’s (,) or decimals (.). Complete the Canada Student Loan (CSL) Refund and if there is a Nova Scotia Student Loan (NSSL) refund, complete that section too. Using the calendar icon, select the date you will be forwarding the refund to the loan service provider. If there are no refunds, you must put “0” in the refund fields and a refund date is not required.
5. Click “Save” to send the form to the Nova Scotia Student Assistance Office. After clicking “Save” you should see “The information has been saved, click here to receive a copy of the withdrawal form for your records”. If you click this, you will see a record of the transaction which you can print.

10c. Reports

1. Click “Other Tasks”
2. Click “Reports” to view the page below:

SCHOOL

Welcome James Bond

1

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports 2	Tuition Update			

Please note: These reports use a control that may not display the report properly in some browsers. This control allows you to save the information in various formats.

If you are not using Microsoft Internet Explorer and the report does not display correctly you may click the link that will be shown after you select the report to view the information as a pdf.

Application Listing

To view a report listing the status of all students attending your institution who have applied for Nova Scotia Student Assistance for the selected year, select the year and click on View Report.

Year: 2014 ▼

View Report

Remittance Report

To view a report listing the students and remittance amounts confirmed by your school for the selected dates, select the dates and click on View Report.

Start Date: 02/25/2015

End Date: 03/25/2015

View Report

Remittance Variance Report

This report will show students and remittance amounts confirmed by your school that were changed as a result of a re-assessment. Select the desired dates and click on View Report.

Start Date: 02/25/2015

End Date: 03/25/2015

View Report



Three reports can be viewed under the “Reports” tab; Application Listing, Remittance Report and Remittance Variance Report.

Application Listing

This report allows schools to view a list of all students who have completed an application, for Nova Scotia Student Assistance, to attend their school.

1. Select the application year you wish to view
2. Click "View Report"

SCHOOL

Welcome James Bond

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

Please note: These reports use a control that may not display the report properly in some browsers. This control allows you to save the information in various formats.

If you are not using Microsoft Internet Explorer and the report does not display correctly you may click the link that will be shown after you select the report to view the information as a pdf.

Application Listing


To view a report listing the status of all students attending your institution who have applied for Nova Scotia Student Assistance for the selected year, select the year and click on View Report.

1 Year: 2014 ▼

2 View Report

If the message "your browser has prevented the window from opening" appears, go to the upper left corner of your web page where you will see the message "pop-up blocked. To see this pop-up or additional options click here..." Click this message to allow the pop-up and view the application list report. It is displayed as a PDF file.

The report will display as a PDF file:

Main Report						
			Student Assistance Applications			
					School	
File Number	Student Name	Birth Date	Received Date	Status	AwardTotal	
00032607	John Doe	01/01/1996	03/02/2015	On Hold	0.00	
01007392	John Doe	01/01/1996	05/06/2014	Assessed	7,940.00	
01015734	John Doe	01/01/1996	07/07/2014	Assessed	9,350.00	
01205509	John Doe	01/01/1996	05/18/2014	Assessed	8,400.00	
01230531	John Doe	01/01/1996	07/10/2014	Assessed	6,517.00	
01237924	John Doe	01/01/1996	08/10/2014	Assessed	11,140.00	
01258623	John Doe	01/01/1996	07/23/2014	Assessed	22,950.00	
02208718	John Doe	01/01/1996	05/01/2014	Assessed	11,140.00	
02220945	John Doe	01/01/1996	05/15/2014	Assessed	7,140.00	
03001476	John Doe	01/01/1996	09/16/2014	Assessed	4,918.00	
03241759	John Doe	01/01/1996	05/02/2014	Assessed	7,763.00	
03252178	John Doe	01/01/1996	07/11/2014	Assessed	15,260.00	
03253507	John Doe	01/01/1996	08/02/2014	Assessed	0.00	
03272200	John Doe	01/01/1996	08/20/2014	Assessed	9,140.00	
03278843	John Doe	01/01/1996	09/21/2014	Assessed	11,270.00	
04219721	John Doe	01/01/1996	08/06/2014	Assessed	8,820.00	
04223822	John Doe	01/01/1996	05/20/2014	Assessed	20,020.00	
04237855	John Doe	01/01/1996	06/25/2014	On Hold	0.00	

Remittance Report

This report allows schools to select specific dates and view the list of students confirmed on those dates as well as the remittance amounts requested by the school.

From the “Other Tasks” page, click reports.

1. Select a date range using the calendar icons
2. Click “View Report”

SCHOOL

Welcome James Bond

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

Please note: These reports use a control that may not display the report properly in some browsers. This control allows you to save the information in various formats.

If you are not using Microsoft Internet Explorer and the report does not display correctly you may click the link that will be shown after you select the report to view the information as a pdf.

Application Listing

To view a report listing the status of all students attending your institution who have applied for Nova Scotia Student Assistance for the selected year, select the year and click on View Report.

Year: 2014

[View Report](#)

Remittance Report

To view a report listing the students and remittance amounts confirmed by your school for the selected dates, select the dates and click on View Report.

1

Start Date: 02/25/2015

2

End Date: 03/25/2015

[View Report](#)

Remittance Variance Report

This report will show students and remittance amounts confirmed by your school that were changed as a result of a re-assessment. Select the desired dates and click on View Report.

Start Date: 02/25/2015

End Date: 03/25/2015

[View Report](#)



The report will display as a PDF file:

Main Report									
 Labour and Advanced Education Student Assistance Office					Confirmed Applications School				
File #	App #	Student Name	Student ID	Field Code	Field Description	Type	Submitted	Remittance Asked	Sent
In Process									
12345678	20141	Astair, Frederick		5202	B Arts	N	3-Mar-15	\$3,450.00	\$0.00
91011123	20141	Rogers, Ginger		2501	B Computer Science	N	3-Mar-15	\$3,200.00	\$0.00
49133215	20141	Ball, Lucille		7501	B Engineering	N	3-Mar-15	\$5,000.00	\$0.00
33342306	20141	Lemon, Jack		7501	B Engineering	N	3-Mar-15	\$2,300.00	\$0.00
06934230	20141	Adams, Fester		8417	B Science Nursing	N	3-Mar-15	\$2,000.00	\$0.00
In Process Group Total:								\$15,950.00	\$0.00
Report Total:								\$15,950.00	\$0.00

Remittance Variance Report

This report allows schools to view a list of students and the remittance amounts confirmed by the school that were changed as a result of a re-assessment.

From the “Other Tasks” page, click reports.

1. Select a date range using the calendar icons
2. Click “View Report”

SCHOOL

Welcome James Bond

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

Please note: These reports use a control that may not display the report properly in some browsers. This control allows you to save the information in various formats.

If you are not using Microsoft Internet Explorer and the report does not display correctly you may click the link that will be shown after you select the report to view the information as a pdf.

Application Listing

To view a report listing the status of all students attending your institution who have applied for Nova Scotia Student Assistance for the selected year, select the year and click on View Report.

Year: 2014

[View Report](#)

Remittance Report

To view a report listing the students and remittance amounts confirmed by your school for the selected dates, select the dates and click on View Report.

Start Date: 02/25/2015

End Date: 03/25/2015

[View Report](#)

Remittance Variance Report

This report will show students and remittance amounts confirmed by your school that were changed as a result of a re-assessment. Select the desired dates and click on View Report.

Start Date: 02/25/2015

End Date: 03/25/2015

[View Report](#)



The report will display as a PDF file:

File #	App #	Student Name	Student ID	Field Code	Field Description	Type	Submitted	Remittance Asked	Remittance Sent
Sent									
1234567	20132	Astair, Frederick		6438	B Education	N	1-Sep-14	\$3,811.68	\$3,647.00
7894561	20141	Rogers, Ginger		5551	B Applied Science	C	29-Aug-14	\$1,526.00	\$1,179.00
0003332	20141	Lemon, Jack		2501	B Computer Science	C	19-Aug-14	\$3,872.68	\$3,388.00
1234567	20141	Rooney, Andy		8407	B Kinesiology	C	1-Sep-14	\$1,648.00	\$1,401.00
7894561	20141	Munroe, Marilyn		5554	B Science	C	21-Aug-14	\$4,011.85	\$718.00
0003332	20141	Stewart, Jimmy		5101	Applied Science	C	29-Aug-14	\$1,342.00	\$1,079.00
1234567	20141	Garbo, Greta		1503	B Business Administration	C	8-Sep-14	\$2,674.00	\$1,805.00
7894561	20141	Crawford, Joan		5202	B Arts	C	1-Sep-14	\$1,153.00	\$806.00
0003332	20141	Horne, Lena		5202	B Arts	C	1-Sep-14	\$4,024.00	\$3,677.00
3216549	20141	Crosby, Bing		2501	B Computer Science	C	10-Sep-14	\$3,876.68	\$2,527.00
Sent Group Total:								\$27,939.89	\$20,227.00
Report Total:								\$27,939.89	\$20,227.00

10d. Tuition Update

This form is used to update the tuition amount for a student who many have added/dropped courses, while still maintaining their full-time status, leading to a change in their tuition amount.

SCHOOL

Welcome James Bond

Last Login: Mar/26/2015

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

This screen provides information and links to forms that you may be required to submit. Please click on a topic below or scroll down to find the information you are looking for.

[CoE Access Agreement Form](#) [Withdrawals](#)

From the “Other Tasks” page, click “Tuition Update” to open the page below:

SCHOOL

Welcome James Bond

Last Login: Mar/27/2015

Student Name:

1

Student SIN:

289259243

Search

To search for a specific student enter the student's Last name or enter a Social Insurance Number.
To see a list of all eligible students, clear the textboxes.

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
Graduation Confirmation	Withdrawal/ Status Change	Reports	Tuition Update			

File Number: Student SIN:

Application:

Student Name:

Program:

Student ID:

Comment:

School Contact: Phone: (nnn-nnn-nnnn nnnn)

2

3

4

Send

Please ensure you enter the old tuition amount, new tuition amount and, on a separate line, the reason for the change.

1. Search for a student record via SIN or last name and click “Search”.
2. Specific information will populate the form.
3. Enter a comment to indicate what the old tuition amount was, what the new tuition amount is and the reason for the change.
4. Click “Send” to submit the update to the Nova Scotia Student Assistance Office.

11. User Administrative Options

One administrative option is available to Portal Users, the ability to change their password. A User may change their password at any time by clicking the “Admin” tab. The screen below will open and the User can complete the “Change Password” section (highlighted below in red). Passwords must meet the requirements specified on the screen.

SCHOOL

Welcome James Bond

Pick Group:

User name:

Last name:

Items per Page: ☒ Hide Disabled Users

Home **New Requests** **Not Confirmed** **Complete** **Cancel** **Admin** **Other Tasks**

** Account disabled*

Change Password

Old Password:

New Password:

Confirm Password:

Passwords must:

- Be 8 to 20 characters long
- Use at least 3 character types
- upper case letters A, B, C, ...Z
- lower case letters a, b, c, ...z
- numerals 0, 1, 2, ... 9
- non-alphanumeric {}[].,_~?/\+=...
- **NO** spaces or quotes (" , ')

Passwords must meet these requirements

Forgotten Password

When a User forgets their password and cannot retrieve it by answering the challenge questions, they must contact the Nova Scotia Student Assistance Office. They will be issued a temporary password which must be changed upon initial login.



A Super User does not have authority to reset passwords for other Users. This can only be completed by the Nova Scotia Student Assistance Office.

12. Super User Administrative Options

The Super User has the overall responsibility for the security and maintenance of Users on the portal.

When a Super User clicks on the “Admin” tab they will see a list of all Users authorized to confirm enrollment on the portal on behalf of the school.

SCHOOL

Welcome James Bond

Last Login: Mar/27/2015

Items per Page: 10 rows

☒ Hide Disabled Users

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
* Account disabled						
EI Code	User Type	Last Name ▼	First Name	Email	Phone	
HU HU	Super User	Bond	James	bond.james@school.ca	902-424-4900	Edit
HUHU	User	MacDonald	Joanne	macdonald.jo@school.ca	902-424-2447	Edit
HU HU	User	Murphy	Pamela	murphy.pamela@school.ca	902-424-4900	Edit
HUHU	User	Robar	Erin	robar.erin@school.ca	902-424-2447	Edit

By clicking on the “Edit” button at the far right column of the page, a Super User may perform the following administrative changes for the selected user:

SCHOOL

Welcome James Bond

Last Login: Mar/27/2015

Items per Page: 10 rows

☒ Hide Disabled Users

Home	New Requests	Not Confirmed	Complete	Cancel	Admin	Other Tasks
* Account disabled						
EI Code	User Type	Last Name ▼	First Name	Email	Phone	
HU HU	Super User	Bond	James	bond.james@school.ca	902-424-4900	Edit
HUHU	User	MacDonald	Joanne	macdonald.jo@school.ca	902-424-2447	Edit

1. Disable accounts of Users who are no longer authorized to access the portal
2. Change Email Notification, to inform of pending requests, settings

Electronic Confirmation of Enrolment Portal

User Information

User Group: School

User Type: User

User Name: macdonjo

Password:

Confirm Password:

Blocked Until: Unblock

1. Disabled: ☐ No ☒ Yes

First Name: Joanne

Last Name: MacDonald

Email:

2. Email Notify: ☒

Phone: 902-424-2447 (nnn-nnn-nnnn nnnn)

Submit Back

Passwords must:

- Be 8 to 20 characters long
- Use at least 3 character types
 - upper case letters A, B, C, ...Z
 - lower case letters a, b, c, ...z
 - numerals 0, 1, 2, ... 9
 - non-alphanumeric {}[],.o;?/\+=...
- NO spaces or quotes (", ')

Event	Date/Time
Account Disabled	03/27/2015 04:20:40 PM
Login	08/29/2013 01:54:24 PM
Login	08/29/2013 01:47:16 PM
Failed Login	08/29/2013 01:47:12 PM
Login	08/27/2013 08:37:00 AM
Failed Login	08/27/2013 08:36:55 AM
1 2 3 4 5 6 7 8 9 10 ...	

Appendix A



Labour and Advanced Education

Student Assistance Office (902) 424-8420 Phone
1256 Barrington Street (902) 424-0540 Fax
PO Box 2290 1-800-565-8420 Toll free in Canada
Halifax, NS B3J 3C8

AGREEMENT TO ACCESS THE CONFIRMATION OF ENROLLMENT PORTAL

Name of School - **Please Print**

EI Code

I assign the following official(s) the authority and responsibility for electronically confirming full-time enrollment for the purpose of disbursing awards authorized by the Nova Scotia Student Assistance Office on behalf of the above-named School.

I am aware of the Pan Canadian Designation Policy Framework (available at: <http://www.cmec.ca/Publications/Lists/Publications/Attachments/59/DesignationPolicyFramework.en.pdf>), which explains the school's responsibilities and the procedures to be followed when handling Canada and Nova Scotia Student Loans. On behalf of the above named institution, I agree to adhere to these requirements.

Signature

Position/Title

Super User (School official who has primary responsibility for confirming full-time enrollment):

1. _____

Name - **Please Print**

Position/Title

E-mail Address

Phone Number

Users (Other school officials who have responsibility for confirming full-time enrollment):

1. _____

Name - **Please Print**

Position/Title

E-mail Address

Phone Number

2. _____

Name - **Please Print**

Position/Title

E-mail Address

Phone Number

Please complete and return to the attention of Manager of Designation at the above address.

QUICK REFERENCE GUIDE WITHDRAWAL / STATUS CHANGE & COURSE DROP – NOVA SCOTIA STUDENTS

All withdrawals, changes to full time attendance or dropped courses must be reported no later than 30 days after the change occurs.

If:	Then:
<p>A student has BOTH a Canada Student Loan and a Nova Scotia Student Loan and withdraws or falls below full-time attendance (less than 60% of full course load and, for students with disabilities, less than 40% of a full course load).</p> <p>National Student Loan Service Centre: 1-888-815-4556</p> <p>Nova Scotia Student Assistance Office: 1-800-565-8420</p>	<p>1. Notify the Nova Scotia Student Assistance Program: Online: Registered users must complete a “Notification of Withdrawal/Status Change” form electronically through the Nova Scotia Electronic Confirmation of Enrollment Portal.</p> <p>2. Notify the Canada Student Loans Program: Online: Registered users must complete a “Notice of Withdrawal” form electronically through the Federal NSLSC Electronic Confirmation of Enrollment (ECE) Portal.</p> <p>By Paper: Complete a “Notice of Withdrawal” form and send by fax or mail to:</p> <p>National Student Loans Service Centre P.O. Box 4030 Mississauga, ON L5A 4M4 Fax: 1-888-815-4657</p> <p>3. Refund to Canada Student Loans Within 30 calendar days from the date of withdrawal /change of status, issue a refund cheque payable to “Receiver General for Canada”, clearly indicating the student’s name and SIN.</p> <p>Forwarded the cheque directly to: National Student Loan Service Centre PO Box 4030 Mississauga, ON L5A 4M4</p>
<p>A student ONLY has a Nova Scotia Student loan and withdraws or falls below full-</p>	<p>1. Notify the Nova Scotia Student Assistance Program: Online: Registered users must complete a “Notification of Withdrawal/Status Change” form electronically through the Nova</p>

If:	Then:
<p>time attendance (less than 60% of full course load and, for students with disabilities, less than 40% of a full course load).</p> <p>Nova Scotia Student Assistance Office: 1-800-565-8420</p>	<p>Scotia Electronic Confirmation of Enrollment Portal.</p> <p>2. Refund to Nova Scotia Student Loans:</p> <p>Within 30 calendar days from the date of withdrawal/change of status issue a refund cheque made payable to “Minister of Finance” clearly indicating the student’s name and SIN.</p> <p>Forwarded the cheque directly to:</p> <p>Resolve NSDL PO Box 1007 Mississauga “B” Postal Outlet Mississauga ON L4Y 3W3</p>
<p>A student drops courses and is still considered full-time (minimum 60% of full course load and, for students with disabilities, minimum 40% of a full course load).</p>	<p>1. Refund to Canada Student Loans</p> <p>Within 30 calendar days from the date of course drop issue a refund cheque made payable to “Receiver General for Canada” clearly indicating the student’s name and SIN.</p> <p>Forwarded the cheque directly to:</p> <p>National Student Loan Service Centre PO Box 4030 Mississauga, ON L5A 4M4</p>

Complete the Federal “Notice of Withdrawal” and the Nova Scotia “Withdrawal /Status Change” forms online!

1. Federal “Notice of Withdrawal”: available if registered on the federal portal.
2. Nova Scotia “Withdrawal/Status Change”: available on the Nova Scotia Portal under the “Other Tasks” tab.