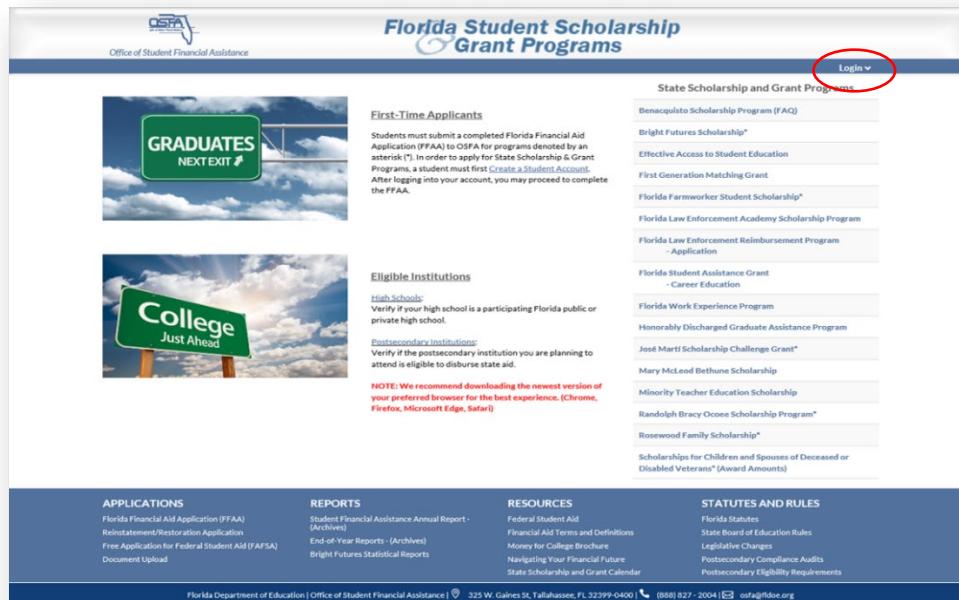
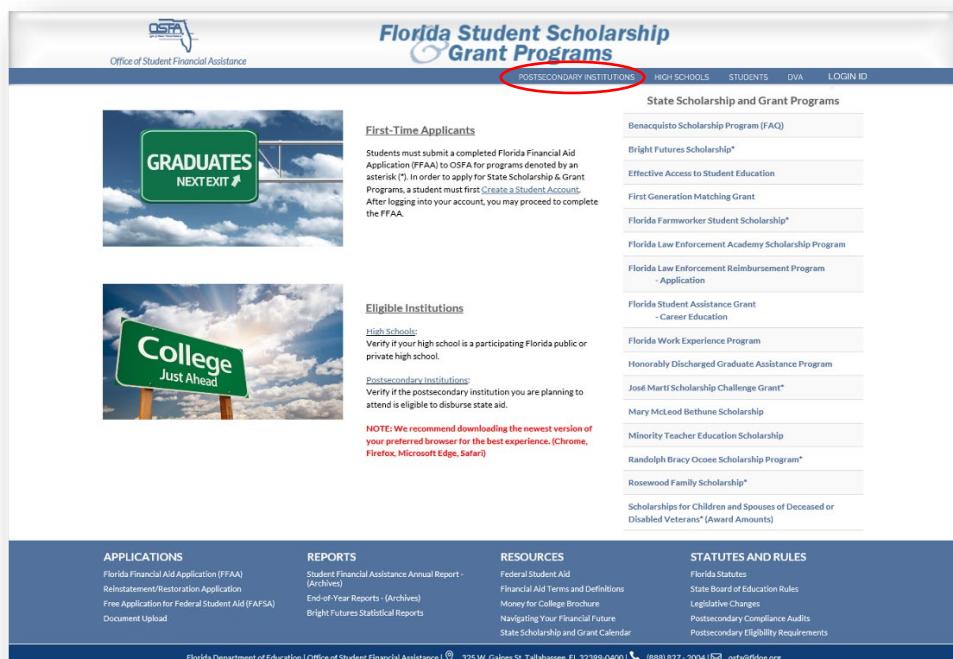


# Open Door Grant (ODG) Program Annual Report Navigation and Reporting Instructions

To access the ODG Program Annual Report screen, visit [www.FloridaStudentFinancialAids.org](http://www.FloridaStudentFinancialAids.org). Login and choose Postsecondary Institutions.



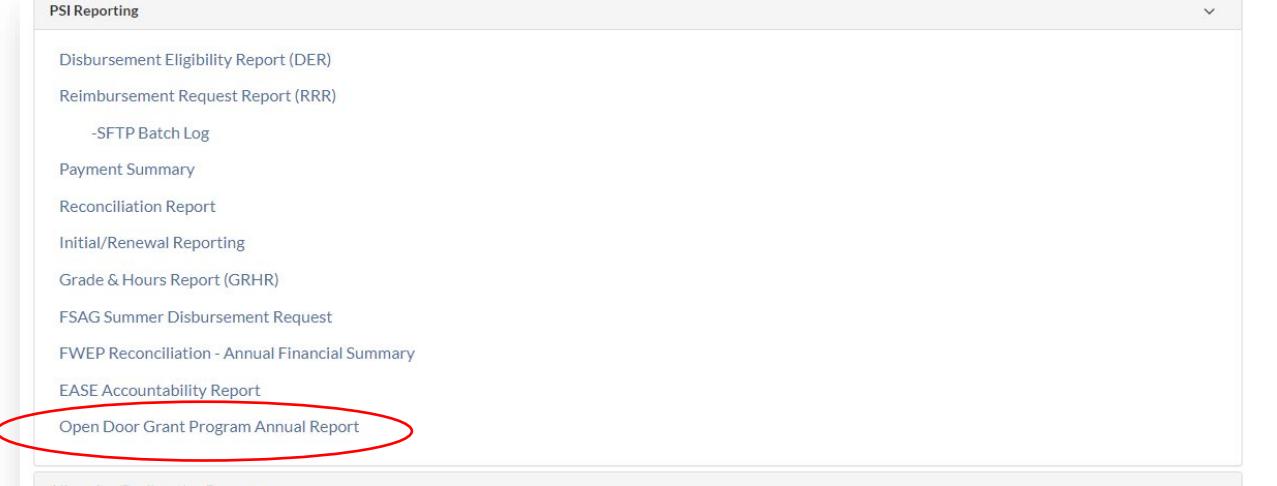
The screenshot shows the Florida Student Scholarship Grant Programs website. At the top, there is a logo for OSFA (Office of Student Financial Assistance) and the title "Florida Student Scholarship Grant Programs". A red circle highlights the "Login" button in the top right corner. Below the header, there are two images: one of a "GRADUATES NEXT EXIT" sign and another of a "College Just Ahead" sign. The main content area is divided into sections: "First-Time Applicants", "Eligible Institutions", and "NOTE: We recommend downloading the newest version of your preferred browser for the best experience. (Chrome, Firefox, Microsoft Edge, Safari)". To the right, there is a sidebar with a list of scholarship programs, and at the bottom, there are links for "APPLICATIONS", "REPORTS", "RESOURCES", and "STATUTES AND RULES".



This screenshot is identical to the one above, showing the Florida Student Scholarship Grant Programs website. The "Postsecondary Institutions" link in the navigation bar is highlighted with a red circle. The layout includes the OSFA logo, the main title, two decorative images, and a sidebar with scholarship links. The bottom navigation bar contains links for "APPLICATIONS", "REPORTS", "RESOURCES", and "STATUTES AND RULES".

## **Open Door Grant (ODG) Program Annual Report Navigation and Reporting Instructions**

After you have selected **Postsecondary Institutions**, select **Open Door Grant Program Annual Report**.



PSI Reporting

- Disbursement Eligibility Report (DER)
- Reimbursement Request Report (RRR)
- SFTP Batch Log
- Payment Summary
- Reconciliation Report
- Initial/Renewal Reporting
- Grade & Hours Report (GRHR)
- FSAG Summer Disbursement Request
- FWEP Reconciliation - Annual Financial Summary
- EASE Accountability Report
- Open Door Grant Program Annual Report**

Your institution code and institution name will be prepopulated in the available drop-down menus. Select the appropriate academic year to submit, review, and/or edit data. Then, select the **Search** button.



**Florida Student Scholarship  
Grant Programs**

Office of Student Financial Assistance

HOME POSTSECONDARY INSTITUTIONS HIGH SCHOOLS STUDENTS DVA ROBERT.BUCCELLATO ▾

OPEN DOOR GRANT PROGRAM (ODG) ANNUAL REPORT

Acad Yr	Inst Code	Inst Name	Program
2024-25	--Select--	--Select--	ODG

**Q Search** Clear

## Open Door Grant (ODG) Program Annual Report Navigation and Reporting Instructions

After the **Search** Button has been selected, two tables will appear related to the **Number of Eligible ODGP Students** and **ODG Programs**.

Number of Eligible ODG Students

Term1 (Fall)	Term 2 (Spring)	Term 6 (Summer)	Unduplicated Total
0	0	0	

**Add ODG Program**

Edit	Delete	ODG Program/Certification Name	CIP or FDOE Certification Code	Program Type	Degree Type	Number of Students Enrolled in the Program	Number of Students who Completed the Program	Number of Students that Attained Workforce Credentials in the Program	Number of Students Remaining in this Program	Relevant Occupation After Training Program
TESTING	TESTING	WEP	AA	12	11	10	9	NURSING		

**Submit** **Export Data to Excel**

Note: This data is for students who received Open Door funding for this academic year.

**Number of Eligible ODGP Students:** This table contains read-only student counts from each term within the specified academic year. Term counts are based upon the student records provided through the Disbursement Eligibility Report (DER). The unduplicated total field will provide a unique student count reported by the postsecondary institution during the specified academic year.

**ODG Program:** After the **Search** button is selected, any previously submitted information should populate. If no data has been submitted, the message “No Data Found” should appear. If no data has been provided, select the **Add ODG Program** button to begin.

### Data Parameters:

Field	Field Length	Field Type	Sample Data
<b>ODG Program/Certification Name</b>	60	Alphanumeric	Practical Nursing
<b>CIP or FDOE Certification Code</b>	15	Alphanumeric	513900
<b>Program Type</b>	3	Alpha	IET
<b>Degree Type</b>	3	Alpha	AAS
<b>Number of Students Enrolled in the Program</b>	7	Numeric	2570
<b>Number of Students who Completed the Program</b>	7	Numeric	1596
<b>Number of Students that Attained Workforce Credentials in this Program</b>	7	Numeric	1550
<b>Number of Students Remaining in this Program</b>	7	Numeric	974
<b>Relevant Occupation After Training Program</b>	60	Alphanumeric	Nursing Assistant

## **Open Door Grant (ODG) Program Annual Report** **Navigation and Reporting Instructions**

Follow the instructions below to achieve the goal of reporting the unique ODG Program or Certification amongst the students that received ODG funding in the academic year:

1. Select the **Add ODG Program** button to begin.
2. All fields are required to have information entered based on the information shown in the “Data Parameters” table from the previous page.
  - Report ALL programs that are offered at your institution that meet the requirements to receive ODG program funds, even if no students enrolled in the program.
3. After each field contains data, the **Submit** button must be selected.
4. The **Edit** and **Delete** buttons will appear next to each row after information is submitted.
5. Continue to add as many rows as necessary to report each unique ODG Program or Certification amongst the students that received ODG funding in the academic year.
6. If data needs to be modified on an existing row, select **Edit**. Once modifications are done, select **Submit**.
7. If data needs to be deleted from an existing row, select **Delete** and choose **Yes** when prompted to confirm if the data should be permanently removed.

**Export to Excel:** To acquire a comprehensive view of all data that was provided for a fiscal year, select **Export to Excel**.