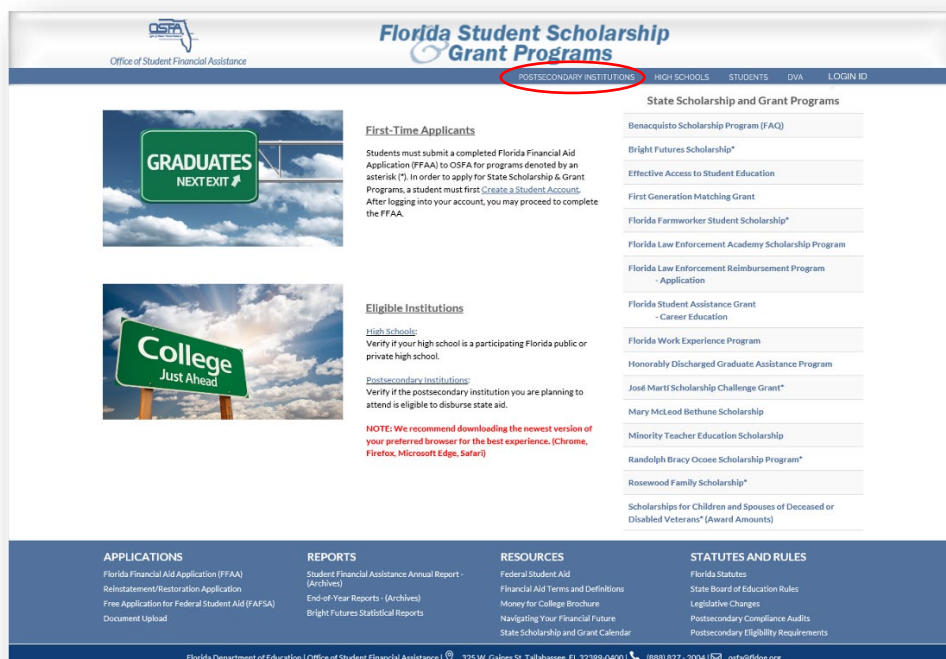
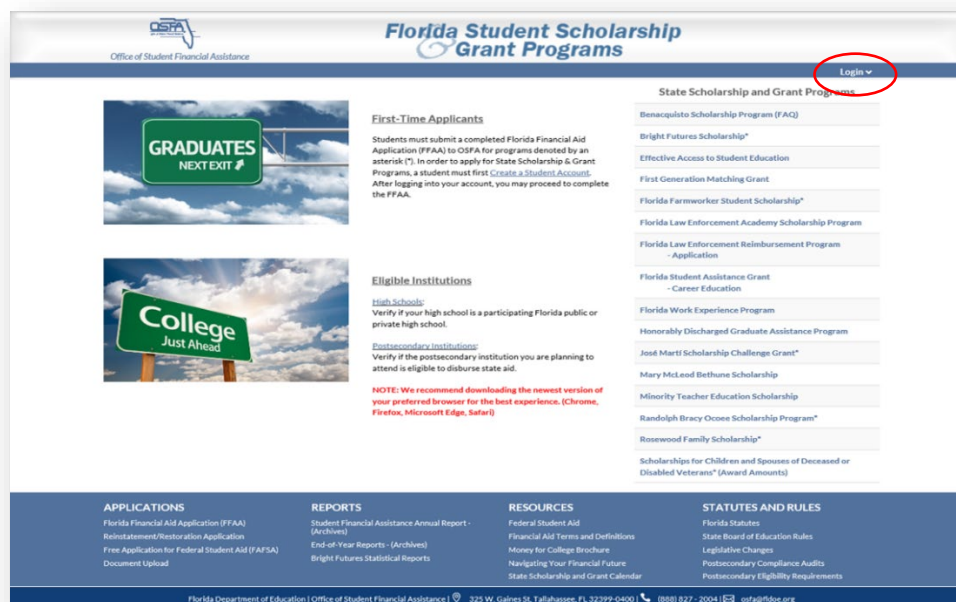


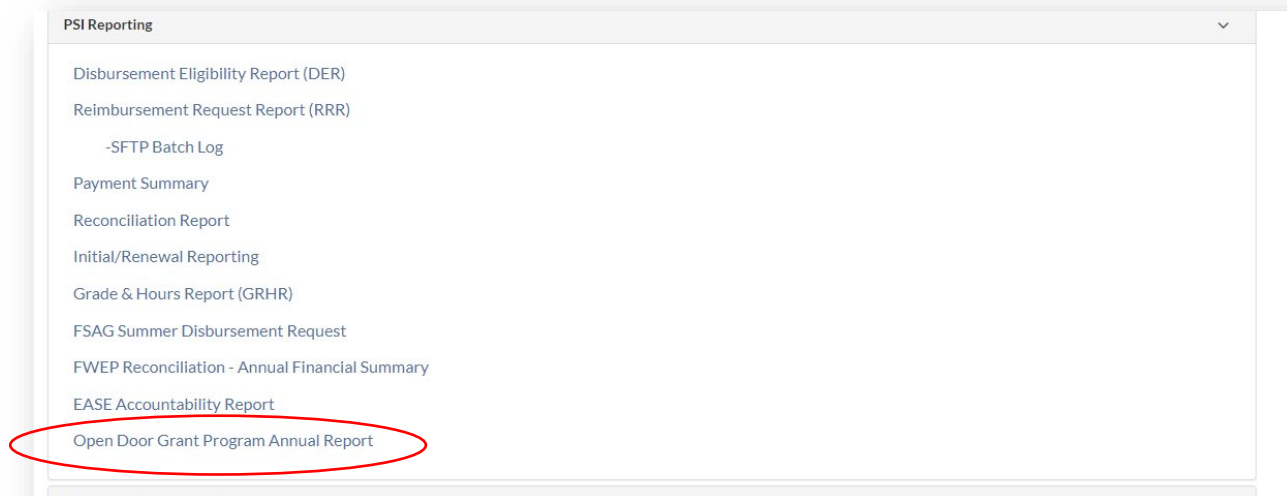
Open Door Grant (ODG) Program Annual Report Navigation and Reporting Instructions

To access the ODG Program Annual Report screen, visit www.FloridaStudentFinancialAid.org. Login and choose **Postsecondary Institutions**.



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

After you have selected **Postsecondary Institutions**, select **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.

A screenshot of the 'Florida Student Scholarship & Grant Programs' web interface. The header includes the OSA logo and the text 'Office of Student Financial Assistance'. A navigation bar contains links: HOME, POSTSECONDARY INSTITUTIONS, HIGH SCHOOLS, STUDENTS, DVA, and a user profile for ROBERT.BUCELLATO. Below the navigation bar, the title 'OPEN DOOR GRANT PROGRAM (ODG) ANNUAL REPORT' is centered. The form contains four dropdown menus: 'Acad Yr' (set to 2024-25), 'Inst Code' (set to --Select--), 'Inst Name' (set to --Select--), and 'Program' (set to ODG). To the right of these fields is a 'Search' button with a magnifying glass icon, which is circled in red, and a 'Clear' button.

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

		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
Edit	Delete	TESTING	TESTING	WEP	AA	12	11	10	9	NURSING

Submit

Export Data to Excel

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

Number of Eligible ODGP Students: This table contains read-only students 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
ODG Program/Certification Name	60	Alphanumeric	Practical Nursing
CIP or FDOE Certification Code	15	Alphanumeric	513900
Program Type	3	Alpha	IET
Degree Type	3	Alpha	AAS
Number of Students Enrolled in the Program	7	Numeric	2570
Number of Students who Completed the Program	7	Numeric	1596
Number of Students that Attained Workforce Credentials in this Program	7	Numeric	1550
Number of Students Remaining in this Program	7	Numeric	974
Relevant Occupation After Training Program	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**.