

# **FICE and High School Code Translation System**

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## **Institutional User Guide**

*Information Technology Services  
August 2015*

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**Document Revision History**

<b>Version</b>	<b>Date of Release</b>	<b>Purpose</b>
Release 1.0	August 3, 2015	Release of Institutional Interface

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## Overview

### Purpose of FICE and High School Code Translation System

The Federal Interagency Committee on Education (FICE) and High School Code Translation System is a web-based application that translates codes entered by institutions to standardized University System Office codes. Institutions enter codes in Banner for high schools on the High School Information Form (SOAHSCH) and codes for FICE on the Prior College Form (SOAPCOL) and Transfer Course Form (SHATRNS). The SIRS editor uses tables to validate institution codes with the standardized USO codes.

### Policy for Use

If an institution maintains the correct codes on the Source/Background Institution Code Validation Form (STVSBGI) in Banner, then the institution does NOT need to translate codes. However, if an institution does not use USO standardized codes in Banner, then it must translate its codes with this system. Institutions have two options: use the correct code in Banner or translate the code using the FICE and High School Code Translation System application.

### Target Audience

Banner institutions that do not enter USO codes in Banner use this system to translate their codes to USO standardized codes. Non-Banner institutions use the system to view codes. People who are involved in SIRS, both functional and technical, use this system.

### Customer Service

Additional ITS Resources and Support: Contact the ITS HelpDesk at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (self-service ticket submission) or e-mail [HelpDesk@usg.edu](mailto:HelpDesk@usg.edu). For urgent or production down situations, call the ITS HelpDesk (706-583-2001; 1-888-875-3697 toll free within Georgia).

## FICE and High School Code Translation System

### Viewing and Translating FICE and High School Codes

[Access the application](#)

Access the G2I Home Page at [http://www.usg.edu/georgia\\_institutional\\_intelligence](http://www.usg.edu/georgia_institutional_intelligence) and click **FICE/High School Application**.

The screenshot shows the Georgia Institutional Intelligence (G2I) website. The header is dark blue with the University System of Georgia logo on the left and navigation links on the right. The main content area is white and features a sidebar on the left with a list of services. The 'FICE/High School Application' link is circled in red. The main content area includes the G2I logo and a welcome message.

**University System of Georgia**  
Creating A More Educated Georgia

TEXT ONLY | FIND A PERSON | LOCATION | CAREERS | CONTACT US

USG Home | Board of Regents | Chancellor | USG Institutions | Academics | Administration | External Affairs | Newsroom | Policies & Reports

### Data Services

- Data Collection Application
- Data Validation Reports
- G2I SharePoint Site
- Technical Support
- Forgot/Change Password
- FICE/High School Application**
- External Site Code Application

## G2I

Georgia Institutional Intelligence  
University System of Georgia • Information Technology Services

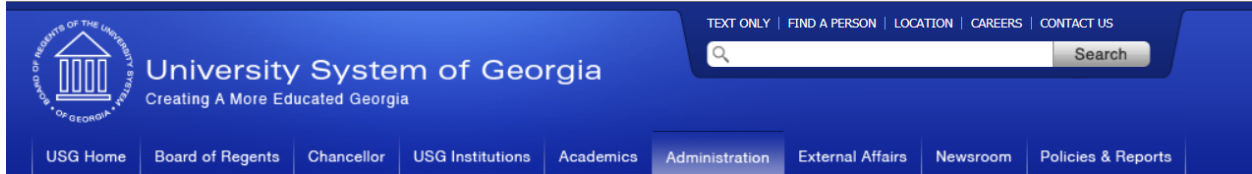
### Welcome to Georgia Institutional Intelligence

*"A set of services and technologies in support of creating a more educated Georgia through information supported decision making."*

Georgia Institutional Intelligence (G2I) is a system-wide resource for Data Warehousing and Business Intelligence (BI). Our services and technologies provide institutions with a strong foundation for a successful BI program with complete ownership of their own data. A partnership with the G2I program ensures the authentication and accuracy of data that institutions require for producing official reports and making well informed decisions.

## FICE and High School Code Translation System

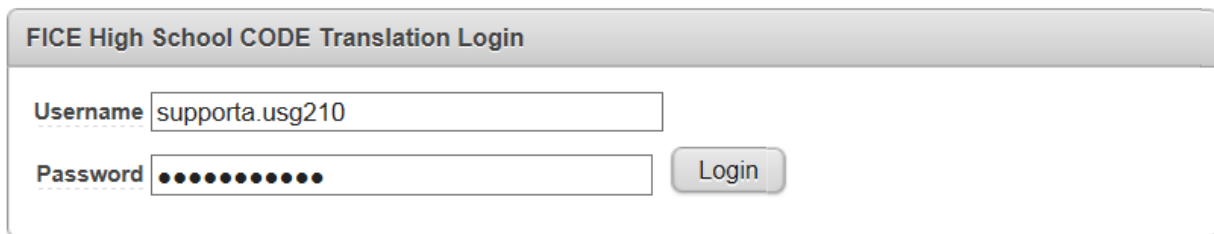
Click **FICE/High School Application**.



### Data Services

Data Collection Application	<b>FICE / High School Application</b>
Data Validation Reports	<b>FICE/HS Application</b> (login required)
G2I SharePoint Site	
Technical Support	
Forgot/Change Password	
► FICE/High School Application	
External Site Code Application	

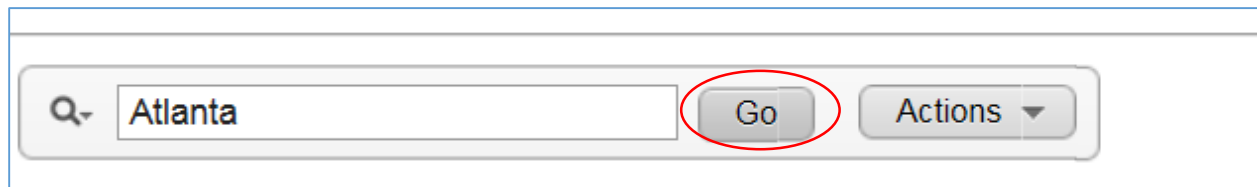
Login with USO Active Directory account.

The image shows a login form titled "FICE High School CODE Translation Login". It contains two input fields: "Username" with the text "supporta.usg210" and "Password" with masked characters. A "Login" button is positioned to the right of the password field.

### Using the Search Bar and Actions Menu

All of the reports in the FICE and High School Code Translation System have a search bar and Actions menu above the report. This section will explain how to use this functionality.

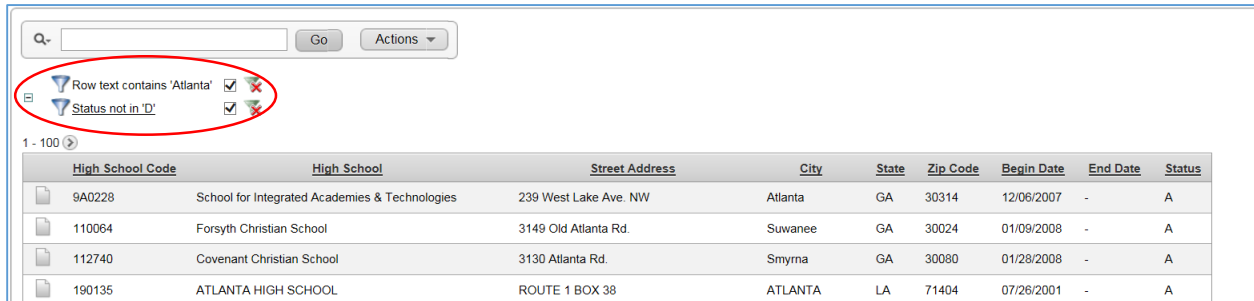
To do a general search of all the records in the report, type in the search bar and click **Go**.



## FICE and High School Code Translation System

A new filter with the search phrase will appear at the top of the report. Any records which contain the search phrase will show in the report. To remove a filter, click the green filter with a red x icon. You can include several filters on a report at the same time.

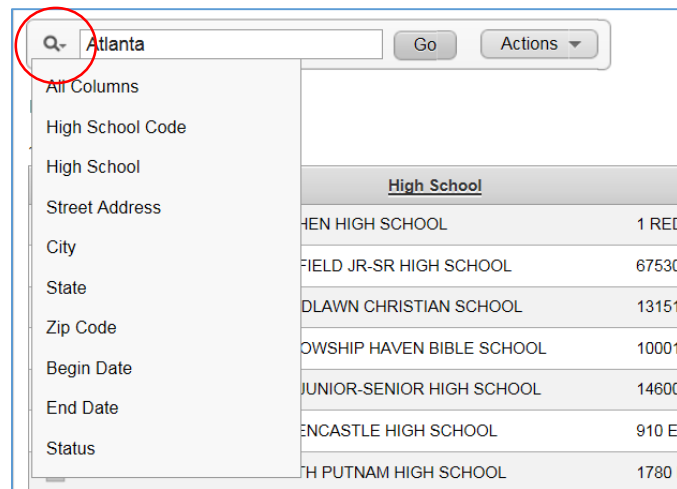
**Please note:** By default, the High School and FICE reports have a default filter (“Status not in D”) that excludes deleted schools.



The screenshot shows the top of the report interface. At the top left, there is a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. Below the search bar, there are two filter items: 'Row text contains 'Atlanta'' and 'Status not in 'D'', each with a green filter icon and a red 'x' icon to remove it. Below the filters, there is a table with the following columns: High School Code, High School, Street Address, City, State, Zip Code, Begin Date, End Date, and Status. The table contains four rows of data.

High School Code	High School	Street Address	City	State	Zip Code	Begin Date	End Date	Status
9A0228	School for Integrated Academies & Technologies	239 West Lake Ave. NW	Atlanta	GA	30314	12/06/2007	-	A
110064	Forsyth Christian School	3149 Old Atlanta Rd.	Suwanee	GA	30024	01/09/2008	-	A
112740	Covenant Christian School	3130 Atlanta Rd.	Smyrna	GA	30080	01/28/2008	-	A
190135	ATLANTA HIGH SCHOOL	ROUTE 1 BOX 38	ATLANTA	LA	71404	07/26/2001	-	A

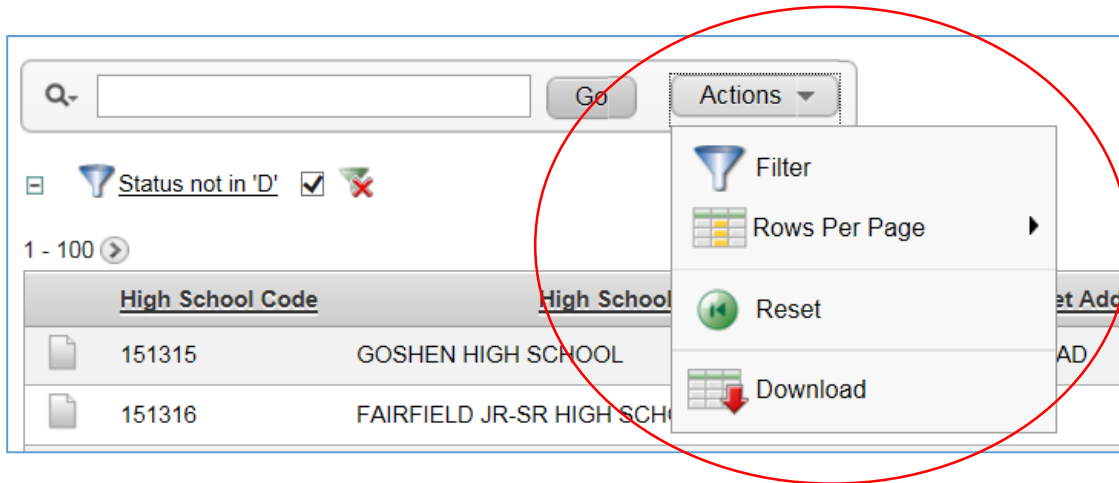
To limit your search to a particular column, click the magnifying glass in the search bar, choose a column, enter your search phrase and click **Go**.



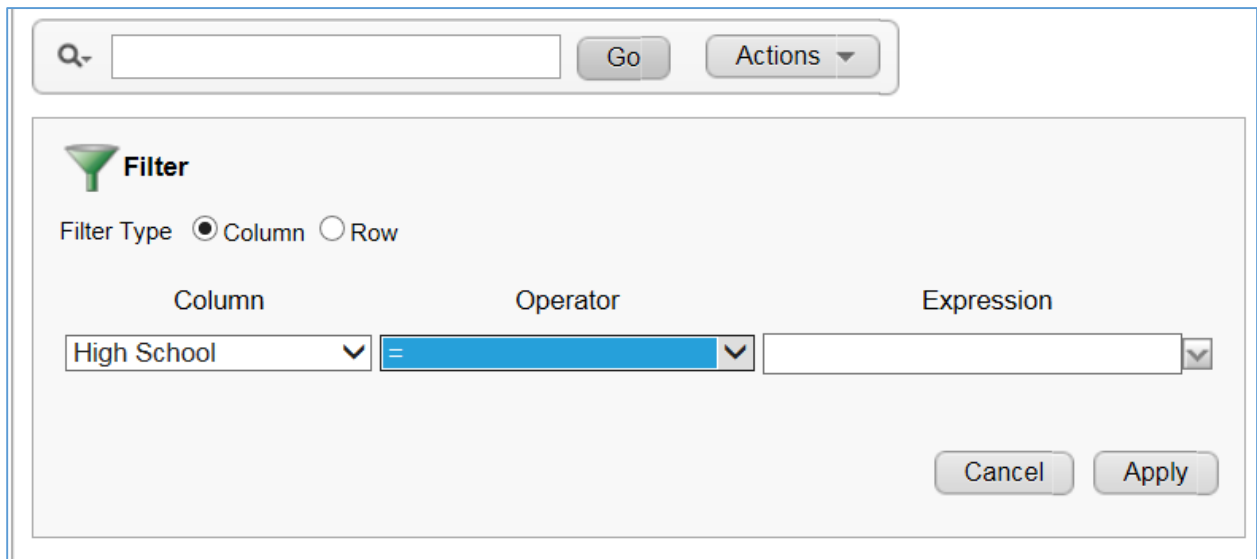


## FICE and High School Code Translation System

The **Actions** menu offers the following options: **Filter**, **Rows Per Page**, **Reset**, and **Download**.



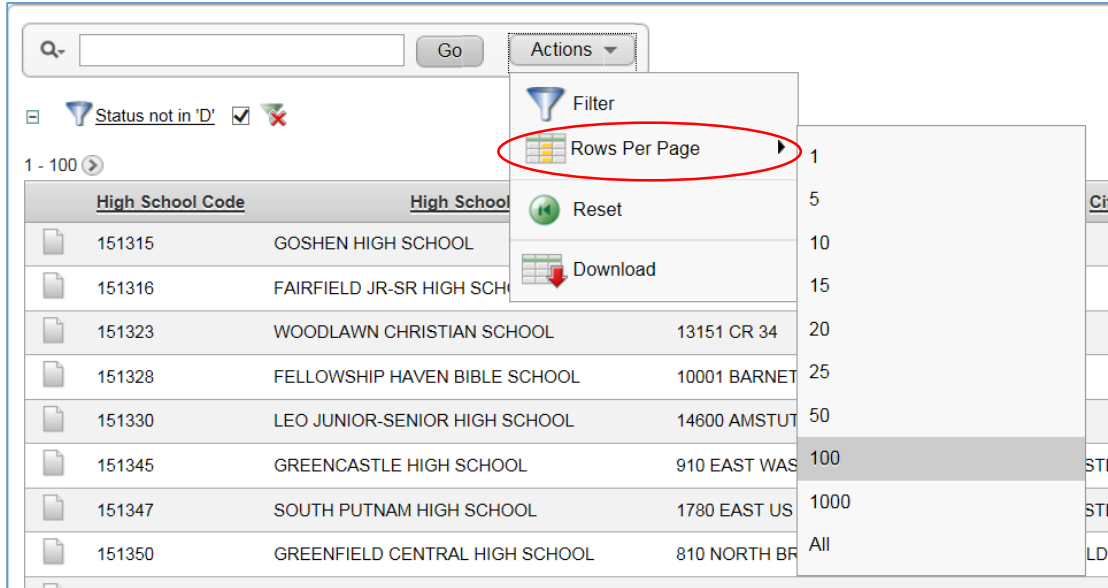
Click **Filter** to perform a more detailed search on columns or rows using operators and expressions.



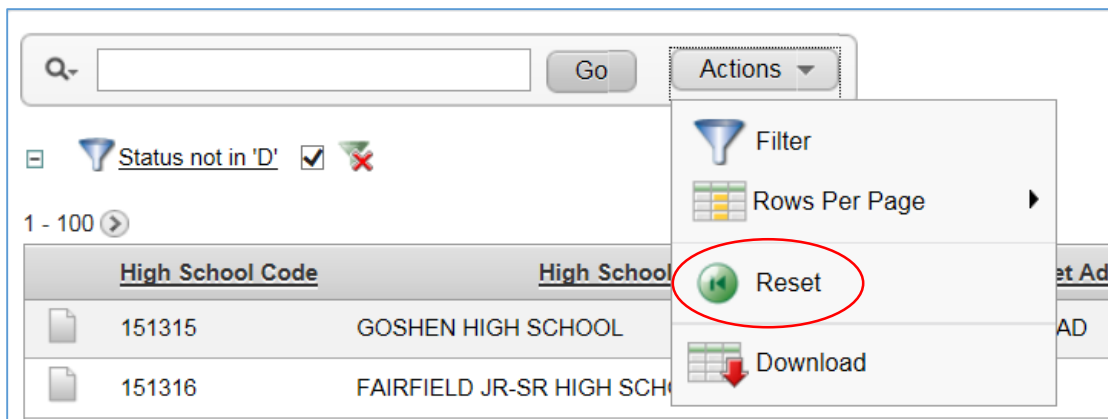
## FICE and High School Code Translation System

Click **Rows Per Page** to choose the number of rows to show in the report.

**Please note:** Clicking **All** without any filters may cause your browser to freeze due to the number of records in the report.

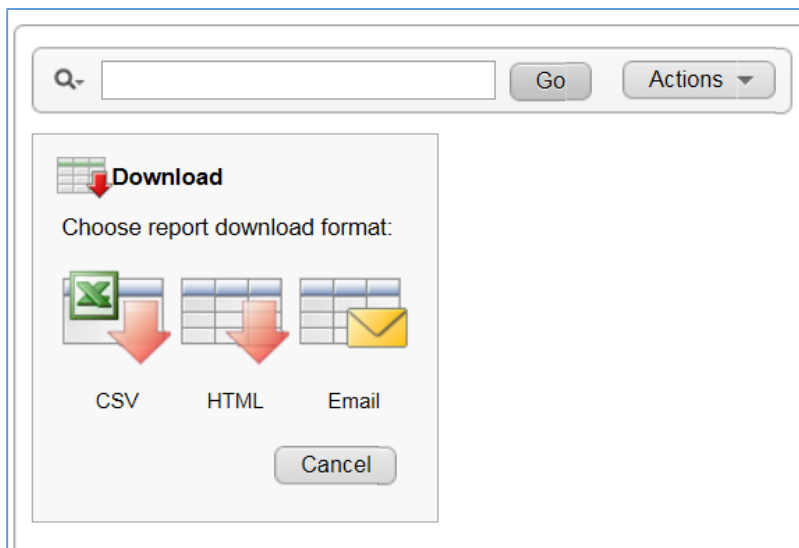
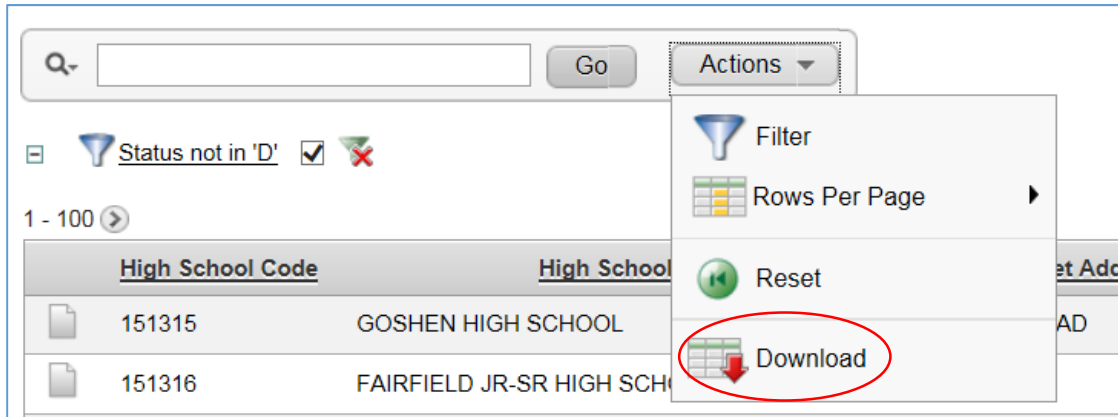


Click **Reset** to return the report to its default settings including the removal of all filters except "Status not in D."



## FICE and High School Code Translation System

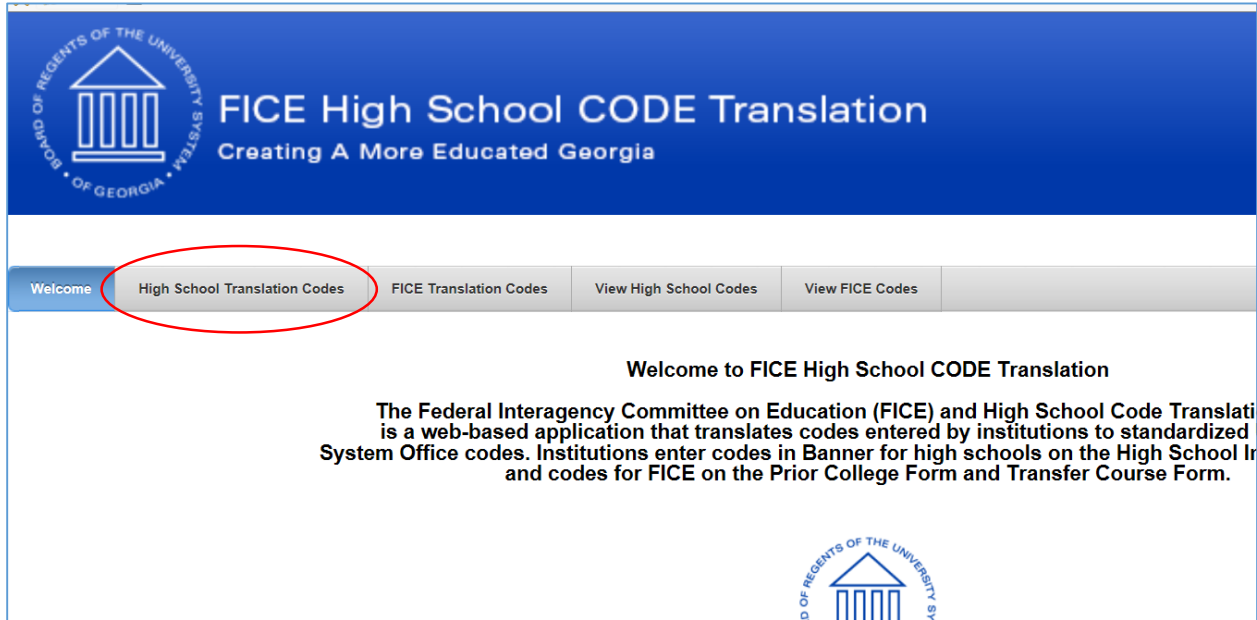
Click **Download** to download the report in Excel or HTML format or to email a link to the report in the application. Please note that viewing the report via a link sent via email stills a require login to the application.



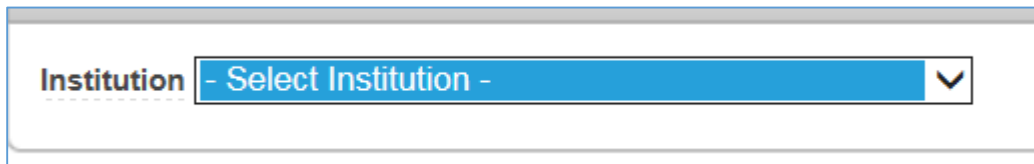
## FICE and High School Code Translation System

### Working with High School Code Translations

Click the **High School Translation Codes** tab.

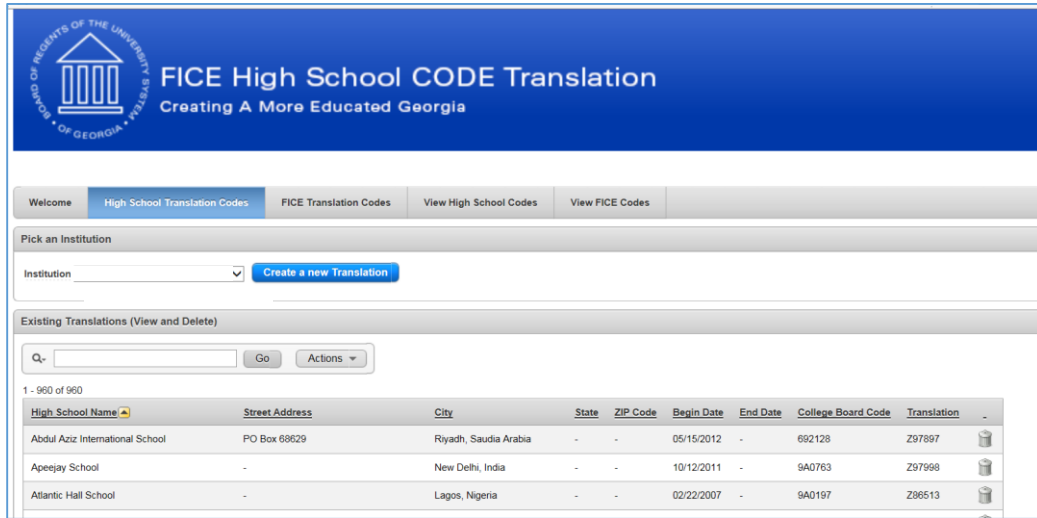


Your institution will be selected by default in the **Institution** drop-down list.



## FICE and High School Code Translation System

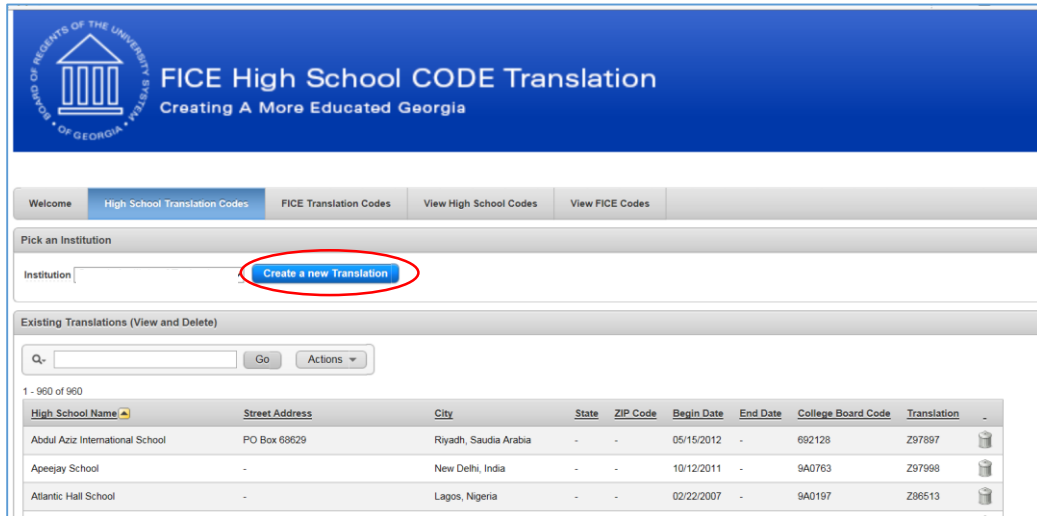
Once you have clicked the **High School Translation Codes** tab, you will see a list of your institution's translations.



The screenshot shows the FICE High School CODE Translation system interface. At the top, there is a blue header with the logo of the University System of Georgia and the text "FICE High School CODE Translation Creating A More Educated Georgia". Below the header, there is a navigation bar with tabs: "Welcome", "High School Translation Codes", "FICE Translation Codes", "View High School Codes", and "View FICE Codes". The "High School Translation Codes" tab is selected. Below the navigation bar, there is a section titled "Pick an Institution" with a dropdown menu for "Institution" and a blue button labeled "Create a new Translation". Below this, there is a section titled "Existing Translations (View and Delete)" with a search bar and a "Go" button. Below the search bar, there is a table with the following columns: "High School Name", "Street Address", "City", "State", "ZIP Code", "Begin Date", "End Date", "College Board Code", and "Translation". The table contains three rows of data:

High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	Translation
Abdul Aziz International School	PO Box 68629	Riyadh, Saudia Arabia	-	-	05/15/2012	-	662128	Z97897
Apeejay School	-	New Delhi, India	-	-	10/12/2011	-	9A0763	Z97998
Atlantic Hall School	-	Lagos, Nigeria	-	-	02/22/2007	-	9A0197	Z86513

Creating a New High School Translation  
Click the **Create a new Translation** button.



The screenshot shows the FICE High School CODE Translation system interface, similar to the previous one. The "Create a new Translation" button is highlighted with a red circle. The rest of the interface, including the navigation bar, the "Pick an Institution" section, and the "Existing Translations" table, is identical to the previous screenshot.

## FICE and High School Code Translation System

You will be directed to a list of high schools that can be translated. Click **Translate** next to the high school you would like to translate.

The screenshot shows the 'High School Translation Codes' page. At the top, there are navigation tabs: 'Welcome', 'High School Translation Codes', 'FICE Translation Codes', 'View High School Codes', and 'View FICE Codes'. Below the tabs is a header 'Create a Translation - Select a High School'. A search bar with a 'Go' button and an 'Actions' dropdown is present. Below the search bar, it says '1 - 15 of 31400'. A table lists high schools with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and an action column. The 'Translate' buttons in the action column are circled in red.

High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	
Blackstone Academy	2888 West Point Rd	College Park	GA	30337	01/02/2013	-	110127	Translate
(New name) Academics Enhanced Inc. School	P.O. Box 10805	St. Thomas, VI	-	-	08/17/2010	-	550310	Translate
1199 SCHOOL SOCIAL CHANGE	1200 WATERS PLACE	BRONX	NY	10461	07/26/2001	-	330535	Translate
2001 ALTERNATIVE PROGRAM	1002 WEST KIMBERLY	DAVENPORT	IA	52806	07/26/2001	-	161100	Translate
21ST CENTURY SCHOLARS PROGRAM	C/O IVY TECH STATE COLLEGE	GARY	IN	46409	07/26/2001	-	151266	Translate

Type your institution's translation and click **Save Translation**.

The screenshot shows the translation input form. At the top, there are navigation tabs: 'Welcome', 'High School Translation Codes', 'FICE Translation Codes', 'View High School Codes', and 'View FICE Codes'. Below the tabs is a header '- Translate 110127'. A form with a red asterisk on the left contains a text input field and two buttons: 'Save Translation' (circled in red) and 'Cancel'. Below the form is a header '- Create a Translation - Select a High School'. A search bar with a 'Go' button and an 'Actions' dropdown is present. Below the search bar, it says '1 - 15 of 31400'. A table lists high schools with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and an action column. The 'Selected for Translation' button in the action column is circled in red.

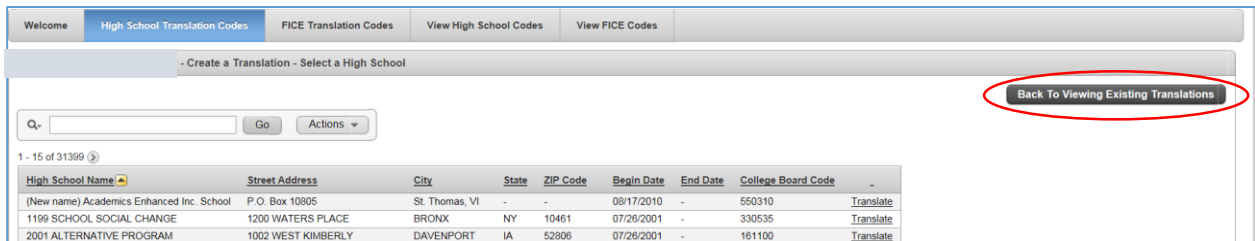
High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	
Blackstone Academy	2888 West Point Rd	College Park	GA	30337	01/02/2013	-	110127	Selected for Translation
(New name) Academics Enhanced Inc. School	P.O. Box 10805	St. Thomas, VI	-	-	08/17/2010	-	550310	Translate
1199 SCHOOL SOCIAL CHANGE	1200 WATERS PLACE	BRONX	NY	10461	07/26/2001	-	330535	Translate

You will receive a **Translation saved** message. Click the **x** to remove the message.

The screenshot shows the 'High School Translation Codes' page after a translation is saved. At the top, there are navigation tabs: 'Welcome', 'High School Translation Codes', 'FICE Translation Codes', 'View High School Codes', and 'View FICE Codes'. A message box with a red border and a close button (x) contains the text 'Translation saved.' and is circled in red. Below the message box is a header '- Create a Translation - Select a High School'. A search bar with a 'Go' button and an 'Actions' dropdown is present. Below the search bar, it says '1 - 15 of 31399'. A table lists high schools with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and an action column. A 'Back To Viewing Existing Translations' button is visible in the bottom right corner.

## FICE and High School Code Translation System

To return to a list of your institution's translations, click **Back to Viewing Existing Translations**.

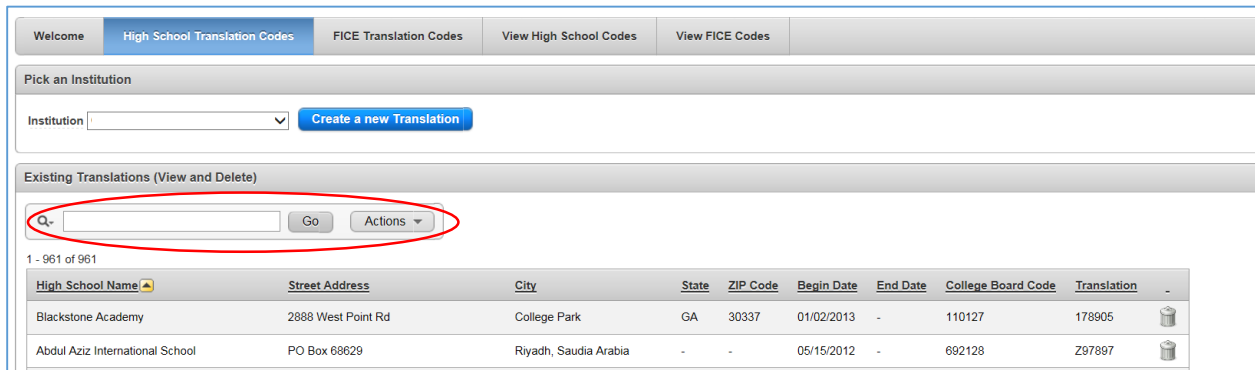


The screenshot shows the 'High School Translation Codes' section of the system. At the top, there are navigation tabs: 'Welcome', 'High School Translation Codes', 'FICE Translation Codes', 'View High School Codes', and 'View FICE Codes'. Below the tabs is a header area with the text '- Create a Translation - Select a High School'. A search bar with a 'Go' button and an 'Actions' dropdown menu is present. A table lists translations with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and Translation. A button labeled 'Back to Viewing Existing Translations' is circled in red in the top right corner.

High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	Translation
(New name) Academics Enhanced Inc. School	P.O. Box 10805	St. Thomas, VI	-	-	08/17/2010	-	550310	Translate
1199 SCHOOL SOCIAL CHANGE	1200 WATERS PLACE	BRONX	NY	10461	07/26/2001	-	330535	Translate
2001 ALTERNATIVE PROGRAM	1002 WEST KIMBERLY	DAVENPORT	IA	52806	07/26/2001	-	161100	Translate

### Viewing High School Translation Codes

Use the search bar and Actions Menu to find a particular translation.

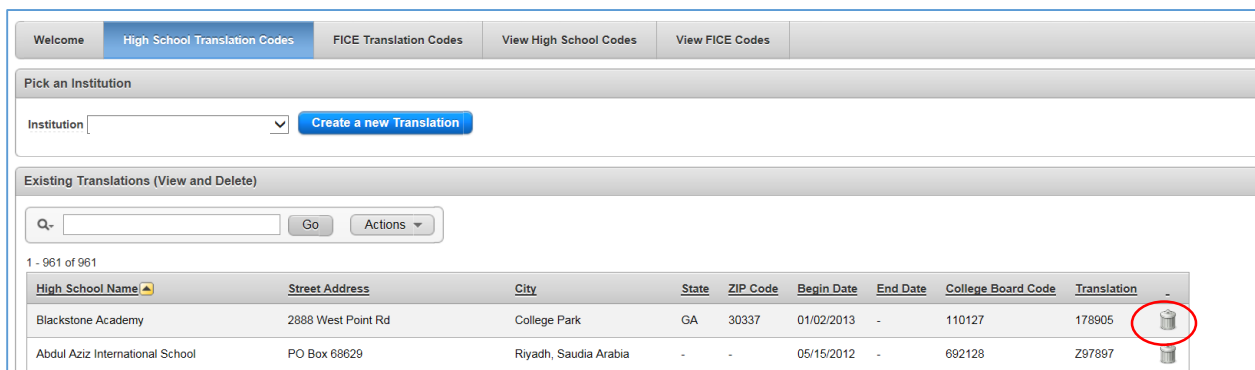


The screenshot shows the 'High School Translation Codes' section. It includes a 'Pick an Institution' section with a dropdown menu and a 'Create a new Translation' button. Below this is the 'Existing Translations (View and Delete)' section, which contains a search bar, a 'Go' button, and an 'Actions' dropdown menu. The search bar and 'Actions' dropdown are circled in red. A table lists translations with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and Translation. Each row has a trash can icon next to the Translation column.

High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	Translation
Blackstone Academy	2888 West Point Rd	College Park	GA	30337	01/02/2013	-	110127	178905
Abdul Aziz International School	PO Box 68629	Riyadh, Saudia Arabia	-	-	05/15/2012	-	692128	Z97897

### Deleting High School Translation Codes

Click the trash can next to the translation you would like to delete.

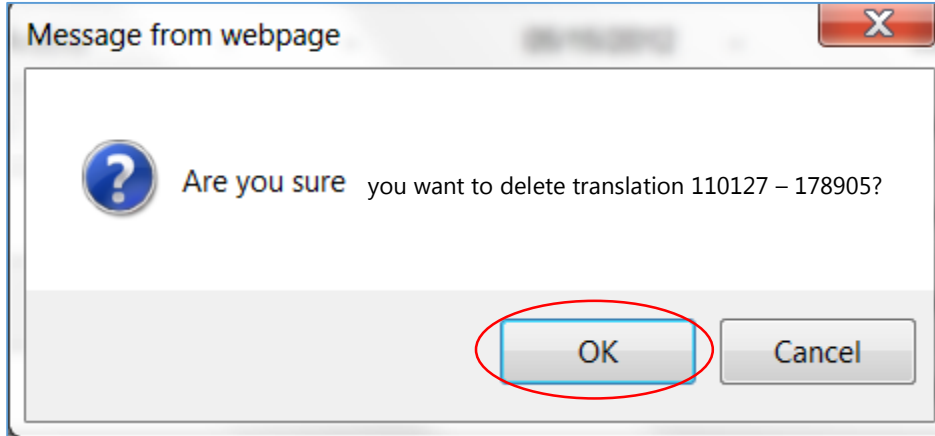


The screenshot shows the 'High School Translation Codes' section. It includes a 'Pick an Institution' section with a dropdown menu and a 'Create a new Translation' button. Below this is the 'Existing Translations (View and Delete)' section, which contains a search bar, a 'Go' button, and an 'Actions' dropdown menu. A table lists translations with columns: High School Name, Street Address, City, State, ZIP Code, Begin Date, End Date, College Board Code, and Translation. Each row has a trash can icon next to the Translation column. The trash can icon for the first row (Blackstone Academy) is circled in red.

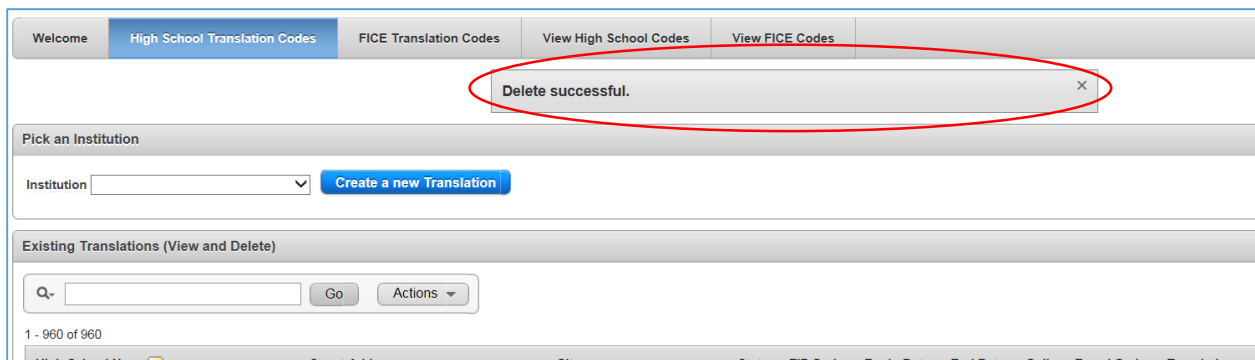
High School Name	Street Address	City	State	ZIP Code	Begin Date	End Date	College Board Code	Translation
Blackstone Academy	2888 West Point Rd	College Park	GA	30337	01/02/2013	-	110127	178905
Abdul Aziz International School	PO Box 68629	Riyadh, Saudia Arabia	-	-	05/15/2012	-	692128	Z97897

## FICE and High School Code Translation System

Click **OK** confirm the deletion.



You will receive a **Delete successful** message. Click the **x** to remove the message.



### Working with FICE Translation Codes

To view, create, or delete FICE Translation Codes, click the **FICE Translation Codes** tab and follow the same procedures described in the [Working with High School Code Translations](#) section.



# FICE and High School Code Translation System

## Viewing High School and FICE Codes

### Viewing High School Codes

Click the **View High School Codes** tab.

The screenshot shows a navigation bar with five tabs: 'Welcome', 'High School Translation Codes', 'FICE Translation Codes', 'View High School Codes', and 'View FICE Codes'. The 'View High School Codes' tab is circled in red. Below the tabs is a welcome message:

**Welcome to FICE High School CODE Translation**

The Federal Interagency Committee on Education (FICE) and High School Code Translation System is a web-based application that translates codes entered by institutions to standardized University System Office codes. Institutions enter codes in Banner for high schools on the High School Information Form and codes for FICE on the Prior College Form and Transfer Course Form.

By default, the report shows 100 records at a time. To see the next 100 records click the **Next** arrow.

The screenshot shows a search bar with 'Q-' and a 'Go' button, and an 'Actions' dropdown. Below is a filter for 'Status not in 'D'' with checkboxes. The page indicator '1 - 100' is circled in red. The table below contains two records:

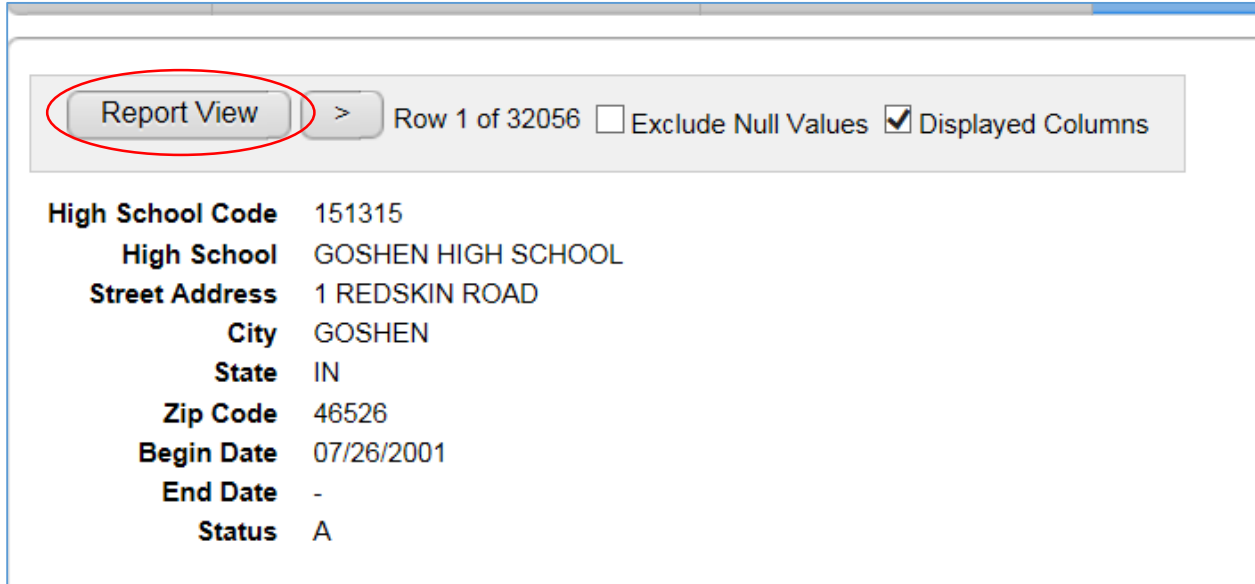
High School Code	High School	Street Address	City	State	Zip Code	Begin Date	End Date	Status
151315	GOSHEN HIGH SCHOOL	1 REDSKIN ROAD	GOSHEN	IN	46526	07/26/2001	-	A
151316	FAIRFIELD JR-SR HIGH SCHOOL	67530 U S 33	GOSHEN	IN	46526 6999	07/26/2001	-	A

Clicking the paper icon of a high school record to view the record individually.

This screenshot is identical to the previous one, but the paper icon next to the first record (High School Code 151315) is circled in red.

## FICE and High School Code Translation System

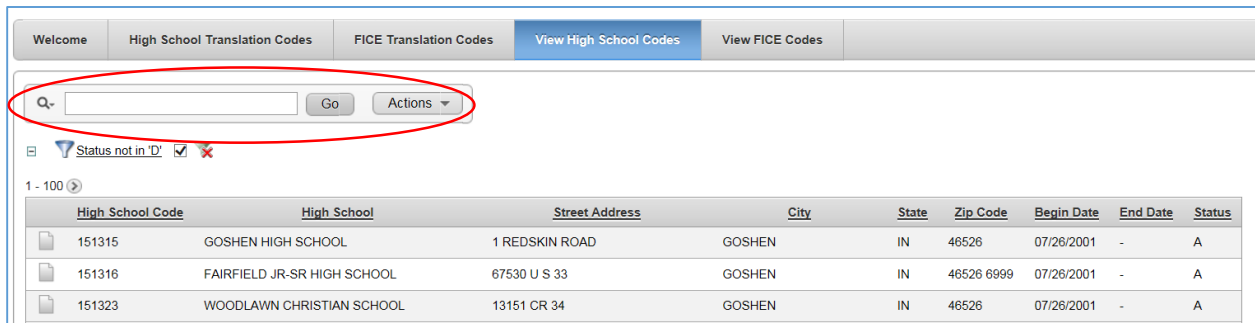
Click **Report View** to return to the original report.



The screenshot shows a web interface with a button labeled "Report View" circled in red. To the right of the button is a greater-than sign (>). Further right, the text "Row 1 of 32056" is displayed, followed by two checkboxes: "Exclude Null Values" (unchecked) and "Displayed Columns" (checked). Below this navigation bar, a list of data fields is shown:

<b>High School Code</b>	151315
<b>High School</b>	GOSHEN HIGH SCHOOL
<b>Street Address</b>	1 REDSKIN ROAD
<b>City</b>	GOSHEN
<b>State</b>	IN
<b>Zip Code</b>	46526
<b>Begin Date</b>	07/26/2001
<b>End Date</b>	-
<b>Status</b>	A

To find a particular high school code use the search bar and **Actions** menu.



The screenshot shows a web interface with a search bar and an "Actions" menu circled in red. The search bar contains a magnifying glass icon, a text input field, a "Go" button, and an "Actions" dropdown menu. Below the search bar, there is a filter icon and the text "Status not in 'D'". A table of data is displayed below the search bar:

High School Code	High School	Street Address	City	State	Zip Code	Begin Date	End Date	Status
151315	GOSHEN HIGH SCHOOL	1 REDSKIN ROAD	GOSHEN	IN	46526	07/26/2001	-	A
151316	FAIRFIELD JR-SR HIGH SCHOOL	67530 U S 33	GOSHEN	IN	46526 6999	07/26/2001	-	A
151323	WOODLAWN CHRISTIAN SCHOOL	13151 CR 34	GOSHEN	IN	46526	07/26/2001	-	A

### Viewing FICE Codes

To view FICE Codes, please click the **View FICE Codes** tab and follow the same procedures described in the [Viewing High School Codes](#) section.