



BOARD of REGENTS  
STATE OF LOUISIANA

# ENROLLMENT AND COMPLETION REPORTING

URL: <https://ec.apps.laregents.edu/>

## Register and Download Template

Register Page:

About Us

ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

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### REGISTER

CREATE A NEW ACCOUNT

First Name   
First Name is required.

Middle Initial

Last Name   
Last Name is required.

Select Institution   
Please select a institution from dropdown.

Job Title

Phone

Email

Password   
Password is required.

Confirm Password

Verify account by clicking link in the email:

Verification of Enrollment and Completion Reporting System.



EC-Helpdesk  
To Vikas S. Yadav

Thu 6/15/2023 2:20 PM

Dear Vikas Yadav,

You recently created an account on the Enrollment and Completion Reporting System.

Please use this one - time link to verify your account:

[Verify Account](#)

If you did not make this request, or if you need further assistance, please contact the Help Desk at [EC-Helpdesk@laregents.edu](mailto:EC-Helpdesk@laregents.edu) or 225-800-9380.

Thank you!

Login Page:



About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

LOG IN TO SUBMIT YOUR DATA.

EMAIL

PASSWORD

Log in

[Register as a new user](#)

[Forgot password !](#)

Download Template by Clicking on Template. Licensed Proprietary Schools should use the Proprietary Institution Layout. Academic Degree granting institutions should use Act129. Public two-year institutions, will use the Murphy J. Foster Promise Act for this year.



BRITTON - TEST, COURTNEY (clbritton@gmail.com)  
BOARD OF REGENTS

Select Institution

Select System

Template

About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

SELECT THE FILE LAYOUT TEMPLATE FROM THE LIST BELOW FOR THE APPROPRIATE SYSTEM.

THESE FILE LAYOUTS ARE READY TO USE TO UPLOAD DATA.

Murphy J. Foster Promise Act

CLICK MURPHY J. FOSTER PROMISE ACT TO DOWNLOAD THE UPLOAD FILE LAYOUT.

Proprietary Institution

CLICK PROPRIETARY INSTITUTION TO DOWNLOAD THE UPLOAD FILE LAYOUT.

ACT129

CLICK ACT129 TO DOWNLOAD THE UPLOAD FILE LAYOUT.

# Uploading the File

- 1- After login select your institution by clicking "Select", if you are a parent institution then you will see all the institutions under you and you can submit for them or if you are not a parent institution then you will see only your institution.



YADAV,VIKAS (vikas.yadav@laregents.edu)  
BLUE CLIFF COLLEGE - ALEXANDRIA

Select Institution   Select System   Instructions   About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

PLEASE SELECT AN INSTITUTION.

	ID	InstName
Select	8	Acadlana Area Career College-A Div of Blue Cliff College
Select	36	Blue Cliff College - Alexandria
Select	37	Blue Cliff College - Lafayette
Select	38	Blue Cliff College - Metairie
Select	39	Blue Cliff College - Metairie
Select	40	Blue Cliff College - Metairie, Satellite Location

- Select system after selecting institution. You should only see one system for each institution.

[Logout](#)



YADAV,VIKAS (vikas.yadav@laregents.edu)  
ACADEMY OF INTERACTIVE ENTERTAINMENT

Systems   About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

WELCOME

Murphy J. Foster Promise Act

CLICK MURPHY J. FOSTER PROMISE ACT TO UPLOAD FILE

- File upload, If you do not have any student data to submit then select “No student records for this submission period.” and hit upload or if you have a file to upload then choose file and hit upload.

Logout



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Select Institution    Select System    Template    About Us

## ENROLLMENT AND COMPLETION REPORTING

### REPORTING SUCCESS AT YOUR INSTITUTION

PLEASE UPLOAD YOUR DATA FILE FOR PROPRIETARY SCHOOL

[Create CSV file Online](#)

No file chosen

OR  No student records for this submission period.

THIS YEAR SUBMISSIONS.

Logout



COURTNEY (clbritton@gmail.com)  
BOARD OF REGENTS

Open

Proprietary > EDvera Implementation > TrainingDocuments > Demo Documents

Search Demo Documents

Name	Date modified	Type	Size
DorthoyGale-transcript	7/10/2024 11:22 AM	Adobe Acrobat D...	196 KB
Enrollment Agreement_ADA	4/21/2023 3:41 PM	Adobe Acrobat D...	220 KB
FinancialReviewForm	7/10/2024 12:18 PM	Adobe Acrobat D...	839 KB
GlindaGoodwitch_Resume	7/10/2024 11:20 AM	Adobe Acrobat D...	915 KB
GlindaGoodwitch-transcript	7/10/2024 11:22 AM	Adobe Acrobat D...	156 KB
PSC-4_Bond	7/10/2024 12:14 PM	Adobe Acrobat D...	272 KB
PSC-6_Bond	7/10/2024 11:50 AM	Adobe Acrobat D...	266 KB
PSC-12_ADA-Slidell	7/10/2024 12:16 PM	Adobe Acrobat D...	277 KB
PSC-18_ADA-Slidell2024	7/10/2024 12:20 PM	Adobe Acrobat D...	273 KB
SolicitorAffidavit_G.Goodwitch	7/10/2024 12:09 PM	Adobe Acrobat D...	70 KB
Year3DataWorking	7/25/2024 11:49 AM	Microsoft Excel W...	7 KB
Year3DataWorkingFinal	7/25/2024 11:51 AM	Microsoft Excel C...	1 KB

File name:

All Files

[Create CSV file Online](#)

Year3DataWorkingFinal.csv

OR  No student records for this submission period.

THIS YEAR SUBMISSIONS.

- Click upload:

**Congratulations!**

21075 record were added to the database.

OK

**ENROLLMENT AND COMPLETION REPORTING**  
REPORTING SUCCESS AT YOUR INSTITUTION

PLEASE UPLOAD YOUR DATA FILE FOR MURPHY J. FOSTER PROMISE ACT

Choose File No file chosen

Upload

**THIS YEAR SUBMISSIONS.**

Name	Institution Name	Date	Number Of Record	File Name
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	2	MJFTesting1.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/27/2023	21075	MJFTesting.txt
Vikas Yadav	Academy of Interactive Entertainment	06/28/2023	21075	MJFTesting.txt

- After upload an email will be sent to the user email address:

### Enrollment/Completion File Submission Confirmation



EC-Helpdesk  
To Vikas S. Yadav

Reply
 Reply All
 Forward

Wed 6/28/2023 8:15 AM

Thank you for submitting your student data file. This e-mail confirms that we have received a file for Academy of Interactive Entertainment with 21075 records for processing.

This file will be processed. If there are any validation issues, a member of our staff will reach out to you at the provided contact information to resolve them.

If you have any questions or concerns, please contact the Help Desk at [EC-Helpdesk@laregents.edu](mailto:EC-Helpdesk@laregents.edu) or 225-800-9380.

Thank you!

- After getting confirmation, you may Logout.

# Using the CREATE CSV file Online Option

When you select the system for your institution you will also notice a button named Create CSV file Online.

Template About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

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PLEASE UPLOAD YOUR DATA FILE FOR PROPRIETARY SCHOOL


[Create CSV file Online](#)

No file chosen

OR  No student records for this submission period.

TWO YEAR SUBMISSIONS

If you have a smaller number of students and/or do not have an internal student management system, this is a great way to enter their data without having to worry about leading zeros in CSV files, etc. You can enter the students one at a time.

BRITTON - TEST, COURTNEY (cbrifton@gmail.com)  
BOARD OF REGENTS

Select Institution Select System Template About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

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PLEASE UPLOAD YOUR DATA FOR PROPRIETARY SCHOOL

* Required Fields																			
LA Prop InstID	Inst Name	Inst Stud Com ID	Stud ID SSN	Stud Last Name	Stud First Name	Race	Gender	US Citizen	Parish/State/Country	BirthDate	CIP Code	Prog Name	Prog Cert	CIP Extra	Prog Modality	Enrol Start Date	Stud Prog Status	A	
*LA Prop InstID:	<input type="text"/>																		
Inst Stud Com ID:	<input type="text"/>																		
*Stud Last Name:	<input type="text"/>																		
*Race:	<input type="text"/>																		
US Citizen:	<input type="text"/>																		
*Birth Date (MM/DD/YYYY):	<input type="text"/>																		
Prog Name:	<input type="text"/>																		
CIP Extra:	<input type="text"/>																		
*Enrol Start Date (MM/DD/YYYY):	<input type="text"/>																		
Actual Comp Date (MM/DD/YYYY):	<input type="text"/>																		
Recv Cert:	<input type="text"/>																		
*Inst Name:	<input type="text"/>																		
Stud ID SSN:	<input type="text"/>																		
*Stud First Name:	<input type="text"/>																		
*Gender:	<input type="text"/>																		
Parish/State/Country:	<input type="text"/>																		
CIP Code (6 digits):	<input type="text"/>																		
Prog Cert:	<input type="text"/>																		
Prog Modality:	<input type="text"/>																		
*Stud Prog Status:	<input type="text"/>																		
Stud Prog Cert. Status:	<input type="text"/>																		
WBT Comp:	<input type="text"/>																		

Once you have entered the data you will click add student. If you have There ARE data checks here, so you might see errors that you will need to correct to hit add student.

Once a student is entered correctly, you will see their completed data at the top of the page.

**\* Required Fields**

LA Prop InstID	Inst Name	Inst Stud Com ID	Stud ID SSN	Stud Last Name	Stud First Name	Race	Gender	US Citizen	Parish/State/Country	BirthDate	CIP Code	Prog Name	Prog Cert	CIP Extra	Prog Modality	Enrol Start Date	Stud Prog Status	Actual Comp Date	Stud Prog Cert. Status	Recv Cert	WBT Comp	Action
2141	Williams Technical College		123011234	Britton	Kira	8	F	Y		01/02/2004	511009	Phlebotomy	81	AA	H	04/03/2024	C	05/31/2024	CE	Y	Y	<input type="button" value="Delete"/>

*LA Prop InstID:	<input type="text" value="2141"/>	*Inst Name:	<input type="text" value="Williams Technical College"/>
Inst Stud Com ID:	<input type="text"/>	Stud ID SSN:	<input type="text"/>
*Stud Last Name:	<input type="text" value="Britton"/>	*Stud First Name:	<input type="text" value="Courtney"/>
*Race:	<input type="text" value="8"/>	*Gender:	<input type="text"/>
US Citizen:	<input type="text" value="Y"/>	Parish/State/Country:	<input type="text" value="United States"/>
*Birth Date (MM/DD/YYYY):	<input type="text" value="01/02/2004"/>	CIP Code (6 digits):	<input type="text" value="70815"/>
Prog Name:	<input type="text" value="Phlebotomy"/>	Prog Cert:	<input type="text" value="81"/>
CIP Extra:	<input type="text" value="AA"/>	Prog Modality:	<input type="text" value="H"/>
*Enrol Start Date (MM/DD/YYYY):	<input type="text" value="05/30/2023"/>	*Stud Prog Status:	<input type="text" value="C"/>
Actual Comp Date (MM/DD/YYYY):	<input type="text" value="07/01/2024"/>	Stud Prog Cert. Status:	<input type="text" value="CE"/>
Recv Cert:	<input type="text" value="Y"/>	WBT Comp:	<input type="text" value="Y"/>
<input type="button" value="Add Student"/> <input type="button" value="Cancel"/>		<input type="button" value="Create CSV and Submit"/>	

If you notice you have made a mistake you can delete the student’s record and re-enter it. Once you have submitted all of your students click the Create and Submit.

DOWNLOAD A COPY OF YOUR CSV for your records!!!

## ENROLLMENT AND COMPLETION REPORTING

### REPORTING SUCCESS AT YOUR INSTITUTION

Submission was successful, 1 record(s) were added to the database.  
 You can download a copy by clicking on the Download a copy button.

[Download a Copy](#)

REMEMBER that each data overwrites the previous submission. So you cannot add a single student that you forgot, you must upload all students at once! That’s why it’s important to download a copy so that you wouldn’t have to enter all students over again.

# Forgot Password



About Us

## ENROLLMENT AND COMPLETION REPORTING

REPORTING SUCCESS AT YOUR INSTITUTION

PLEASE CHANGE PASSWORD BY PROVIDING EMAIL ADDRESS.

EMAIL

Submit

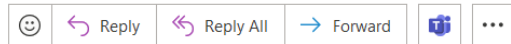
Reset password email sent to the account email:

Your Password Reset Request for Enrollment and Completion Reporting System.



EC-Helpdesk

To Vikas S. Yadav



Mon 6/12/2023 1:16 PM

Dear Yadav,vikas ,

You recently requested a password reset on the Enrollment and Completion Reporting System.

Please use this one - time link to reset your password:

[Reset Password](#)

If you did not make this request, or if you need further assistance, please contact the Help Desk at [co\\_help@laregents.edu](mailto:co_help@laregents.edu) or 225-800-9380.

Thank you!