

OLR Federal Program Posting Setup

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[Create Federal Program OLR List Bank](#) | [Copy Federal Program Fields to Custom List Bank](#) | [Create Fields in OLR Builder](#) | [Modify Wording for Clarity and Translations](#)

This documentation applies to the Online Registration Prime version.

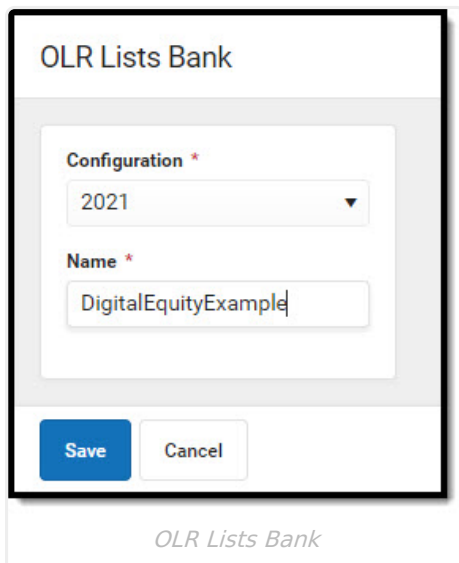
Online Registration can be set up to post data from an application to the Campus Federal Programs areas for a student. This document describes the process for setting up Federal Program fields in an Online Registration application that will automatically post to the Campus field.

It is recommended to start by identifying which fields are on the program, choose the posting subset, then follow the provided workflow.

Validation: All required fields in the Programs area must be mapped with a value in OLR. Anything posting to a dropdown must have a value in order to post.

Create Federal Program OLR List Bank

The first step is to create a list in the [OLR Lists Bank](#) that will map to the corresponding Federal Program List in Campus. This is only necessary when creating dropdown lists.



The screenshot shows a web form titled "OLR Lists Bank". Inside the form, there is a section labeled "Configuration *" with a dropdown menu currently set to "2021". Below this is a "Name *" field with the text "DigitalEquityExample" entered. At the bottom of the form are two buttons: "Save" (in blue) and "Cancel" (in white). The form is displayed within a window that has "OLR Lists Bank" in its title bar.

1. Click **New List**.
2. Enter a **Name** for the List.
3. Click **Save**.

Copy Federal Program Fields to Custom List Bank

Next, copy the Federal Program fields into the [OLR List Bank Replacer](#).

OLR List Bank Replacer

Configuration *

2021

Purpose

This tool is used to replace an OLR List with a Campus List where a large number of codes/values are different between the two, or to populate a custom OLR List. For more information on this tool, please see the documentation in the Campus knowledge base.

OLR List *

DigitalEquityExample

Campus List *

Definition: CIP federal list

Selected lists match, no action needed.

Code	Value
01	Agriculture, Ag Operations and Related Sciences
01.00	Agriculture, General
01.0000	Agriculture, General
01.01	Agricultural Business and Management
01.0101	Agricultural Business and Management, General
01.0102	Agribusiness/Agricultural Business Operations
01.0103	Agricultural Economics
01.0104	Farm/Farm and Ranch Management
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling
01.0106	Agricultural Business Technology
01.0199	Agricultural Business and Management, Other
01.02	Agricultural Mechanization
01.0201	Agricultural Mechanization, General
01.0204	Agricultural Power Machinery Operation
01.0205	Agricultural Mechanics and Equipment/Machine Tech

Code	Value
01	Agriculture, Ag Operations and Related Sciences
01.00	Agriculture, General
01.0000	Agriculture, General
01.01	Agricultural Business and Management
01.0101	Agricultural Business and Management, General
01.0102	Agribusiness/Agricultural Business Operations
01.0103	Agricultural Economics
01.0104	Farm/Farm and Ranch Management
01.0105	Agricultural/Farm Supplies Retailing & Wholesaling
01.0106	Agricultural Business Technology
01.0199	Agricultural Business and Management, Other
01.02	Agricultural Mechanization
01.0201	Agricultural Mechanization, General
01.0204	Agricultural Power Machinery Operation
01.0205	Agricultural Mechanics and Equipment/Machine Tech

Run

OLR List Bank Replacer

1. Select the custom list created in the OLR Lists Bank in the **Select OLR List Bank Category** dropdown.
2. Select the Federal Program list in the **Select Campus List Bank Category** dropdown.
3. Click **Run**. A warning displays indicating that this action will override the data in the OLR List. Click **OK**. This copies the Federal Program list into the OLR List.

Create Fields in OLR Builder

Then, create the Federal Reporting fields using the [OLR Builder](#).

Note: ALL required fields on the Federal Program tool must be created in the OLR Builder in order for the application to post properly.

Field Options

Field Name *

Primary Digital Device

Display Name *

Primary Digital Device

Field Type *

Drop Down List

List *

custom - DigitalEquityExample

Style *

Align Input, text left

Default Value

Validation *

required

Disabled

☐

Location of This Field in an OLR Application

Index/Editor *

student

Pleat *

DigitalEquity

Show For *

New and Existing

Seq *

111

Show This Field Based on the Value of Another Field

Parent Field

Toggle Value

In

Select items...

Location the Data Will Be Written When the OLR Application Is Posted

Post Object

student.digitalEquity

Post Element

Internet Access

Save

Cancel

OLR Builder

1. Click **New**.
2. Enter the following information:
 - **Name** (No spaces or special characters)
 - **Internal Name** (No spaces or special characters)
 - **Field Type:** Drop Down List
 - **List:** Select your Federal List
 - **Validation:** Required
 - **Index:** Student
 - **Pleat:** Which pleat should this field live in?
 - **Shown For:** Which students/applications should this be shown for?
 - **Sequence:** Where should the field be listed within the pleat? (You may need to look at the sequence for your other fields to ensure it is inserted where you want it)
 - **Post Object:** Which Federal/State Program is this mapping to?
 - **Post Element:** Which Federal/State List within that program is it mapped to?
 - Fill out any other fields as desired.
3. Click **Save**.

Modify Wording for Clarity and Translations

Change the wording of the field names in the [OLR Literals Bank](#) to ensure parents/guardians understand what they are entering for their student.

OLR Literals Bank

Configuration *

2021

Language Group *

English

OLR Literals Bank Category *

DigitalEquity

Code	Translation	Literal
student.DigitalEquity.custompleattitle	Example	

Save

OLR Literals Bank

1. Open the **English Folder** and locate the desired field within the Index/Pleat where it was saved.
2. Remove the verbiage "YourFederalList starting literal" from the **Translation** text box.
3. Enter the desired text the parent/guardian will read and answer in the application.
4. Click **Save**.
5. Open the **Receipt Folder** and locate the field within the Index/Pleat.
6. Remove the verbiage "YourFederalList starting literal" from the **Translation** text box.
7. Enter the desired text the parent/guardian will read in the Application Summary after they submit the application.
8. Click **Save**.
9. Repeat steps 1-8 for each field and other languages translation, if applicable.