



North Carolina Community College System

**ADVANSYS – Multiple Pathways to High School
Equivalency (MPHSE) Workflow**

Version 1.0

August 2024

Copyright © 2024 North Carolina Community College System. All Rights Reserved.

This document and all subsequent revisions are the property of the North Carolina Community College System and can be used or copied only in accordance with the North Carolina Community College System Office policies in effect.

Publication Change History					
Version #	Publication Date	Chapter #(s) Revised	GA Date	Release #	KB #
1.0	8/2024	Original	N/A	N/A	KB0015934

Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

<p>Version #: Updated version number of document as of published revision. Publication Date: Updated publication date of document as of published revision. Chapter #(s) Revised: Chapter number(s) provided to guide reader to revised verbiage within the document. GA Date: GA release date of related software patch and documentation, if applicable. If GA is not applicable, N/A will be entered. Release #: Release number. If software release is not applicable, N/A will be entered. KB #: Knowledge Base number.</p>

This page intentionally left blank.

Table of Contents

1	Purpose	2
2	Before You Begin	3
3	MPHSE Workflow in ADVANSYS	4
4	Academics Requirements	8
4.1	<i>Academics Entry</i>	9
4.1.1	Pathway 1: High School Courses.....	12
4.1.2	Pathway 2: Adult High School Courses	13
4.1.3	Pathway 3: High School Equivalency Assessment	15
5	Technology Requirements	17
5.1	<i>Technology Entry</i>	18
5.1.1	Pathway 1: Adult High School Courses	20
5.1.2	Pathway 2: Northstar Assessments	21
5.1.3	Pathway 3: Transition Digital Literacy Skills	22
6	Documents	23
7	Certification	24
8	MPHSE Workflow Completion	25

1 Purpose

This document provides the College and Career Readiness (CCR) staff with information about the Multiple Pathways to High School Equivalency (MPHSE) workflow in ADVANSYS.

2 Before You Begin

Before following the steps in this guide, ensure that you have:

- Created a profile for the student in ADVANSYS
- Selected the program as the student's provider
- Assigned the student a primary program type of **NRS Registration**

Recommendation: Follow the steps in this guide as soon as a student has been identified as an MPHSE candidate rather than waiting until the student finishes the program. This workflow will ensure that if a student returns after exiting the program, or if the student leaves and continues with another provider in North Carolina, the student's MPHSE work will be documented so that the student will not have to start over.

3 MPHSE Workflow in ADVANSYS

Access ADVANSYS and follow these steps to complete the MPHSE workflow for a student.

The screenshot displays the 'Provider Enrollment' section in the ADVANSYS interface. At the top, a navigation bar includes tabs for Demographics, NRS Registration, Intake, Class Placement, Assessment Testing, and Secondary Goals. The 'Provider Enrollment' header has an 'Edit' button and a 'Minimize [-]' option. Below this, a table lists enrollment details for 'System Office Test (801)'. The table includes columns for the enrollment description and dates for enrollment and separation. The 'Period of Participation History' section below features a table with columns for Fiscal Year, Status, 12 Hours Met?, Entering Level, Latest Gain, Achieved EFL Gain?, Achieved HSE Gain?, Literacy Gain?, Math Gain?, Reading Gain?, EFL from Credits/Carnegie Units?, EFL from Enter PS?, and IEL/CE and IET.

Enrolled in the following		External Reference ID
System Office Test (801)		
Multiple Pathways to High School Equivalency (MPHSE)	Enrolled: 1/16/2024	
Students who are registered in the Multiple Pathways to High School Equivalency Diploma Program	Separated: N/A	
NRS Registration - ESL (Select)	Enrolled: 1/10/2024	
Students who are working on Basic Literacy and Numeracy skills	Separated: N/A	
Multiple Pathways to High School Equivalency (MPHSE)	Enrolled: 10/27/2023	
Students who are registered in the Multiple Pathways to High School Equivalency Diploma Program	Separated: 1/10/2024	

Fiscal Year	Status	12 Hours Met?	Entering Level	Latest Gain	Achieved EFL Gain?	Achieved HSE Gain?	Literacy Gain?	Math Gain?	Reading Gain?	EFL from Credits/Carnegie Units?	EFL from Enter PS?	IEL/CE and IET
2023 - 2024	Reportable	No	No Entering Level	No MSG Achieved	No Gain Achieved	No Gain Achieved	No	No	No	No	No	IEL/CE? No IET? No

Figure 3.1 – NRS Registration – Provider Enrollment (Edit)

On the student’s main profile page, click the **NRS Registration** tab.

Provider Enrollment: Click **Edit**.

Select Student Program Type

Select the Program Type to register the student in. If you attempt to register the student in the same Program Type on the same day as a previous Program Type, then the student will be re-entered into the previous registration.

* **Program Type:** -- Please Select -- * **Registration Date:** MM/DD/YYYY (MM/DD/YYYY) Add Program Type

The Following Student Program Types have been chosen:

Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	Separate
Multiple Pathways to High School Equivalency (MPHSE)	Students who are registered in the Multiple Pathways to High School Equivalency Diploma Program	✗	✗	1/16/2024	Not Separated	Separate
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	✓	✗	1/10/2024	Not Separated	Separate
Multiple Pathways to High School Equivalency (MPHSE)	Students who are registered in the Multiple Pathways to High School Equivalency Diploma Program	✗	✗	10/27/2023	1/10/2024 - 6	

Separate from Enrollment
Continue >>

Figure 3.2 – Select Student Program Type – Program Type and Registration Date

In the **Select Student Program Type** section:

- **Program Type:** Select **Multiple Pathways to High School Equivalency (MPHSE)**.
- **Registration Date:** Enter the date that the student became an MPHSE candidate.

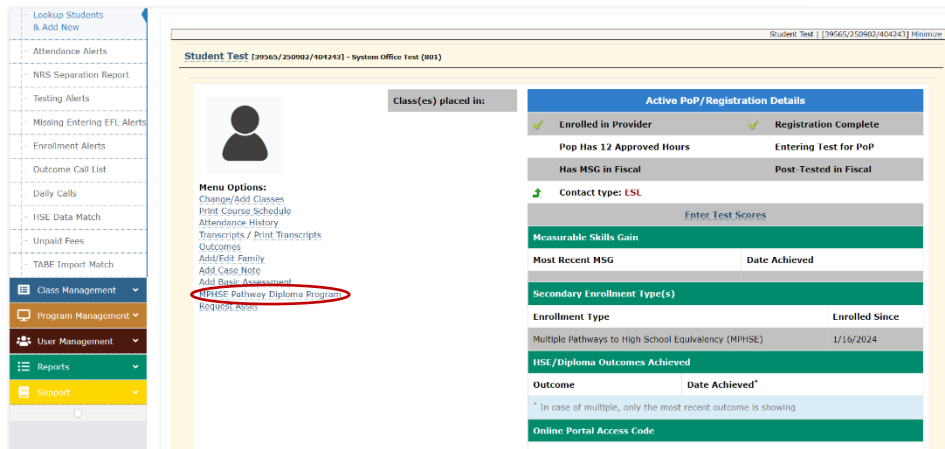


Figure 3.3 – Student Profile Page – MPHSE Pathway Diploma Program

On the student’s main profile page, click **MPHSE Pathway Diploma Program**.

Note: If this is the first time clicking **MPHSE Pathway Diploma Program**, click the button that may display: **Start Multiple Pathways to High School Equivalency (MPHSE) Diploma Program Entry**.

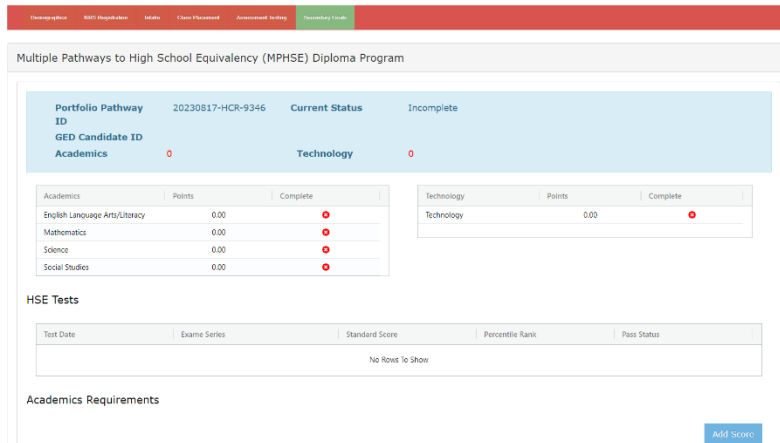


Figure 3.4 – MPHSE Transcript Screen – Program Type/Registration Date

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, a circle in the **Complete** column indicates that the student has not met the applicable MPHSE requirement in the **Academics** column.

4 Academics Requirements

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Academics Requirements** section to enter academic requirements completed.

The screenshot displays three distinct sections for entering requirements:

- Academics Requirements:** Features a table with columns: Subject Area, Credit Source, Course/Section/Exam, Score/Credit Hr./NRS Le..., School or Program, and Points Earned. An 'Add Score' button is located to the right of the table.
- Technology Requirements:** Features a table with columns: Source, Course/Credential, Credit Hr./Status/Level, School/Program/Organization, and Points Earned. An 'Add Score' button is located to the right of the table.
- Documents:** Features a table with columns: File Name, Media Type, Attachment Category, and Date Uploaded. An 'Add Document' button is located to the right of the table.

All three tables currently display 'No Rows To Show'.

Figure 4.1 – MPHSE Transcript Screen – Academic Requirements

Academics Requirements: Click Add Score.

4.1 Academics Entry

The **Academics Entry** screen is used to enter the student’s completion of work in four academic areas: English Language Arts/Literacy, Mathematics, Science, and Social Studies.

Academics Entry

Subject Area
Please select one

Credit Source
Please select one

Course/Section/Exam Score/Credit Hr/NRS Level

Academics Points

Valid Range 0-8

School or Program

Save Score Cancel

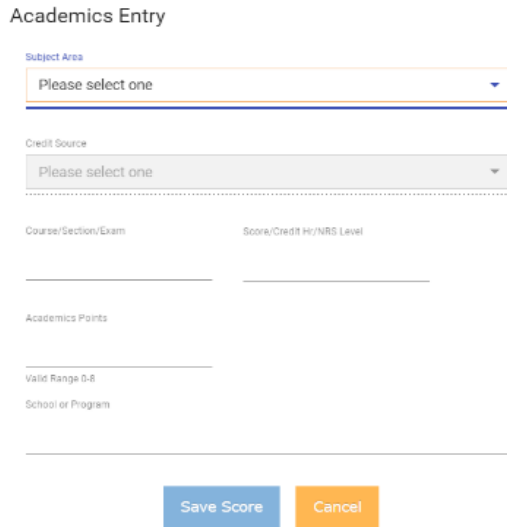


Figure 4.2 – Academics Entry – Subject Area

Academics Entry

The screenshot shows a web form titled "Academics Entry". At the top, there is a label "Subject Area" in blue. Below it is a dropdown menu with a grey header that says "Please select one". The menu lists four options: "English Language Arts/Literacy", "Mathematics", "Science", and "Social Studies". Below the dropdown, there are three input fields: "Academics Points", "Valid Range 0-8", and "School or Program". At the bottom of the form, there are two buttons: a blue "Save Score" button and an orange "Cancel" button.

Figure 4.3 – Academics Entry – Subject Area

Subject Area: Select the appropriate academic area:

- **English Language Arts/Literacy**
- **Mathematics**
- **Science**
- **Social Studies**

Academics Entry

Subject Area
Science

Credit Source
Please select one

- Pathway 1: High School Courses
- Pathway 2: Adult High School Courses
- Pathway 3: High School Equivalency Assessment

Valid Range 0-3

School or Program

Save Score Cancel

Figure 4.4 – Academics Entry – Credit Source

Credit Source: Select one of the following:

- **Pathway 1: High School Courses**
- **Pathway 2: Adult High School Courses**
- **Pathway 3: High School Equivalency Assessment**

4.1.1 Pathway 1: High School Courses

The following example demonstrates the entry of **Pathway 1: High School Courses**.

Academics Entry

Subject Area
Science

Credit Source
Pathway 1: High School Courses

Course/Section/Exam	Score/Credit Hr/NRS Level
Physical Science	B

Academics Points
1

Valid Range (0-3)

School or Program
North Carolina High School

Save Score Cancel

Figure 4.5 – Academics Entry – Pathway 1

- **Credit Source:** Select **Pathway 1: High School Courses**.
- **Course/Section/Exam:** Enter the title of the course completed by the student.
- **Score/Credit Hr/NRS Level:** Enter the letter or numeric grade the student received for the course/section/exam.
- **Academic Points:** Enter the number of credits the student earned after completion of the course/section/exam (typically one credit per high school course).
- **School or Program:** Enter the name of the high school where the credit was earned.

Click **Save Score**.

Repeat this workflow for each high school course.

4.1.2 Pathway 2: Adult High School Courses

The following example demonstrates the entry of **Pathway 2: Adult High School Courses**.

The screenshot shows a web form titled "Academics Entry". It contains several input fields and dropdown menus. The "Subject Area" dropdown is set to "Science". The "Credit Source" dropdown is set to "Pathway 2: Adult High School Courses". The "Course/Section/Exam" field contains "Earth and Environmental Scienc". The "Score/Credit Hr/NRS Level" field contains "B". The "Academic Points" field contains "1". The "School or Program" field contains "North Carolina Community College". At the bottom of the form are two buttons: "Save Score" (blue) and "Cancel" (orange).

Figure 4.6 – Academics Entry – Pathway 2

- **Credit Source:** Select **Pathway 2: Adult High School Courses**.
- **Course/Section/Exam:** Enter the title of the course completed by the student.
- **Score/Credit Hr/NRS Level:** Enter the letter or numeric grade the student received for the course/section/exam.
- **Academic Points:** Enter the number of credits the student earned after completion of the course/section/exam.
- **School or Program:** Enter the name of the high school where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Adult High School (AHS) course.

The screenshot displays the 'Multiple Pathways to High School Equivalency (MPHSE) Diploma Program' interface. At the top, a navigation bar includes 'Demographics', 'PHSE Registration', 'Notes', 'Class Placement', 'Assessment History', and 'Section Goals'. The main content area shows the following details:

- Portfolio Pathway ID:** 20230817-HCR-9346
- Current Status:** Incomplete
- GED Candidate ID:** Academics: 3, Technology: 0

Below this, there are two tables showing subject requirements:

Academics	Points	Complete
English Language Arts/Literacy	0.00	⊘
Mathematics	0.00	⊘
Science	3.00	✓
Social Studies	0.00	⊘

Technology	Points	Complete
Technology	0.00	⊘

Below the tables, there is a section for 'HSE Tests' with a table that currently shows 'No Rows To Show'. At the bottom, there is an 'Academics Requirements' section with an 'Add Subject' button.

Figure 4.7 – MPHSE Transcript Screen – Transcript Display

After all required credits for an academic area have been entered, the transcript will display a check mark in the **Completed** column for the associated **Academics** subject. In this example, all requirements for Science were satisfied by entering high school and Adult High School credits.

4.1.3 Pathway 3: High School Equivalency Assessment

The following example demonstrates the entry of **Pathway 3: High School Equivalency Assessment**.

Academics Entry

Subject Area
Social Studies

Credit Source
Pathway 3: High School Equivalency Assessment

Course/Section/Exam	Score/Credit Hr/NRS Level
GED Social Studies	145

Academic Points
4

Valid Range 0-4

School or Program
North Carolina Community College

Save Score Cancel

Figure 4.8 – Academics Entry – Pathway 3

- **Credit Source:** Select **Pathway 3: High School Equivalency Assessment**.
- **Course/Section/Exam:** Enter the title of the exam completed by the student, e.g., **GED Social Studies** or **HiSET Math**.
- **Score/Credit Hr/NRS Level:** Enter the numeric grade the student received for the exam.
- **Academic Points:** Enter the maximum number of possible points the student earned after completion of the exam because this exam fully satisfies this academic requirement.

Note: An exception is made for English Language Arts/Literacy for HiSET testers. For Academic Points, the student will earn two points for the Reading exam and two points for the Writing exam, which will total four points for this subject area.

- **School or Program:** Enter the name of the school or program where the credit was earned.

Click **Save Score**.

Repeat this workflow for each High School Equivalency (HSE) exam.

Academics Entry

Subject Area
English Language Arts/Literacy

Credit Source
Pathway 3: High School Equivalency Assessment

Course/Section/Exam	Score/Credit H/N/R/S/L/Pass
HiSET Reading	13

Academics Points
2

Valid Range 0-4

School or Program
North Carolina Community College

Save Score Cancel

Figure 4.9 – Academics Entry – Academic Points for English Language Arts/Literacy for HiSET testers

5 Technology Requirements

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Technology Requirements** section to enter technology requirements completed.

The screenshot displays a web interface for the MPHSE Transcript Screen. At the top, there is a navigation bar with several tabs: 'English Language Arts/Lit...', 'Pathway 3: High School E...', 'HISCT Writing', '10', and 'North Carolina Communi... 2.00'. A red trash icon is visible on the right side of the navigation bar. Below the navigation bar, the main content area is divided into two sections: 'Technology Requirements' and 'Documents'. The 'Technology Requirements' section features a table with the following columns: 'Source', 'Course/Credential', 'Credit Hr/Status/Level', 'School/Program/Organization', and 'Points Earned'. A blue 'Add Score' button is located to the right of the table. The table currently displays 'No Rows To Show'. The 'Documents' section features a table with the following columns: 'File Name', 'Media Type', 'Attachment Category', and 'Date Uploaded'. A blue 'Add Document' button is located to the right of the table. The table currently displays 'No Rows To Show'.

Figure 5.1 – MPHSE Transcript Screen – Technology Requirements

5.1 Technology Entry

The **Technology Entry** screen is used to enter the student’s completion of work that demonstrates proficiency with technology skills.

The screenshot shows the 'Technology Entry' form. At the top is a dropdown menu for 'Credit Source' with the text 'Please select one'. Below this are two input fields: 'Course/Credential/Job Title' and 'Credit Hr/Status/Level'. Further down are fields for 'Technology Points', 'Valid Range (0-8)', and 'School/Program/Organization'. At the bottom of the form are two buttons: a blue 'Save Score' button and an orange 'Cancel' button.

Figure 5.2 – Technology Entry Screen

This screenshot is similar to Figure 5.2, but the 'Credit Source' dropdown menu is open. The menu lists three options: 'Pathway 1: Adult High School Courses', 'Pathway 2: Northstar Assessments', and 'Pathway 3: Transition Digital Literacy Skills'. The rest of the form, including the 'Save Score' and 'Cancel' buttons, is visible in the background.

Figure 5.3 – Technology Entry – Academic Requirements

Credit Source: Select one of the following:

- **Pathway 1: Adult High School Courses**

- **Pathway 2: Northstar Assessments**
- **Pathway 3: Transition Digital Literacy Skills**

5.1.1 Pathway 1: Adult High School Courses

The following example demonstrates the entry of **Pathway 1: Adult High School Courses**.

Technology Entry

Credit Source
Pathway 1: Adult High School Courses

Course/Credential/Job Title ...	Credit Hr/Status/Level
Introduction to Computers	A

Technology Points
8

Valid Range 0-8

School/Program/Organization
North Carolina Community College

Save Score Cancel

Figure 5.4 – Technology Entry Screen

- **Credit Source:** Select **Pathway 1: Adult High School Courses**.
- **Course/Section/Exam:** Enter the title of the course completed by the student.
- **Credit Hr/Status/Level:** Enter the letter or numeric grade the student received.
- **Technology Points:** Enter the maximum number of possible points the student earned after completion because this course fully satisfies this academic requirement.
- **School/Program/Organization:** Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Adult High School (AHS) course.

5.1.2 Pathway 2: Northstar Assessments

The following example demonstrates the entry of **Pathway 2: Northstar Assessments**.

Technology Entry

Credit Source
Pathway 2: Northstar Assessments

Course/Credential/Job Title	Credit Hr/Status/Level
Basic Computer Skills	98

Technology Points
1

Valid Range 0-8

School/Program/Organization
North Carolina Community College

Save Score Cancel

Figure 5.5 – Technology Entry Screen

- **Credit Source:** Select **Pathway 2: Northstar Assessments**.
- **Course/Credential/Job Title:** Enter the title of the assessment completed by the student.
- **Credit Hr/Status/Level:** Enter the score the student received.
- **Technology Points:** Enter **1**.
- **School/Program/Organization:** Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Northstar assessment.

5.1.3 Pathway 3: Transition Digital Literacy Skills

The following example demonstrates the entry of **Pathway 3: Transition Digital Literacy Skills**.

Technology Entry

Credit Source
Pathway 3: Transition Digital Literacy Skills

Course/Credential/Job Title ... Credit Hr/Status/Level

Technology Points

Valid Range 0-8

School/Program/Organization

Save Score Cancel

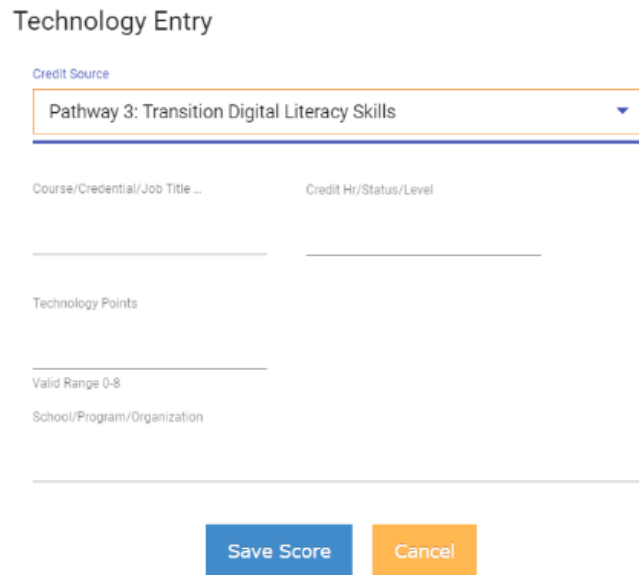


Figure 5.6 – Technology Entry Screen

- **Credit Source:** Select **Pathway 3: Transition Digital Literacy Skills**.
- **Course/Section/Exam:** Enter the title of the course completed by the student.
- **Credit Hr/Status/Level:** Enter the letter or numeric grade the student received.
- **Technology Points:** Enter the maximum number of possible points the student earned after completion because this exam fully satisfies this academic requirement.
- **School/Program/Organization:** Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Transition Digital Literacy Skills class.

6 Documents

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Documents** section to attach documentation.

Documents

[Add Document](#)

File Name	Media Type	Attachment Category	Date Uploaded
No Rows to Show			

Certification

By entering my name and initials below, I am certifying that all information entered in this system and any supporting documentation, is completely true to the best of my knowledge. I acknowledge that this application is being submitted on behalf of the eligible adult education student.

Completed By: _____ Initials: _____ Certification Date: 7/2/2024 [Submit for Review and Approval](#)

Figure 6.1 – MPHSE Document and Certification Screen

Documents: Click **Add Document**.

Attachment Category: Select **Official HSE Transcript**.

Upload the signed Document Summary Authorization (DSA) form when prompted.

Click **Upload Document**.

Documents

[Add Document](#)

File Name	Media Type	Attachment Category	Date Uploaded
Dummy DSA.odt	.odt	Official HSE Transcript	07/02/2024

Certification

By entering my name and initials below, I am certifying that all information entered in this system and any supporting documentation, is completely true to the best of my knowledge. I acknowledge that this application is being submitted on behalf of the eligible adult education student.

Completed By: _____ Initials: _____ Certification Date: 7/3/2024 [Submit for Review and Approval](#)

Figure 6.2 – MPHSE Document and Certification Screen

7 Certification

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Certification** section to electronically sign and certify that all information and all documentation attached is complete and correct.


Completed By: Enter the name of the person certifying the MPHSE completion.

Initials: Enter the initials of the person certifying the MPHSE completion.

Certification Date: The entry in this field will populate automatically.

Click **Submit for Review and Approval**.


Documents

File Name	Media Type	Attachment Category	Date Uploaded	
Dummy DSA.odt	.odt	Official HSE Transcript	07/02/2024	

[Add Document](#)

Certification

By entering my name and initials below, I am certifying that all information entered in this system and any supporting documentation, is completely true to the best of my knowledge. I acknowledge that this application is being submitted on behalf of the eligible adult education student.

Completed By _____ Initials _____ Certification Date 

[Submit for Review and Approval](#)

Figure 7.1 – MPHSE Document and Certification Screen

8 MPHSE Workflow Completion

After completing the steps in this guide, ensure that you have:

- Approved the MPHSE transcript using the program’s usual approval workflow.
- Entered the student’s GED and/or HiSET ID numbers in the Personal Information section of their ADVANSYS profile for data matching.
- Entered the MPHSE completion as an Outcome so that the MSG can be captured.
- Entered the student’s information and upload the DSA form to DiplomaSender so the credential, diploma, and transcript can be issued.