



Student Success and Wellness Bureau – NSLP
Direct Certification System Frequently Asked Questions

For access to Direct Certification site please visit: <https://eui.ped.state.nm.us/sites/DirectCert/default.aspx>

Why can't I log into the Direct Certification system?

- Private Schools & BIE Schools do not report directly into STARS, therefore if you are a Private School or BIE, you will not have access to the STARS/DC System.
- If you are a Public or Charter School and do not have access, please ensure you have followed all steps for gaining access to the STARS system. See: "Certificate of Authority (Instructions for DC Access & Nutrition Portal)" pdf.

Why can't I see last month's data?

- HSD sends over the file to NMPED once a month, it takes approx. ten days for our IT Team to migrate the data over. If it is past the 10th of the month (or the following business day if the 10th lands on the weekend) and you are still not able to run the report, please contact: kate.ullrich2@state.nm.us

Why can't I run a report for last month's data?

- HSD sends over the file to NMPED once a month, it takes approx. ten days for our IT Team to migrate the data over. If it is past the 10th of the month (or the following business day if the 10th lands on the weekend) and are still not able to run the report, please contact: kate.ullrich2@state.nm.us

Data:	Date Data will be made Available in DC System
July 2021	Tuesday, August 10, 2021
August 2021	Friday, September 10, 2021
September 2021	Monday, October 11, 2021
October 2021	Thursday, November 11, 2021
November 2021	Friday, December 10, 2021
December 2021	Monday, January 10, 2022
January 2022	Thursday, February 10, 2022
February 2022	Thursday, March 10, 2022
March 2022	Monday, April 11, 2022
April 2022	Wednesday, May 11, 2022
May 2022	Friday, June 10, 2022
June 2022	Monday, July 11, 2022

I have a list of students that should be in the Direct Certification reports, but they are not populating. How do I get them added?

- Please download the "DC Upload Student Template" from: <https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/community-eligibility-program/>
- Update the excel file with the student data and email it to: kate.ullrich2@state.nm.us

I am a Private School / BIE School, and I need to add a list of students to the DC system. How do I get them added?

- Please download the "DC Upload Student Template" from: <https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/community-eligibility-program/>
- Update the excel file with the student data and email it to: kate.ullrich2@state.nm.us