

Valid Dates for Online Education Award Submissions – Quick Tutorial

When prompted to enter a project date and/or a presentation date for a CC, CL, ACB, ACS, ACG, CL or ALB, a valid date must be entered in MM/DD/YY(YY) format.

You can use a hyphen (-), a forward slash (/) or a period (.) to separate the month, day, and year values.

If the date is entered in any other format, a pop-up box will appear, as shown below, and you will not be able to proceed to another data-entry field until a valid date is entered. In the example below, the invalid date of 6/2001 was entered; therefore, the pop-up box appeared providing the message, “Please enter in MM/DD/YY(YY) format.”

A year can be entered completely: (example: 06/01/2001) or with only the last two digits: (example: 06/01/01).

So if the year you need to enter is 1999, you may enter it as 1999 or 99.

If the year you need to enter is 2001, you may enter it as 2001 or 01.

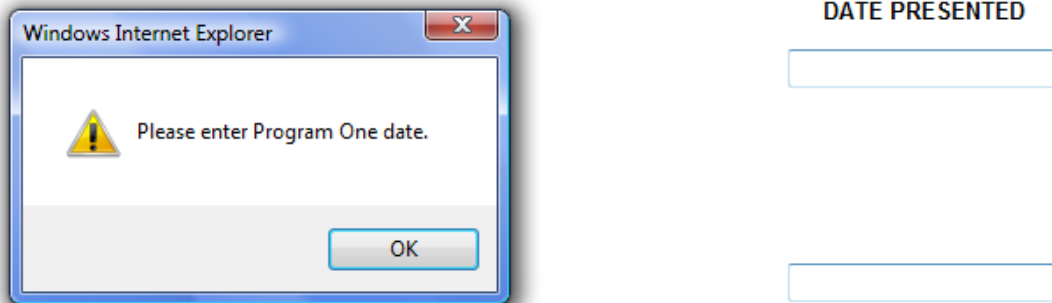
Note: The month and day must be included as well. In addition, the month and day must each be entered as two digits (example: 01/15/2009).

Examples of date formats:



Click OK or ENTER so the pop-up box disappears, then enter a valid date. If you do not know the specific date, please enter one to the best of your ability. Example: 06/01/2001 or 06/30/2001.

The system will allow you to proceed without entering a date at all, but you will then be prompted to enter a valid date when you attempt to proceed to the next page of the online award application, as shown below. If more than one field is left blank, you will receive a message to enter the required information for each field until they are all completed with valid dates.



Review the application