

The following provides a step-by-step description of how to request and download the detailed file format repayment information.

Step 1: Log onto the Department’s NSLDS website at **www.NSLDSFAP.ed.gov** by entering the NSLDS **user-ID and password** and clicking on **Logon**.



Step 2: Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and you will adhere to the Privacy Act by clicking on **I Agree**.



Step 3: Once logged onto NSLDS, select the **Report** tab at the top of the screen.



Step 4: Under the Report function, click on the blue number box to the left side of the screen for the **School Repayment Info Loan Detail**.



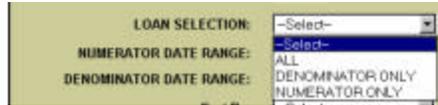
Step 5: Select either **Extract** OR **Report**. This option will determine the format of the file that is provided.



- An **extract** allows a school to query the repayment information based on the school's needs. The file layout for the extract is located in “Appendix B”.
- A **report** can be accessed using standard word processing software.

Step 6: Make a Loan Selection.

This option will determine which loans are included in the file that is provided.



- **ALL** will generate a detailed file that contains all of the loans included in the denominator only and numerator only reports.
- **DENOMINATOR ONLY** will generate a detailed file that contains all of the loans that enter repayment during the first 12 months of the most recent 24-month period AND **did not default** during the most recent 24-month period.
- **NUMERATOR ONLY** will generate a detailed file that contains only those loans that entered repayment during the first 12 months of the most recent 24-month period AND **defaulted** during the most recent 24-month period.

Step 7: Select the appropriate Sort By option.

This option will determine the order of the borrowers if the school elects to receive a report file. However, an option must be entered, even if the school has requested an extract file.



SSN will sort the borrowers in Social Security number order.

CLAIM CODE, SSN will sort the borrowers by claim code and then by Social Security number.

LOAN STATUS, SSN will sort the borrowers by loan status code and then by Social Security number.

Please refer to pages 58 and 57 of the “Loan Record Detail Report” section for a list of the claim reason codes and loan status codes.

Step 8: Read the statement regarding the content of the file requested and click on **Submit**.

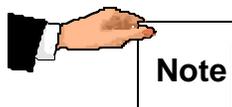


The following information reflects the current repayment status of certain borrowers in FFEL and Direct loan programs who attended a school during a specific period. This information has no relationship to the calculation of draft or official cohort default rates for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the Guaranty Agency that guaranteed the loan at the Direct Loan Service.

Step 9: Verify that the information is correct and click on **Confirm**.

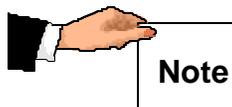


Step 10: A message will appear indicating the request was successfully submitted.



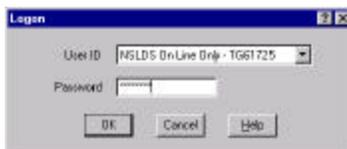
For questions about the NSLDS website or requesting the repayment information, contact NSLDS Customer Service at (800) 999-8219 or nsldscoe@raytheon.com.

Step 11: Before downloading the file from the Title IV WAN mailbox associated with the NSLDS user-ID that was used to make the request for the detailed file format repayment information, verify that the Title IV WAN mailbox has been successfully converted to receive data via the Student Aid Internet Gateway.



If the Title IV WAN mailbox in question has not been successfully converted or if you are unsure if the Title IV WAN mailbox has been successfully converted to the Student Aid Internet Gateway, contact Title IV WAN Customer Service at (800) 615-1189.

Step 12: Log into the EDconn32 software using the user-ID associated with the NSLDS user-ID that was used to make the request for the detailed file format repayment information.



Q. How soon after requesting the detailed file format repayment information will the user be able to download the file?
A. If the detailed file format repayment information is requested before 10am EST, the requestor should be able to retrieve the file by the end of the same business day that the request was made. If the repayment information is requested after 10am EST, the requestor will be able to retrieve the file by the next business day.

Step 13: Select **Now** from the **Transmission** menu.



Step 14: Once EDconn32 has finished processing the Transmission Now request, select **Mailbox Query** from the **New** option on the **File** menu.



Step 15: EDconn32 will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the detailed file format repayment information that was requested.

Move to TQ	Message Class	Item Number	Description	S
<input type="checkbox"/>	CCPR99/P	003168933266281767	DRAFT 98 RATE EXTRACT	TG500
<input type="checkbox"/>	CCPR99/P	003168933266447762	DRAFT 98 RATE REPORT	TG500

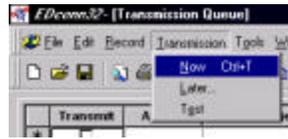
The detailed file format repayment information will be provided using the following message classes:

- SHNOTEOP for extract files:
- OR
- SHNOTROP for report files.

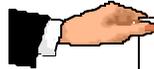
Step 16: Place a check mark, in the **Move to TQ** column, next to the message class associated with the requested detailed file format repayment information.

Move to TQ	Message Class	Item Number	Description	S
<input checked="" type="checkbox"/>	CCPR99/P	003168933266281767	DRAFT 98 RATE EXTRACT	TG500
<input checked="" type="checkbox"/>	CCPR99/P	003168933266447762	DRAFT 98 RATE REPORT	TG500

Step 17: Select **Now** from the **Transmission** menu.
EDconn32 will download the file to the designated directory.



Step 18: Access the file from the directory that was designated to receive the downloaded file.

**Note**

For questions about the Title IV WAN mailbox or downloading files, contact Title IV WAN Customer Service at (800) 615-1189.