

## Chapter 3

# Web Access

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- 3.1 Web Access Overview
- 3.2 Main Menu
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## 3.1 Web Access Overview

The NSLDS Financial Aid Professional Web site can be found at WWW.NSLDSFAP.ED.GOV. At the Logon Page (Figure 3–1) you enter your User ID and Password, then click Logon.



Figure 3–1, Logon Page

The next page reminds you of your Privacy Act (Figure 3–2) responsibilities and requires your acknowledgment at each logon by clicking the ‘I Accept’ button at the bottom of the page.

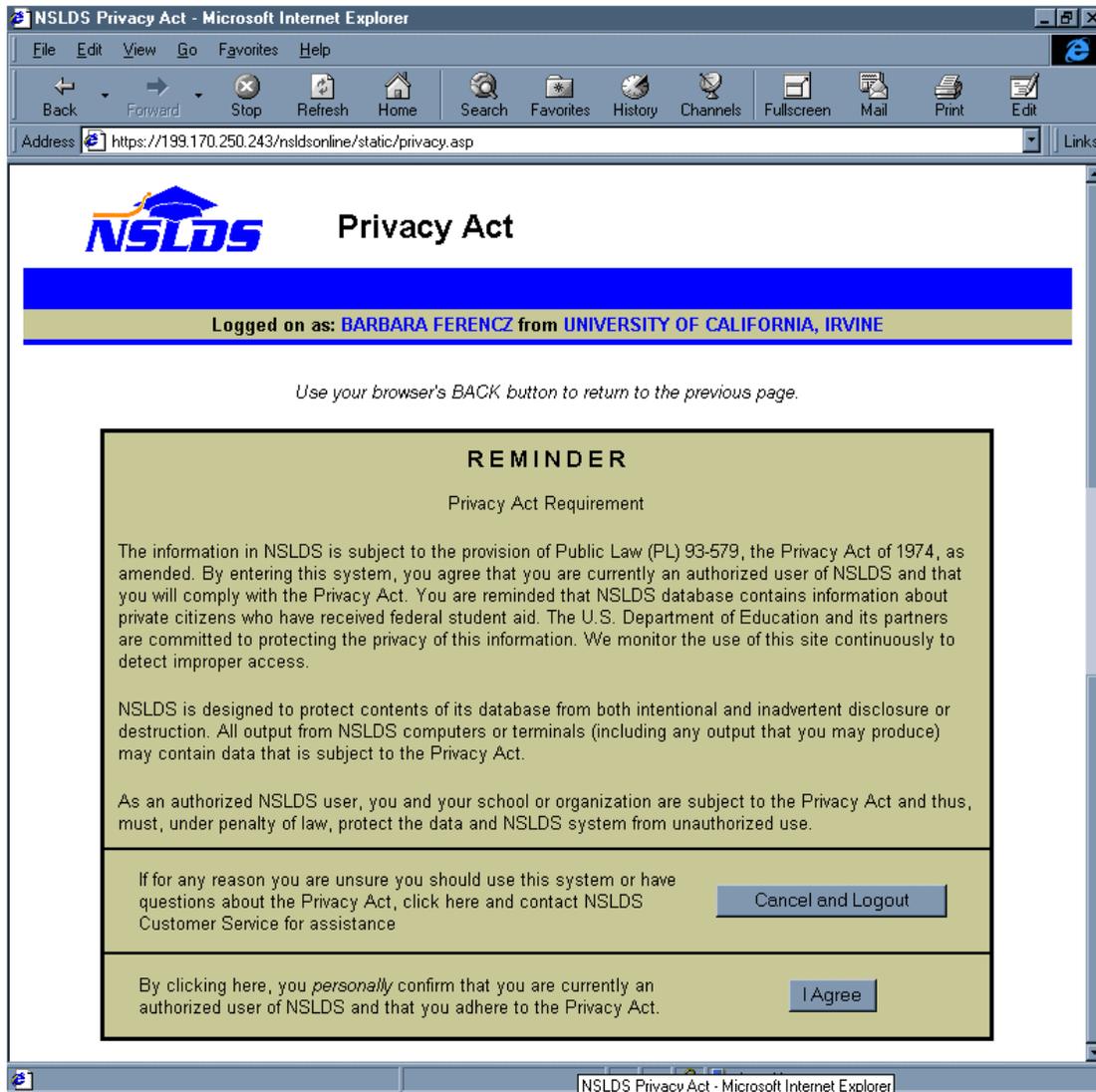


Figure 3-2, Privacy Act Page

After you log on successfully, you are at the Main Menu page (Figure 3-3). On the left side of the page is the Messages area containing updates or news affecting the entire user community. The right side of the page includes the site's main subject areas: Financial Aid, Organization, and Reports. Within each subject area, you'll see links to individual pages, such as the Loan History page within the Financial Aid subject area.

ED staff has access to most of the functions that are available. However, some update capabilities are limited to those users who have a need for them. For example, Enrollment Update is only available to school users. Because the site's content is dynamically generated, if you see a link, you can use it. Your screen won't be cluttered with links to inaccessible pages, and you won't get error messages telling you that you can't go somewhere.

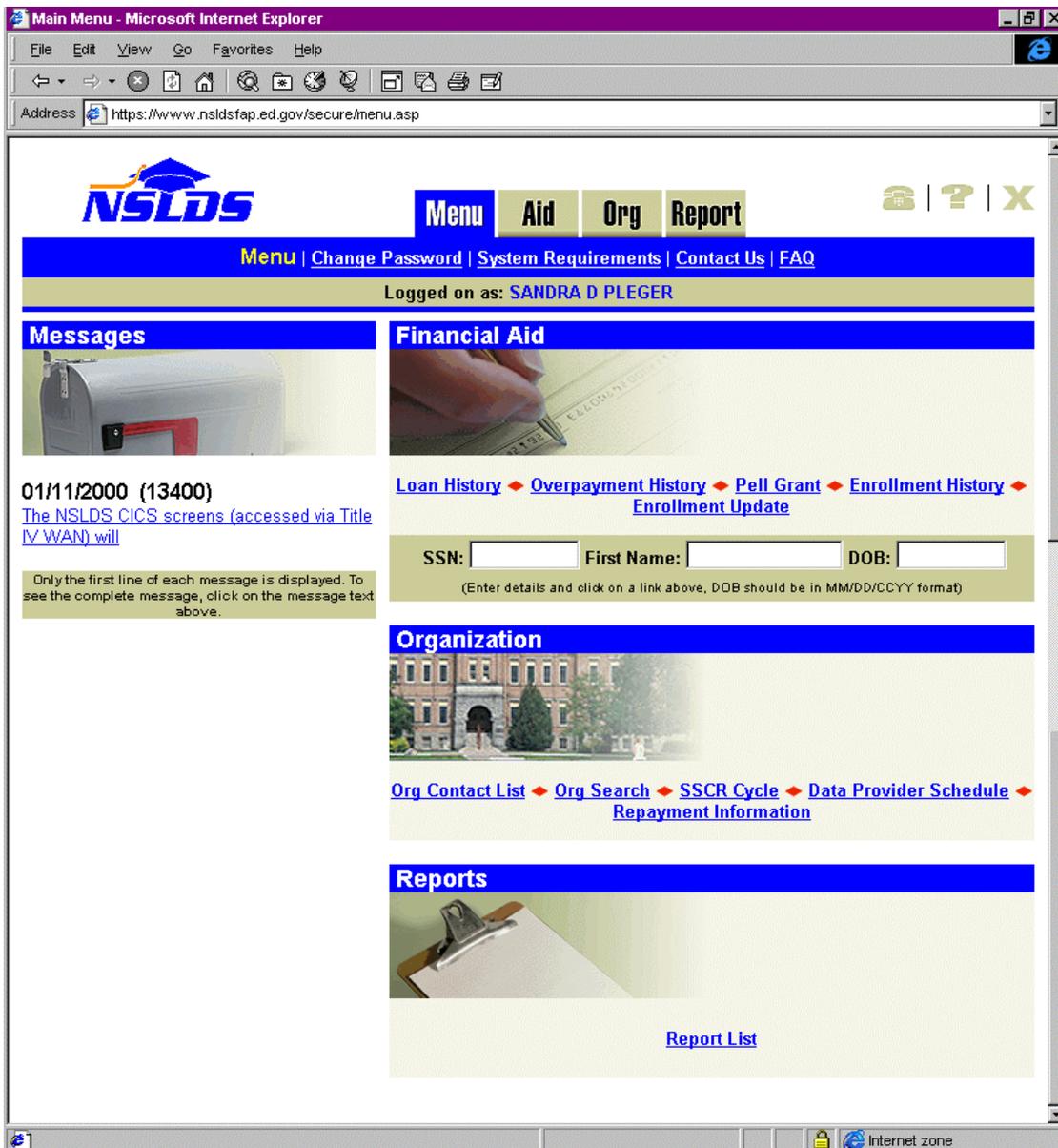
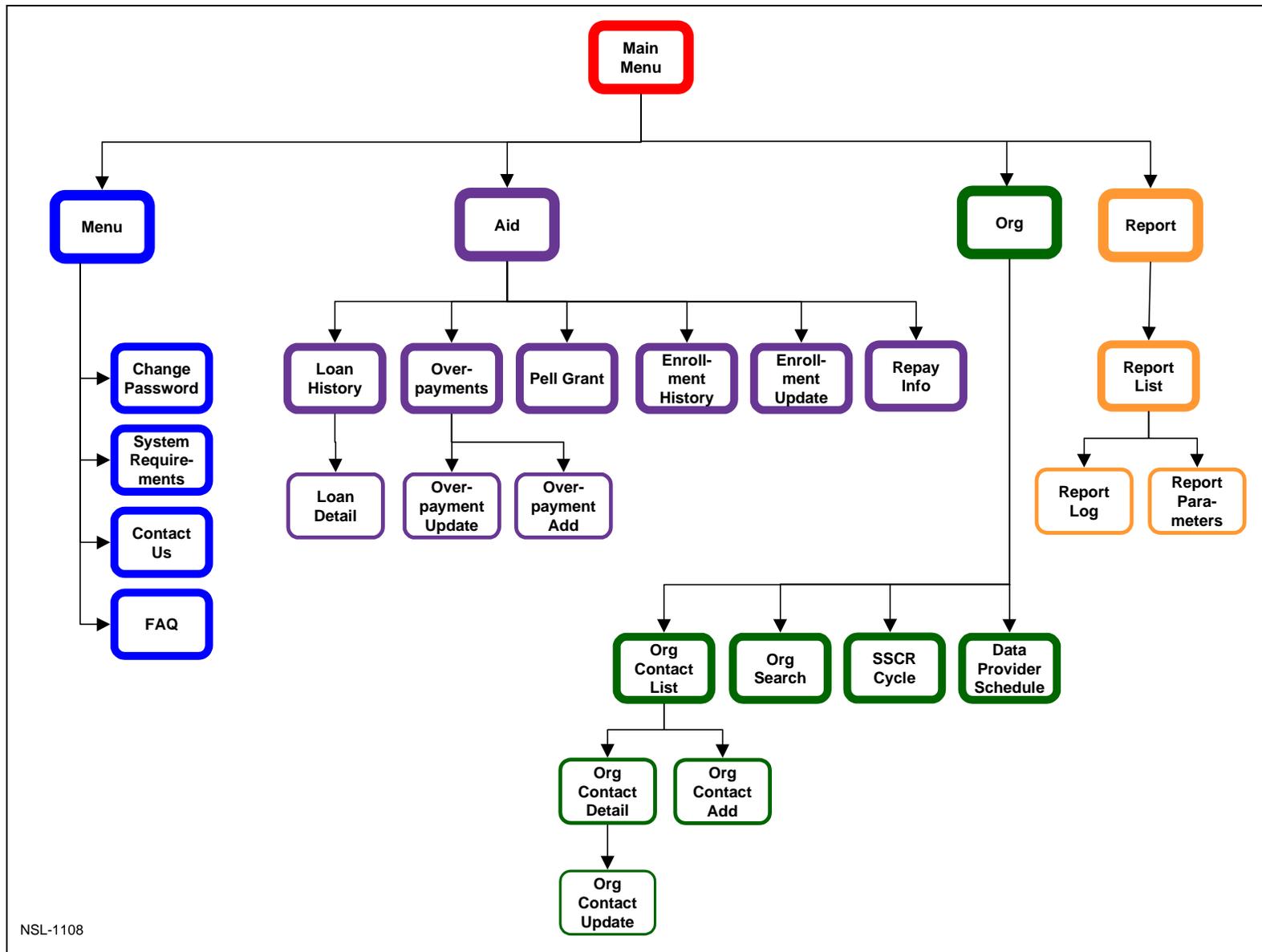


Figure 3-3, Main Menu Page

To get a quick start, type a student's identifiers (SSN, first name, and DOB) in the appropriate boxes within the Financial Aid area of the Main Menu page, click one of the page links, and you'll retrieve the information on that page.

### 3.1.1 Navigation

After you leave the Main Menu page, you will rarely need to return. You will always see tabs at the top of the page for the main subject areas: *Menu* for Main Menu, *Aid* for Financial Aid, *Org* for Organization, and *Report* for Reports. Directly below them are links to all the individual pages within the subject area where you are currently working. This makes it easy to move from page to page, or even area to area, without starting over at the main menu and re-entering information you have already entered elsewhere. Figure 3–4 shows how the web pages flow.



NSL-1108

Figure 3-4, Web Page Flow Diagram

For example, if you're reviewing a student's loans on the Loan History page and want to see how you last reported the student's enrollment information, simply click on the Enrollment History link at the top of the page. You'll go straight to the Enrollment History page for that student without visiting the main menu and without re-entering the student's identifiers.

Also, the subject tabs and links at the top of each page aren't the only way to get around. Links appear on the page highlighted in blue. If you want to know whether a link is available to you, pass your cursor over it and the "pointing hand" will appear to let you know it is. After you've used a link to go to a new page, you can always click the Back button on your browser to return to the previous page.

You don't have to start over each time you want to view information about another student. After you have accessed a specific page for one student, you can access the same page for another student by typing the new student's identifiers in the text boxes at the top of the page and clicking the Retrieve button. Or you can access a different page for a different student by typing the new student's identifiers in the identifier boxes and clicking the link to the new page.

Because our pages are dynamically generated, you won't see a lot of wasted space on the screen. For example, if a student does not have any loans, an empty Loan Summary table will not be displayed. Instead, a message displays indicating that no record exists for that student.

## 3.2 Main Menu

### 3.2.1 Help

To answer your questions about our new site, we've built an extensive Help system to give you quick answers. You can get system-level help by clicking the graphical symbols in the upper right-hand corner of every page. If you're having trouble getting started, remember that our site works best when you use either the Netscape 4.0 (or higher) browser or the Microsoft Internet Explorer (version 4.xx, 5.0, or higher) browser. You can always call our Customer Service Center at 1-800-999-8219 if you run into any problems along the way.



After clicking the icons above, the following occurs:

- The Phone icon takes you to a page describing how to contact the Customer Service Center for NSLDS.
- The Question Mark icon takes you to a Help page.
- The X icon logs you out and returns you to the Logon page.

On pages that are particularly detailed or complex, we have strategically placed question marks near material you may have questions about. Clicking on one of the marks takes you straight to Help for that material, saving you the trouble of reading through an entire Help page for the particular assistance you need.

Pay particular attention to any exclamation points. They alert you to items that can affect a student's eligibility. A lowercase "i" identifies information that is useful but not critical.

## 3.2.2 Change Password

This page (Figure 3–5) allows you to change your current password and can be accessed from either the Logon page or the Main Menu page. On this page you can view how many days are left until your password expires.

Passwords are subject to the following rules:

- Passwords must be six to eight characters in length.
- At least one character must be a number.
- The first character must be a letter.
- New passwords must be different from the last four passwords you've used.
- Passwords are valid for 120 days.
- After three unsuccessful logon attempts, your access to NSLDS is revoked.

To discuss any problems accessing NSLDS, call the Customer Service Center at 1-800-999-8219, Monday through Friday from 8 a.m. to 8 p.m. ET.

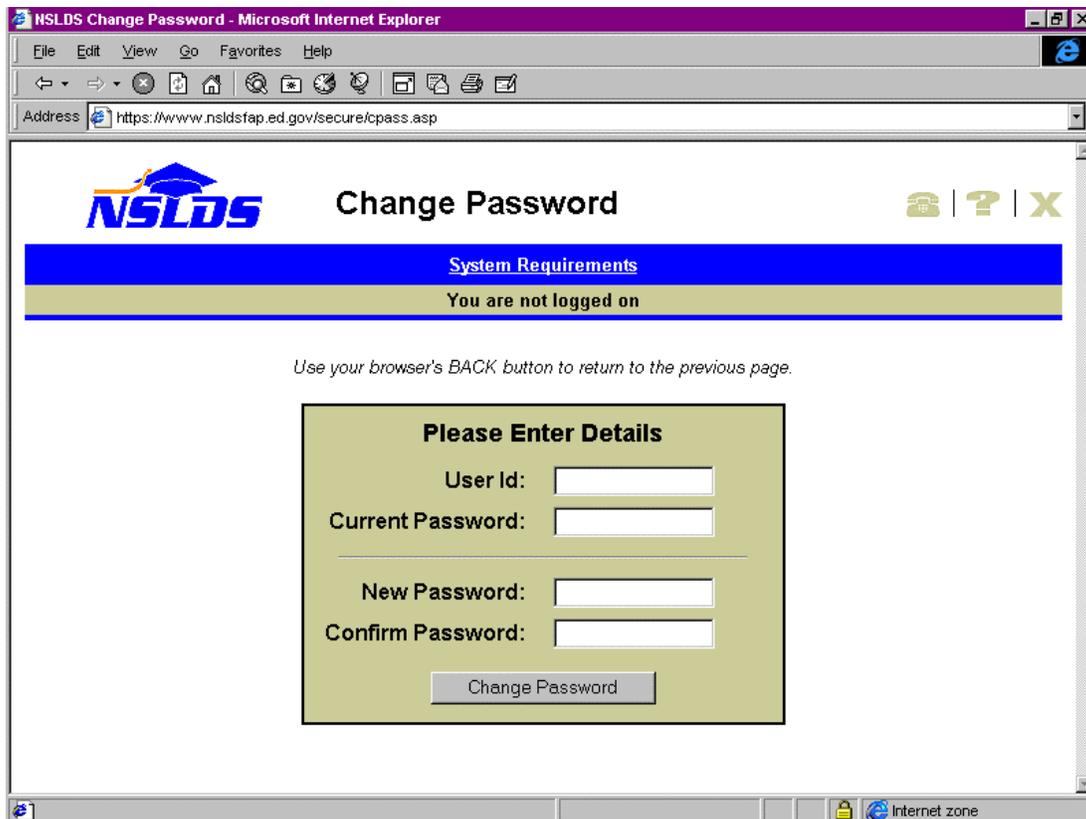


Figure 3–5, Change Password Page

### 3.2.3 System Requirements

The System Requirements page (Figure 3–6) describes the system requirements to use the NSLDS web site. You need either the Microsoft Internet Explorer (version 4.xx, 5.0, or higher) browser or the Netscape (version 3.xx, 4.xx, or higher) browser. If you do not have one of these browsers, you must download one. To provide a higher level of security, it is recommended that you use the 128-bit version of the browser.

**NSLDS System Requirements**

You are not logged on

Use your browser's BACK button to return to the previous page.

To use NSLDS, you need one of the following supported browsers from Microsoft or Netscape. If you do not have one of these, you will need to download one. To provide a higher level of security, it is recommended that you use the 128-bit version of the browser. For more information regarding security, [go here](#).

To identify the version of the browser that you are currently using, use the **Help** menu item on your browser and select **About browser name**.

If you still have questions, please [Contact NSLDS](#).

It is not possible to access NSLDS unless you have one of these browsers.

#### Microsoft Internet Explorer

<b>Supported Versions</b>	<b>Version 4.xx, 5.0 and higher.</b> NSLDS has been tested with versions up to and including 5.0. If you have a later version than this, you may have problems. It is recommended that you use one of the versions specified above.
<b>Download</b>	To download a Microsoft browser, use this link: <a href="http://www.microsoft.com/ie/">www.microsoft.com/ie/</a> It is recommend that you download the 128-bit version. To learn more about security <a href="#">go here</a> .
<b>Configuration</b>	For help with the configuration of Microsoft I.E. browsers, use this link <a href="#">NSLDS.I.E. configuration</a> .

#### Netscape Navigator

<b>Supported Versions</b>	<b>Version 3.xx, 4.xx and higher.</b> NSLDS has been tested with versions up to and including 4.6. If you have a later version than this, you may have problems. It is recommended that you use one of the versions specified above.
<b>Download</b>	To download a Netscape browser, use this link: <a href="http://www.netscape.com/download/">www.netscape.com/download/</a> It is recommend that you download the 128-bit version. To learn more about security <a href="#">go here</a> .
<b>Configuration</b>	For help with the configuration of Netscape browsers, use this link <a href="#">Netscape configuration</a> .

Figure 3–6, System Requirements Page

In addition, the browser must be capable of encrypting transmissions between your computer and NSLDS. To do this the browser uses a form of encryption called Secure Socket Layer (SSL). Current browsers will support 40-bit, 56-bit, and 128-bit encryption (128-bit is the most secure). NSLDS can operate with any of these encryption levels. For more details about security, see the Security web page using the link on the System Requirements page.

## 3.2.4 Contact Us

This page provides contact with NSLDS in two ways: by telephone or e-mail. To contact NSLDS for assistance by phone call 1-800-999-8219. Or e-mail us at [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

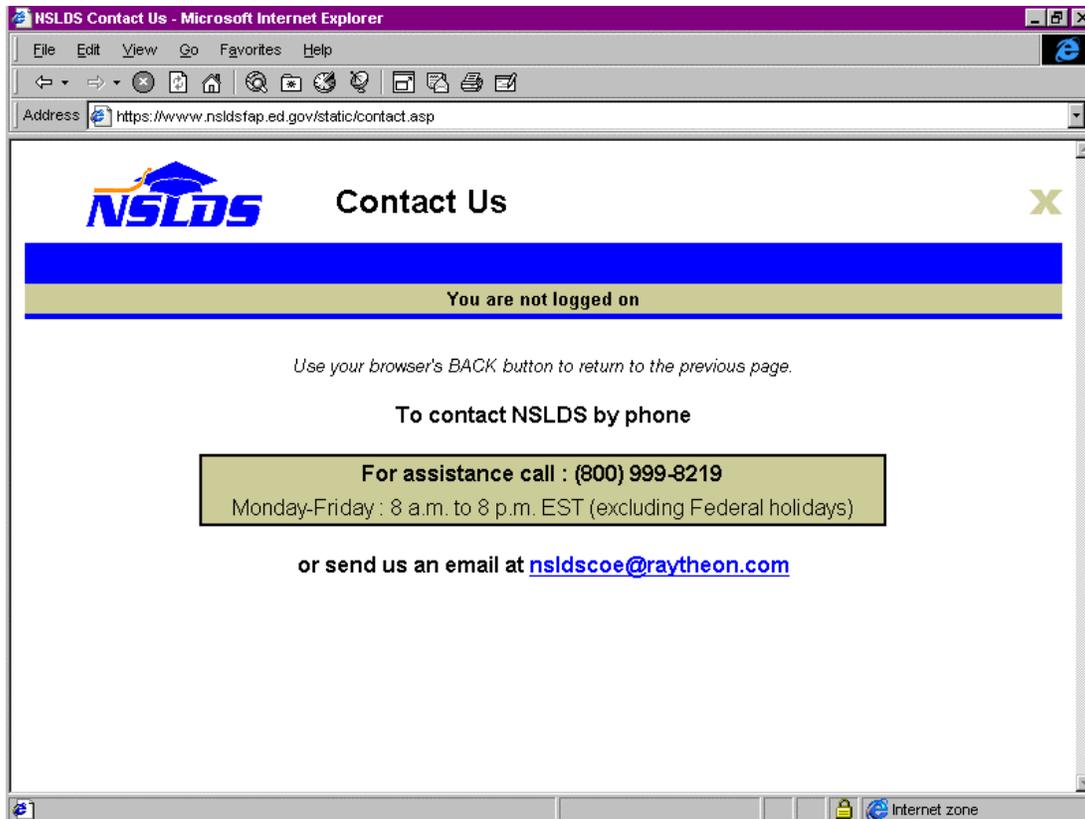


Figure 3-7, Contact Us Page

### 3.2.5 FAQ

There are five categories of FAQs (Frequently Asked Questions) (Figure 3–8):

- About the National Student Loan Data System (NSLDS)
- Technical/Browser questions
- Access questions
- Problem questions
- Printing questions

Each category includes a list of FAQs relating to that topic. Select the question most like yours and click on it to see the question with its answer.

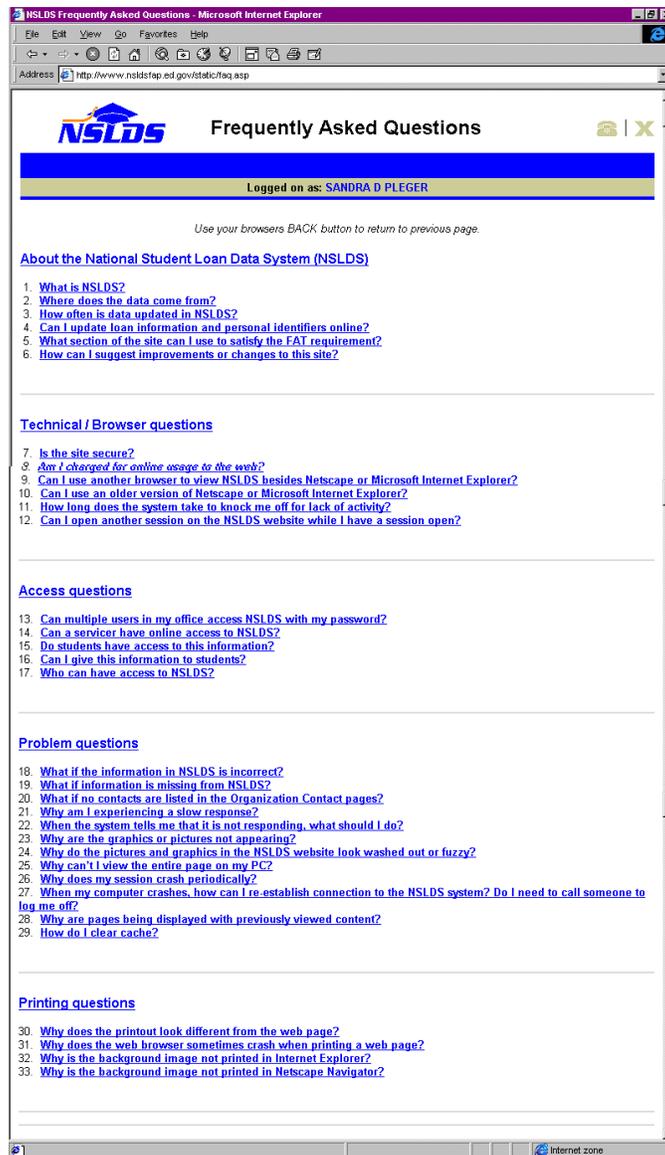


Figure 3–8, Frequently Asked Questions Page

## 3.3 Messages

The Messages area on the Main Menu page displays the current news and updates for the user community. To read the entirety of any message, click on it and the browser displays that message in full on the Message Detail page (Figure 3–9).

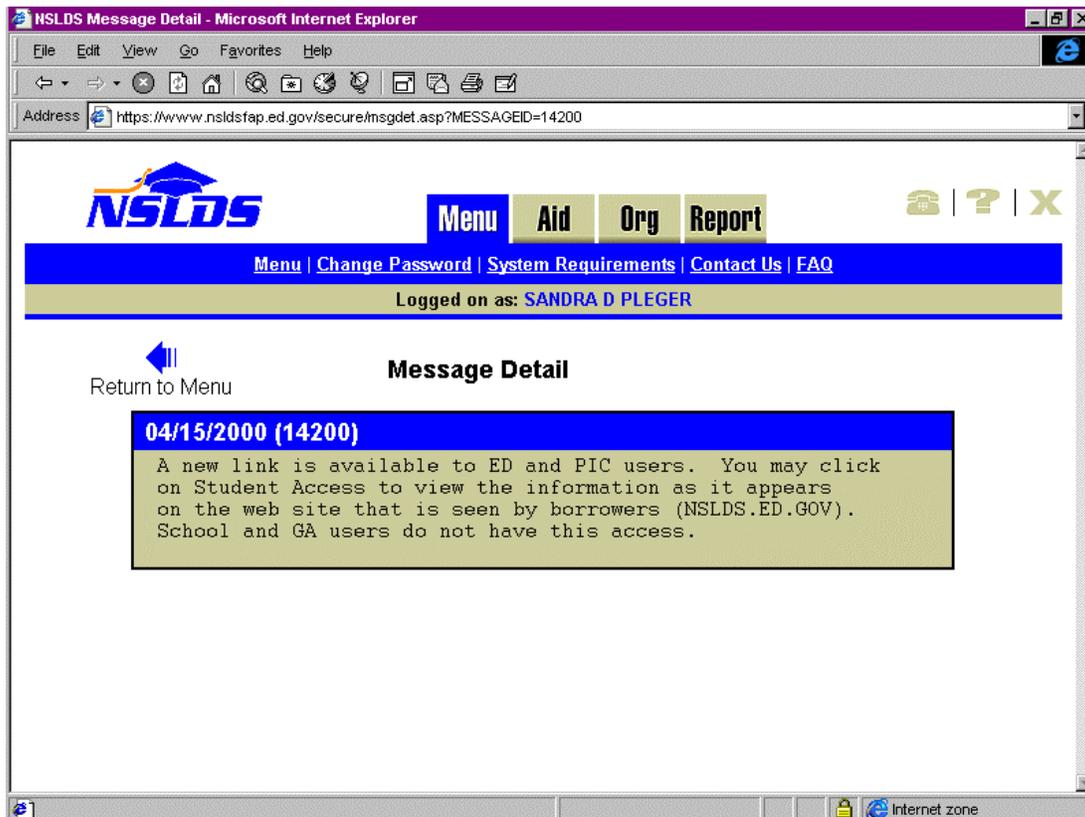


Figure 3–9, Message Detail Page

## 3.4 Financial Aid Area

The Financial Aid area of the NSLDS Main Menu web site allows you to link to the various pages regarding Financial Aid for information about Title IV loans and grants. This area provides links to pages with details about borrower’s loans and grants, and student enrollment status.

### 3.4.1 Loan History Page

This page (Figure 3–10) lists all the loans a student has received, including PLUS loans. If a student is subject to one or more conditions that affect future aid eligibility, you will see a red exclamation mark immediately below the student’s identifiers at the top of the page. These exclamation marks indicate negative conditions such as default that affect a student’s eligibility.

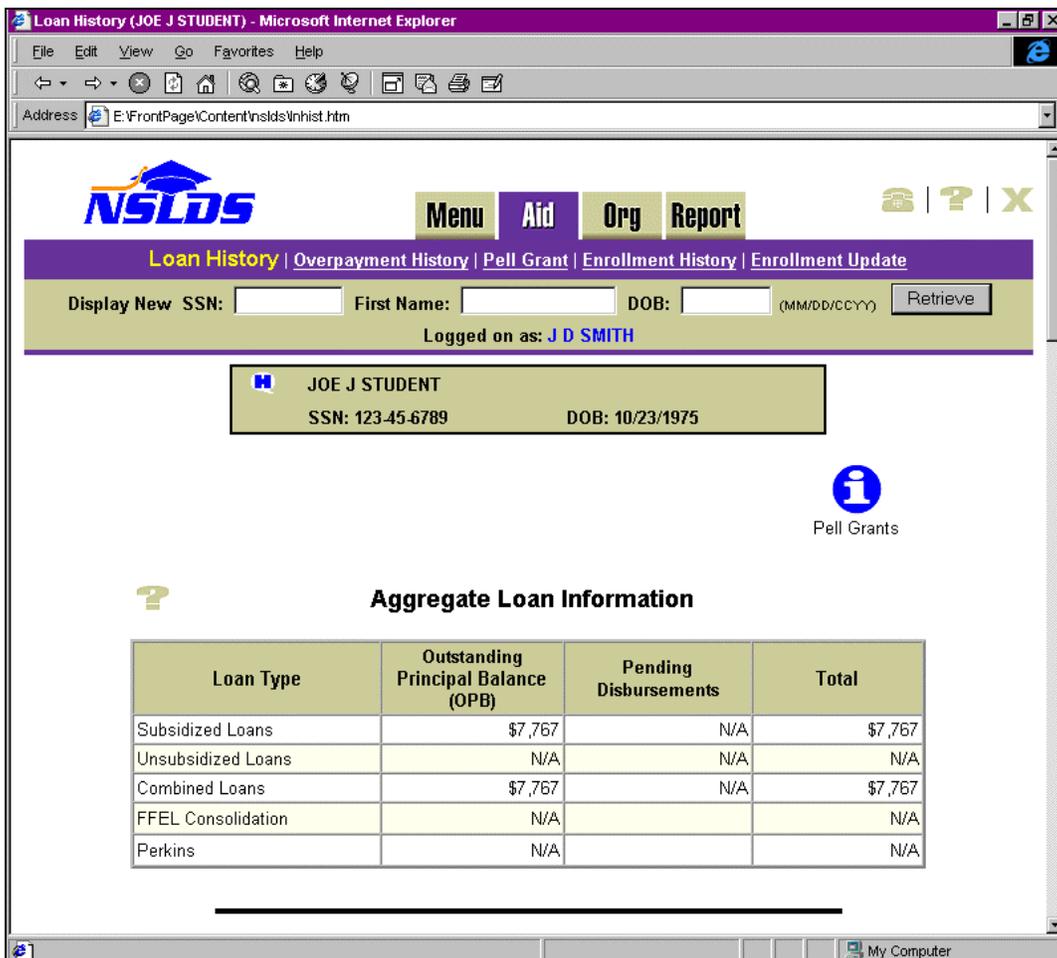


Figure 3–10, Loan History Page

If you see an ‘H’ beside a line in the identifiers results box, borrower history is available. You can view the borrower’s name or SSN history by clicking on the ‘H’ icon. You can scroll down the page to see the following sections:

The Aggregate Loan Information table shows aggregate loan amounts for the student. These aggregate amounts are computed exactly the same way they are on the Institutional Student Information Record (ISIR).

The Loan Summary table (Figure 3–11) shows information about all of the student’s loans. If you need to sort the table, use the Sort By option box above the table. The Display Only option box lets you show only those loans that meet the criteria you select. Again, an exclamation mark in a field indicates a condition that needs to be addressed. The legend for exclamation marks in Loan Summary is located at the bottom of the page.

Each loan on the Loan History page has a numbered blue box in front of it. Click on this box to go to the Loan Detail page where you can view specific information about that loan organized in the following tables: Detail, Amounts, Activity, Status Change, and Guaranty Agency/Lender/Lender Agent History.

**Loan Summary**

Sort by:  Submit

Display Only:

Currently Sorted by LOAN DATE, No filtering

<b>1</b>	SF - FFEL STAFFORD SUB STRAYER UNIVERSITY 00145900	ID01/06/1997
	Guaranteed Amt: \$5,500 Disbursed Amt: \$1,833 OPB: \$1,553 Acad. Lv: 3	
	Loan Date: 01/23/1997 Sep. Loan Ind: A Loan Period: 01/06/1997 - 09/15/1997	
	GA: 951 - EDUCATIONAL CREDI Lender: 833253 - CHASE_DE TRUSTEE/SLMA T	
<b>2</b>	SF - FFEL STAFFORD SUB STRAYER UNIVERSITY 00145900	ID09/23/1996
	Guaranteed Amt: \$200 Disbursed Amt: \$200 OPB: \$172 Acad. Lv: 3	
	Loan Date: 12/03/1996 Sep. Loan Ind: A Loan Period: 09/23/1996 - 12/16/1996	
	GA: 951 - EDUCATIONAL CREDI Lender: 833253 - CHASE_DE TRUSTEE/SLMA T	
<b>3</b>	SF - FFEL STAFFORD SUB STRAYER UNIVERSITY 00145900	ID04/08/1996
	Guaranteed Amt: \$4,400 Disbursed Amt: \$4,400 OPB: \$3,781 Acad. Lv: 3	
	Loan Date: 05/21/1996 Sep. Loan Ind: A Loan Period: 04/08/1996 - 12/16/1996	
	GA: 951 - EDUCATIONAL CREDI Lender: 833253 - CHASE_DE TRUSTEE/SLMA T	
<b>4</b>	SF - FFEL STAFFORD SUB STRAYER UNIVERSITY 00145900	ID01/08/1996
	Guaranteed Amt: \$1,350 Disbursed Amt: \$1,350 OPB: \$1,160 Acad. Lv: 2	
	Loan Date: 02/05/1996 Sep. Loan Ind: A Loan Period: 01/08/1996 - 03/25/1996	
	GA: 951 - EDUCATIONAL CREDI Lender: 833253 - CHASE_DE TRUSTEE/SLMA T	
<b>5</b>	SF - FFEL STAFFORD SUB STRAYER UNIVERSITY 00145900	ID07/03/1995
	Guaranteed Amt: \$3,500 Disbursed Amt: \$1,166 OPB: \$1,101 Acad. Lv: 2	
	Loan Date: 06/19/1995 Sep. Loan Ind: A Loan Period: 07/03/1995 - 03/25/1996	
	GA: 951 - EDUCATIONAL CREDI Lender: 833253 - CHASE_DE TRUSTEE/SLMA T	
<b>6</b>	SF - FFEL STAFFORD SUB GEORGE WASHINGTON UNIVERSITY 00144400	PF09/19/1997
	Guaranteed Amt: \$3,000 Disbursed Amt: \$3,000 OPB: \$0 Acad. Lv: 4	
	Loan Date: 03/23/1990 Sep. Loan Ind: A Loan Period: 01/08/1990 - 05/10/1990	
	GA: 951 - EDUCATIONAL CREDI Lender: 811304 - SUN TRUST - STUDENT LEND	

Collection costs/fees are not included in outstanding amounts.

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 3–11, Loan Summary Table on Loan History Page

### 3.4.1.1 Borrower Name History Page

The Borrower Name History page (Figure 3–12) can only be accessed by clicking on the History icon next to the current Name on the Financial Aid pages. The Borrower Name History page lists name changes for a borrower in the NSLDS database. Name changes occur for various reasons, for example, when people change their last name because of marriage. The borrower’s Name, Social Security Number, and Date of Birth display in the identifier box. In the table below the identifier box, you can view the history of first and last names provided to NSLDS. These historical names are listed with the most recent first.

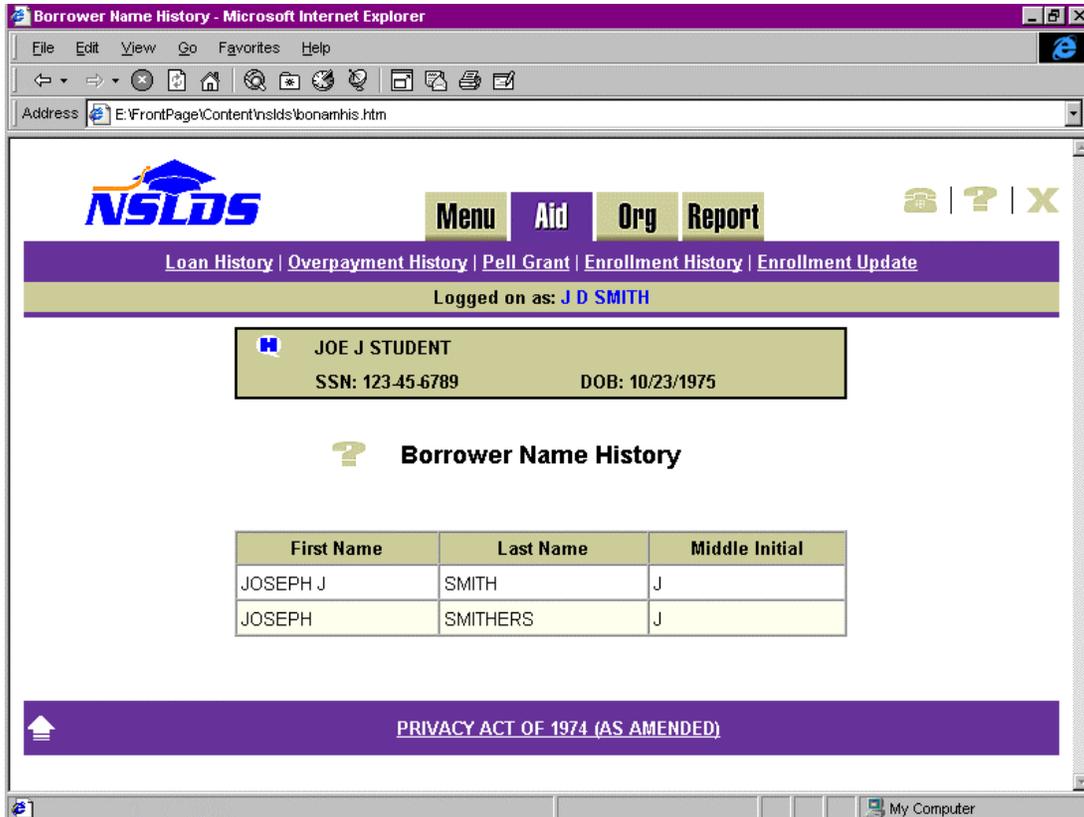


Figure 3–12, Borrower Name History Page

### 3.4.1.2 Borrower SSN History Page

The Borrower SSN History page (Figure 3–13) can only be accessed by clicking on the History icon next to the current SSN on the Financial Aid pages. The borrower's Name, Social Security Number, and Date of Birth display in the identifier box. In the table below the identifier box, you can view the list of any associated Social Security Numbers the borrower has been identified with in the past. The historical SSN's are listed with the most recent first.

Student SSN History (JOE J STUDENT) - Microsoft Internet Explorer

File Edit View Go Favorites Help

Address P:\Task Order 48\Specs\Page Pictures\SSN History.html

**NSLDS** Menu AID Org Report

Loan History | Enrollment History | Enrollment Update | Pell Grants | Overpayment

Logged on as : J SMITH from UNIVERSITY OF BOSTON

**JOE J STUDENT**  
 SSN: 123-45-6789      DOB: 10/01/1922

Borrowers SSN History

SSN
920-23-9122

**PRIVACY ACT OF 1974 (AS AMENDED)**

Local intranet zone

Figure 3–13, Borrower SSN History Page

### 3.4.1.3 Loan Detail Page

The Loan Detail page (Figure 3–14) displays historical data for a specific loan. This data includes the loan details, loan amount, loan activity, loan status, and associated guaranty agency, lender, and/or servicer. Some sections of this page are dynamically built and the page contents will differ depending on the loan being viewed.

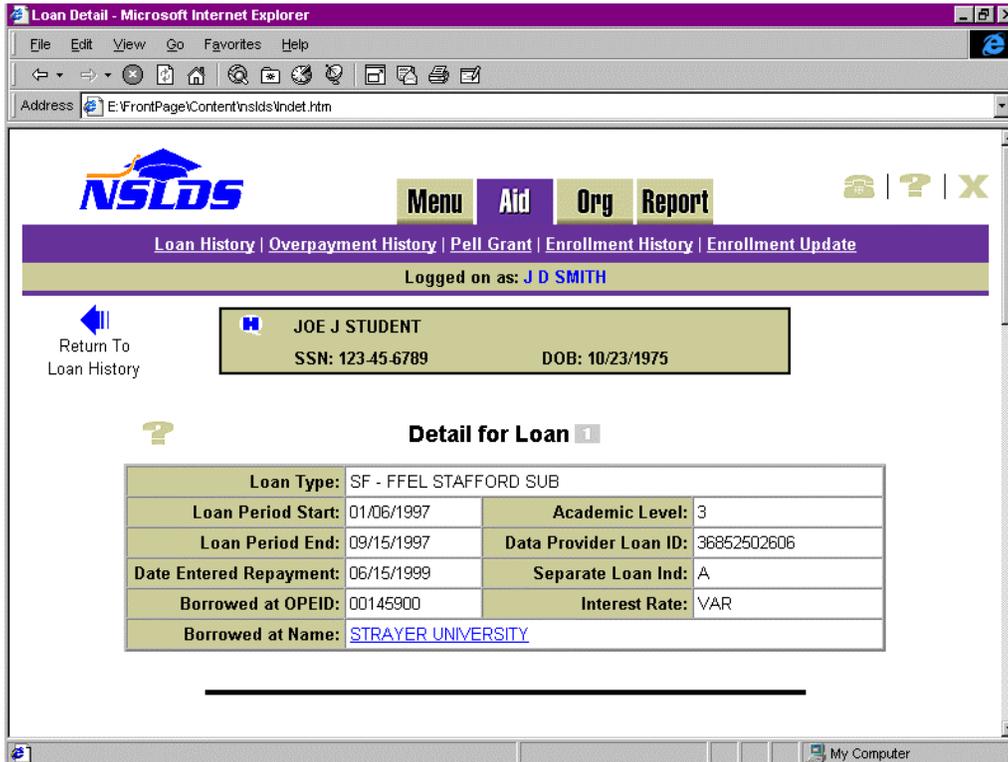


Figure 3–14, Loan Detail Page

### 3.4.2 Overpayment History Page

The Overpayment History page (Figure 3–15) displays the overpayments reported to NSLDS for a student. If the overpayment is from your school and you have proper access, you can use this page to create a new overpayment or change the status of an existing overpayment. The Overpayments page summarizes past and present Perkins loan, Supplemental Educational Opportunity Grant (SEOG), and Pell grant overpayments for students.

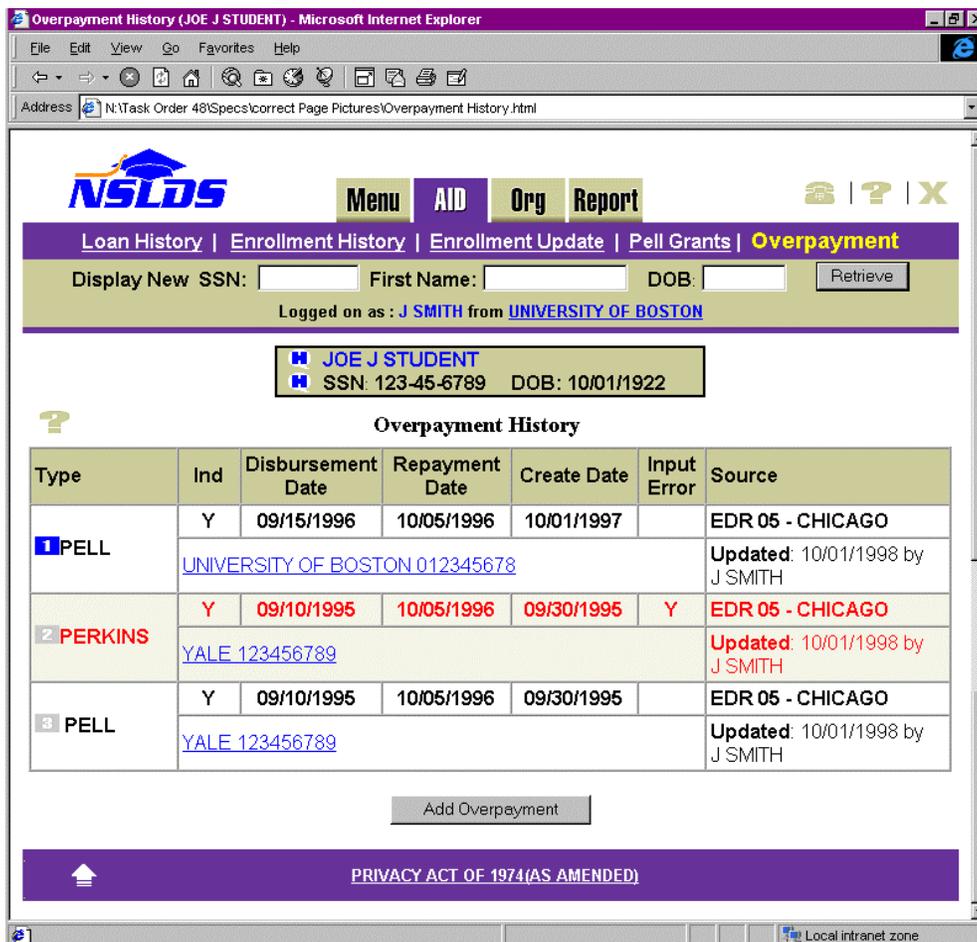


Figure 3-15, Overpayment History Page

### 3.4.2.1 Overpayment Update Page

The Overpayment Update page (Figure 3–16) displays student’s overpayment records with the supporting details. From this page, you can update the overpayment status, the repayment date, the source of overpayment, and whether an input error has occurred.

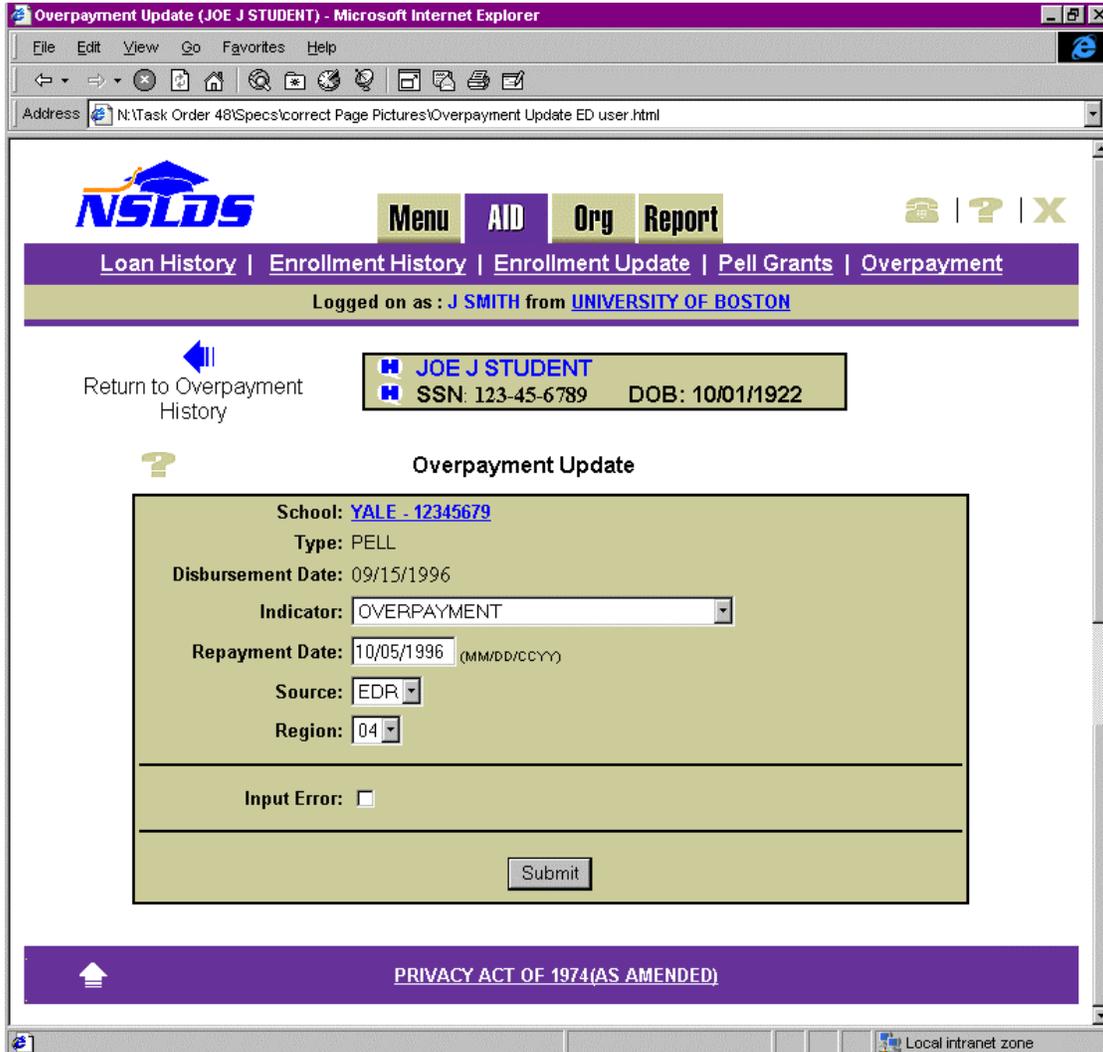


Figure 3–16, Overpayment Update Page

The reporting of Title IV overpayment information to NSLDS is separate and distinct from the requirement that requires institutions to report some overpayments to the Department so that the Debt Collection Service (DCS) can collect the overpayment.

### 3.4.2.2 Overpayment Add Page

The Overpayment Add page (Figure 3–17) allows you to enter information on students who owe an overpayment on a Title IV grant or a Perkins loan. Overpayment data reported by schools is added to the NSLDS and then transferred to the Central Processing System for inclusion on SARs and ISIRs.

Overpayment Add (Student Unknown) - Microsoft Internet Explorer

File Edit View Go Favorites Help

Address P:\Task Order 48\Specs\Page Pictures\ED Overpayment Add.html

**NSLDS** Menu AID Org Report

Loan History | Enrollment History | Enrollment Update | Pell Grants | Overpayment

Display New SSN:  First Name:  DOB:  Retrieve

Logged on as: J SMITH from UNIVERSITY OF BOSTON

Return to Overpayment History

JOE J STUDENT  
SSN: 123-45-6789 DOB: 10/01/1922

**Overpayment Add**

**New Student Details**

Social Security Number:

Last Name:

First Name:

Middle Initial:

Date Of Birth:  (MM/DD/YYYY)

**Overpayment Details**

School OPEID:

Type:

Disbursement Date:  (MM/DD/YYYY)

Indicator:

Repayment Date:  (MM/DD/YYYY)

Source:

ED Region:

Submit

PRIVACY ACT OF 1974 (AS AMENDED)

Local intranet zone

Figure 3–17, Overpayment Add Page

### 3.4.3 Pell Grant History Page

The Pell Grant History page (Figure 3–18) is accessed from the Main Menu page or the Loan History page. This page displays all Pell Grants that a borrower has been awarded. The Pell Grant icon displays on the Loan History page if at least one Pell Grant exists with an amount greater than zero. The grants display in chronologically descending order.

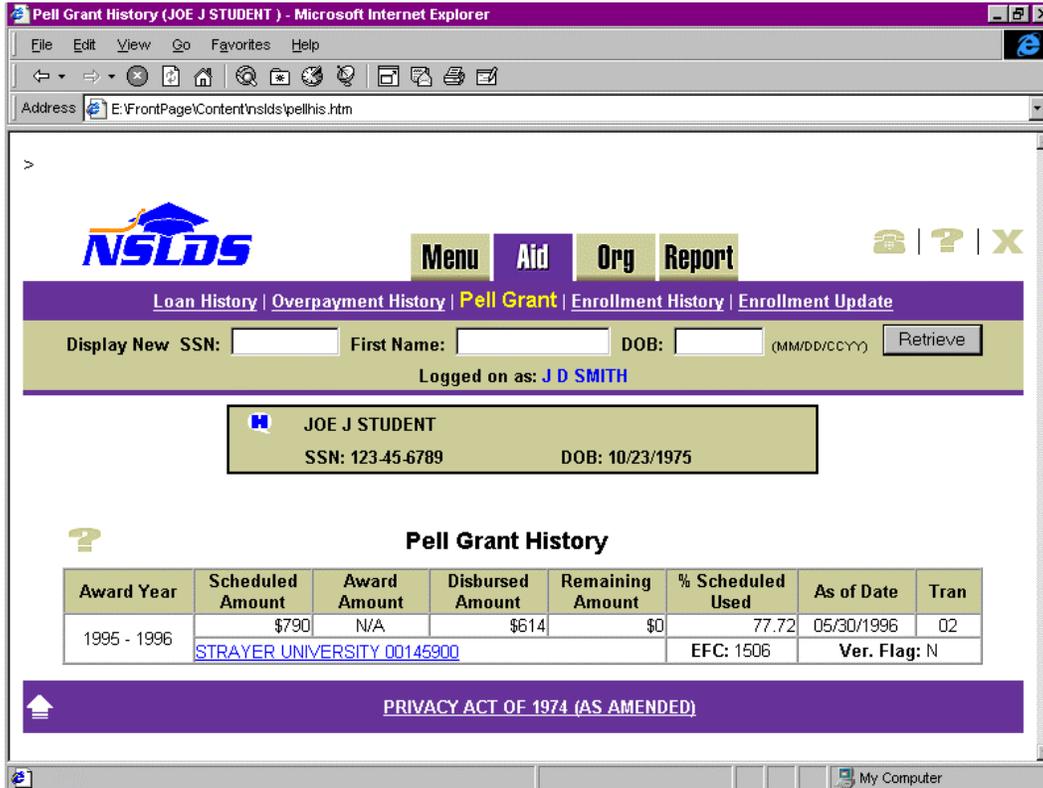


Figure 3–18, Pell Grant History Page

### 3.4.4 Enrollment History Page

The Enrollment History page (Figure 3–19) presents information about a student’s past and present enrollment status while receiving either a loan or a deferment for a loan. The information consists of the enrollment code, OPEID, names of schools attended, the effective dates, the certification dates, the source of where the information came from, and an anticipated completion date.

The screenshot shows a web browser window titled "Enrollment History (JOE J STUDENT) - Microsoft Internet Explorer". The address bar shows "E:\FrontPage\Content\inslds\enhist.htm". The page features the NSLDS logo and a navigation menu with "Menu", "Aid", "Org", and "Report". Below the menu is a search bar with fields for "Display New SSN:", "First Name:", and "DOB:" (with a "(MM/DD/YYYY)" hint), and a "Retrieve" button. The user is logged in as "J D SMITH". A box displays the student's name "JOE J STUDENT", SSN "123-45-6789", and DOB "10/23/1975". A "Sort by:" dropdown menu is set to "Certification Date" with a "Submit" button. The main content is a table of enrollment history.

Enroll Code	OPEID	School	Effective Date	Certification Date	Source
W	00145900	STRAYER UNIVERSITY	02/12/1997	10/22/1997	SSCR
H	00145900	STRAYER UNIVERSITY	01/06/1997	06/25/1997	SSCR
F	00145900	STRAYER UNIVERSITY	09/15/1997	N/A	GA
H	00145900	STRAYER UNIVERSITY	04/08/1996	N/A	GA 751
W	00145900	STRAYER UNIVERSITY	10/07/1995	N/A	GA 751
H	00145900	STRAYER UNIVERSITY	07/03/1995	N/A	PRESSCR
W	00144400	GEORGE WASHINGTON UNIVERSITY	12/19/1990	N/A	PRESSCR

At the bottom of the page, there is a link to the "PRIVACY ACT OF 1974 (AS AMENDED)".

Figure 3–19, Enrollment History Page

### 3.4.5 Enrollment Update Page

The Enrollment Update page (Figure 3–20) allows authorized users to create an enrollment status for an individual student. By selecting Enrollment Update on the Main Menu page a student’s enrollment details display. The enrollment information consists of identifying information of the student and a summary of past and present enrollment status details as maintained in NSLDS. The enrollment details are displayed in descending order by certification date. Users can update enrollment status, effective date, certification date, student designator, and anticipated completion date.

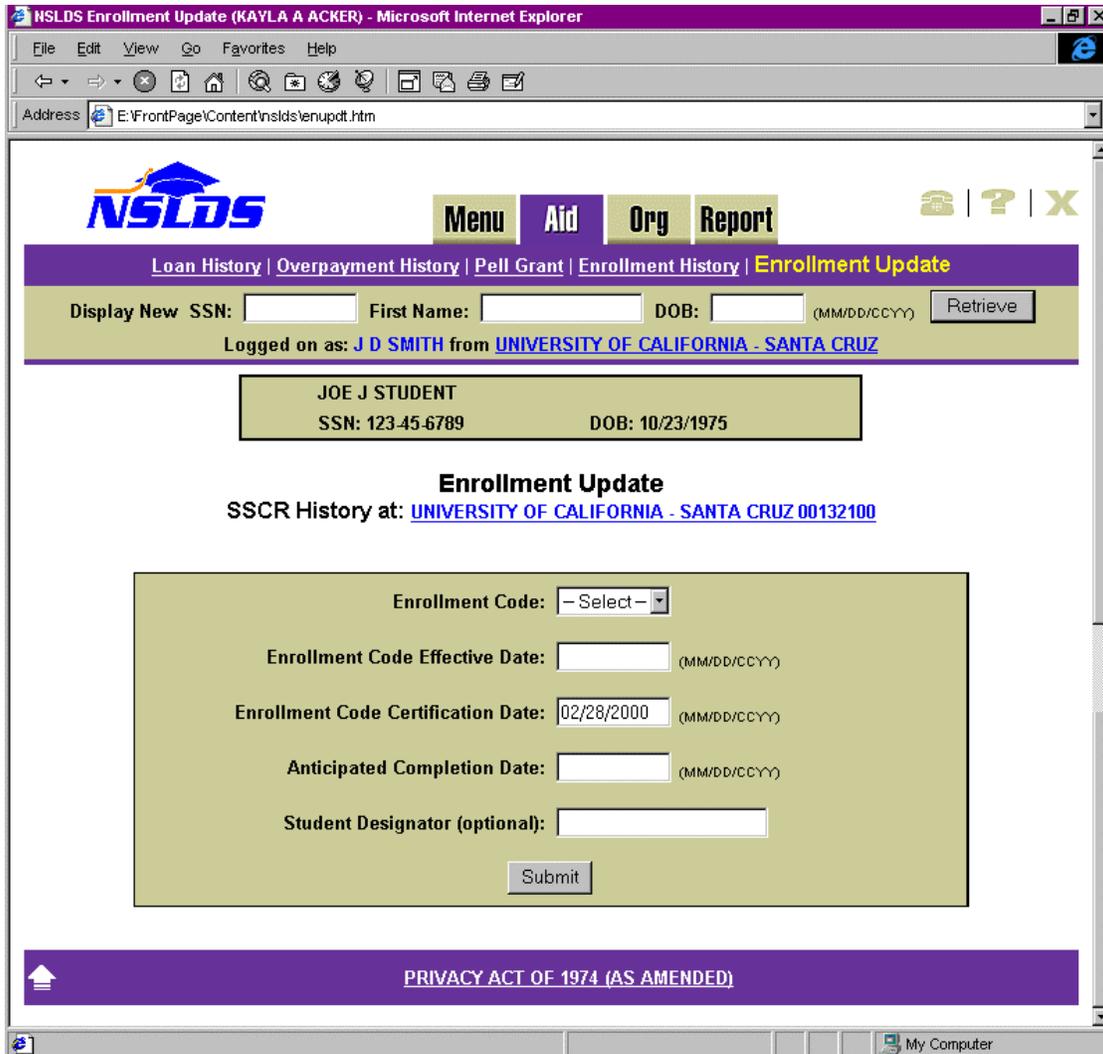


Figure 3–20, Enrollment Update Page

After submitting the updates, NSLDS automatically checks the data. Once updated, the new enrollment status displays in the enrollment history table and the page is refreshed with the new record.

## 3.5 Organization Area

The Organization area contains links for information about organizations in the Title IV programs.

### 3.5.1 Organization Contact List Page

The Organization Contact List page (Figure 3–21) displays the organization and summary contact information for all NSLDS functions. The Organization Contact List page is the entry point for all links to the organization's function names. Organization contacts are maintained in NSLDS by individual organization via linking to the Organization Contact Add page from this web page.

The screenshot shows a web browser window titled "Organization Search - Microsoft Internet Explorer". The address bar shows "E:\FrontPage\Content\inslds\orgsrch-result.htm". The page features the NSLDS logo and navigation links: Menu, Aid, Org, Report. A green banner contains links: Org Contact List, Org Search, SSCR Cycle, Data Provider Schedule, Repayment Information. Below the banner, it says "Logged on as: J D SMITH".

The main content area displays "SCHOOL Search results for Name: 'UNIVERSITY OF MICHIGAN'". Below this is a table with two columns: Name and Code.

Name	Code
1 UNIVERSITY OF MICHIGAN	00232500
2 UNIVERSITY OF MICHIGAN	02458500
3 UNIVERSITY OF MICHIGAN	02467100
4 UNIVERSITY OF MICHIGAN	02480900
5 UNIVERSITY OF MICHIGAN - ANN ARBOR - COMMERCE	00232507
6 UNIVERSITY OF MICHIGAN - ANN ARBOR - KVCC TEX	00232505
7 UNIVERSITY OF MICHIGAN - ANN ARBOR - TRAVERSE	00232506
8 UNIVERSITY OF MICHIGAN - DEARBORN	00232600
9 UNIVERSITY OF MICHIGAN - FLINT	00232700
10 UNIVERSITY OF MICHIGAN - FLINT -	00232701
11 UNIVERSITY OF MICHIGAN - FLINT -	00232702
12 UNIVERSITY OF MICHIGAN - SCHOOL OF DENTISTRY	00232502
13 UNIVERSITY OF MICHIGAN - SCHOOL OF LAW	00232503
14 UNIVERSITY OF MICHIGAN - SCHOOL OF MEDICINE	00232501
15 UNIVERSITY OF MICHIGAN ALL CAMPUSES	00909100
16 UNIVERSITY OF MICHIGAN ANN ARBOR	00909200
17 UNIVERSITY OF MICHIGAN SCHOOL OF DENTISTRY	00821100
18 UNIVERSITY OF MICHIGAN SCHOOL OF PHARMACY	02474800

Below the table, it says "- MORE MATCHES FOUND -". At the bottom, there is a search form with "New Search By:" set to "SCHOOL", "Name:" set to "UNIVERSITY OF MICHIGAN", and a "Code:" field. There are "Submit" and "Clear" buttons.

Figure 3–21, Organization Contact List Page

With appropriate authorization, you can display the following:

- A numbered bullet next to each organization contact. Clicking the bullet links you to the Organization Contact Detail page.
- Add New Contact button above the list of contacts. Clicking the button links you to the Organization Contact Add page.

If you access the Organization Contact List page and no contacts exist, a message displays. If you have appropriate authorization, you can use the Add New Contact button to add a contact.

The following information displays for the organization:

- Name
- Code
- Branch (as appropriate)
- 'Official' address

The following information displays for each contact:

- Function
- First Name
- Last Name
- Phone
- Extension
- E-mail icon if an e-mail address is present

**NOTE:** The Privacy Act does not apply to any of the Organization pages and does not display.

### 3.5.1.1 Organization Contact Detail Page

The Organization Contact Detail page (Figure 3–22) displays information to get in touch with a person for further loan information. This page displays details for one contact person.

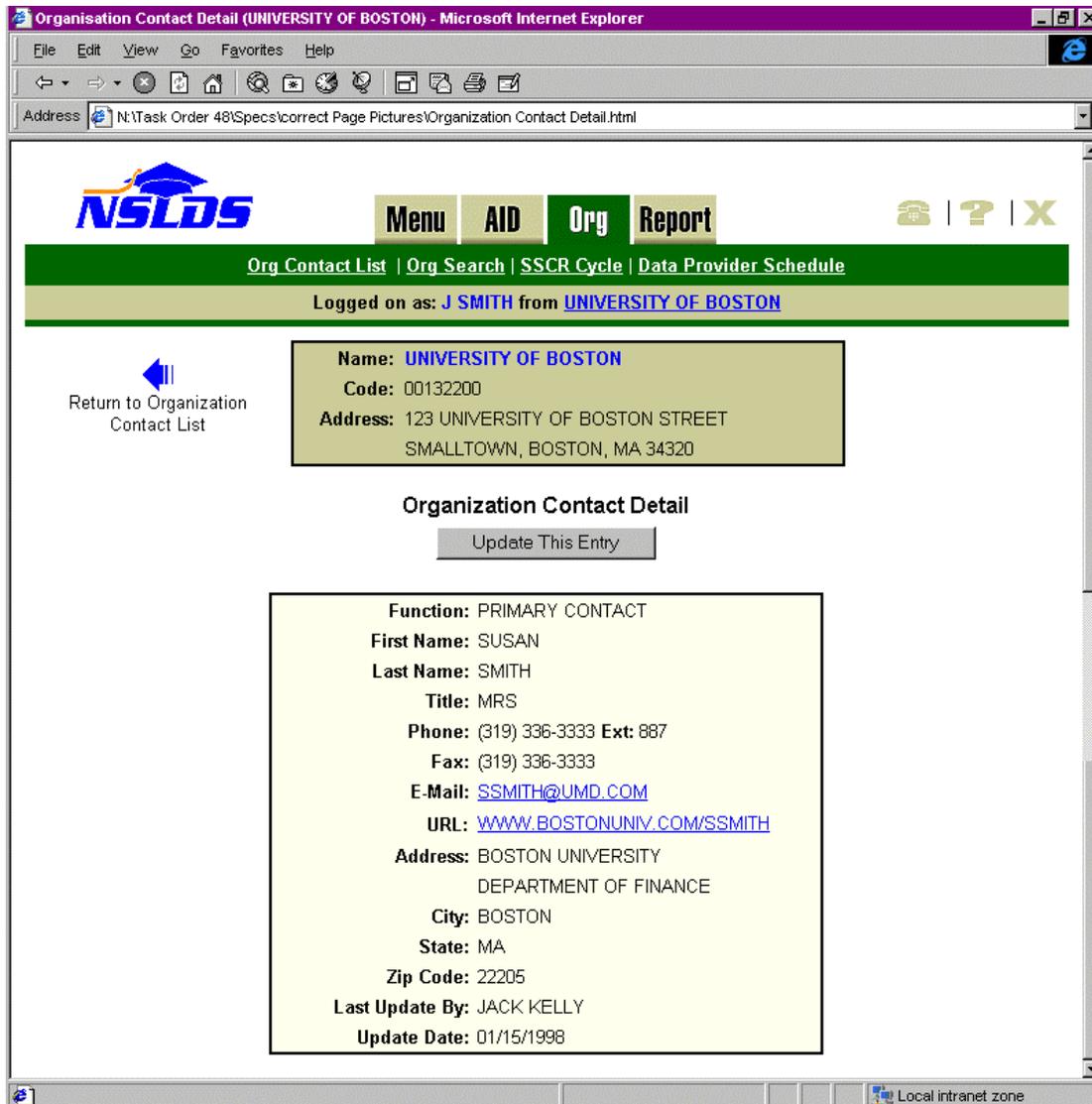


Figure 3–22, Organization Contact Detail Page

The details that display are the fields that have been added. The following fields display:

- Functions (select your option from a drop-down list)
- First Name
- Last Name
- Title
- Phone, Extension
- Fax Number

- E-mail Address
- URL
- Address
- City (you can select your option from a drop-down list)
- ZIP

Only those fields that a user has provided display with information. If you have appropriate authorization, you can update this contact information by using the Update This Entry option. You can return to the Organization Contact List page by clicking the displayed arrow.

**NOTE:** The Privacy Act does not apply to any of the Organization pages and is not displayed.

### 3.5.1.1.1 Organization Contact Update

The Organization Contact Update page (Figure 3–23) allows you, if you are authorized, to update organization contact information for your organization. The Organization Contact Update page displays the contact information for a specific function and allows you to edit this information. After you edit the information, clicking the Submit option transmits the updated information to NSLDS.

7

**NSLDS** Menu AID Org Report

Org Search | Org Contact List | Data Provider Schedule | SSCR Cycle Selection

Logged on as: J SMITH from UNIVERSITY OF BOSTON

Return to Organization Contact List

**Name:** UNIVERSITY OF BOSTON  
**Code:** 00132200  
**Address:** 123 UNIVERSITY OF BOSTON STREET  
 SMALLTOWN, BOSTON, MA 34320

**Organization Contact Update**

**Function:** Primary Contact

**First Name:** SUSAN  
**Last Name:** SMITH  
**Title:** MRS  
**Phone:** (319) 336-3333 **Ext:** 887  
**Fax:** (319) 336-3333  
**E-Mail:** SSMITH@UMD.EDU  
**URL:** WWW.BOSTONUNIV.COM/SSMITH  
**Address:** BOSTON UNIVERSITY  
 DEPARTMENT OF FINANCE  
**City:** BOSTON  
**State:** MA  
**Zip Code:** 22205  
**Update User Id:** E@SJRW  
**Update Date:** 01/15/1998

Submit

Figure 3–23, Organization Contact Update Page

The following information displays:

- Functions (you cannot update this field)
- First Name

- Last Name
- Title
- Phone, Extension
- Fax Number
- E-mail address
- URL
- Address
- City (select your option from a drop-down list)
- ZIP
- Last Updated By
- Update Date

**NOTE:** The Privacy Act does not apply to any of the Organization pages and is not displayed.

### 3.5.1.2 Organization Contact Add Page

The Organization Contact Add page (Figure 3–24) allows you to add new contact information for your organization to NSLDS. To keep your information up-to-date, we encourage you to maintain accurate contact information so that both you and your colleagues can benefit from this feature. By adding your institution's contact information, other colleagues have the appropriate individual to contact to resolve any issues. It is important to note that this information is made available to all NSLDS users; however, updates to the organization contact information for your institution can only be made by someone at your organization.

**Organization Contact Add (UNIVERSITY OF BOSTON) - Microsoft Internet Explorer**

File Edit View Go Favorites Help

Address P:\Task Order 48\Specs\Page Pictures\Organization Contact Add.html

**NSLDS** Menu AID **Org** Report

Org Search | Org Contact List | Data Provider Schedule | SSCR Cycle Selection

Logged on as: J SMITH from UNIVERSITY OF BOSTON

Return to Organization Contact List

**Name:** UNIVERSITY OF BOSTON  
**Code:** 00132200  
**Address:** 123 UNIVERSITY OF BOSTON STREET  
 SMALLTOWN, BOSTON, MA 04320

**Organization Contact Add**

Function:

First Name:

Last Name:

Title:

Phone:  Ext:

Fax:

E-Mail:

URL:

Address:

City:

State:

Zip Code:

Local intranet zone

Figure 3–24, Organization Contact Add Page

The following fields are displayed for you to complete:

- Functions (select your option from a drop-down list)
- First Name
- Last Name
- Title
- Phone, Extension
- Fax Number
- E-mail address
- URL
- Address
- City (select your option from a drop-down list)
- ZIP

**NOTE:** The Privacy Act does not apply to any of the Organization pages and is not displayed.

## 3.5.2 Organization Search Page

The Organization Search page (Figure 3–25) allows you to find an organization. An organization can be a school, guaranty agency, lender, lender branch servicer, FDLP servicer, or the U.S. Department of Education. The Organization Search page helps you find only those organizations that are in NSLDS.

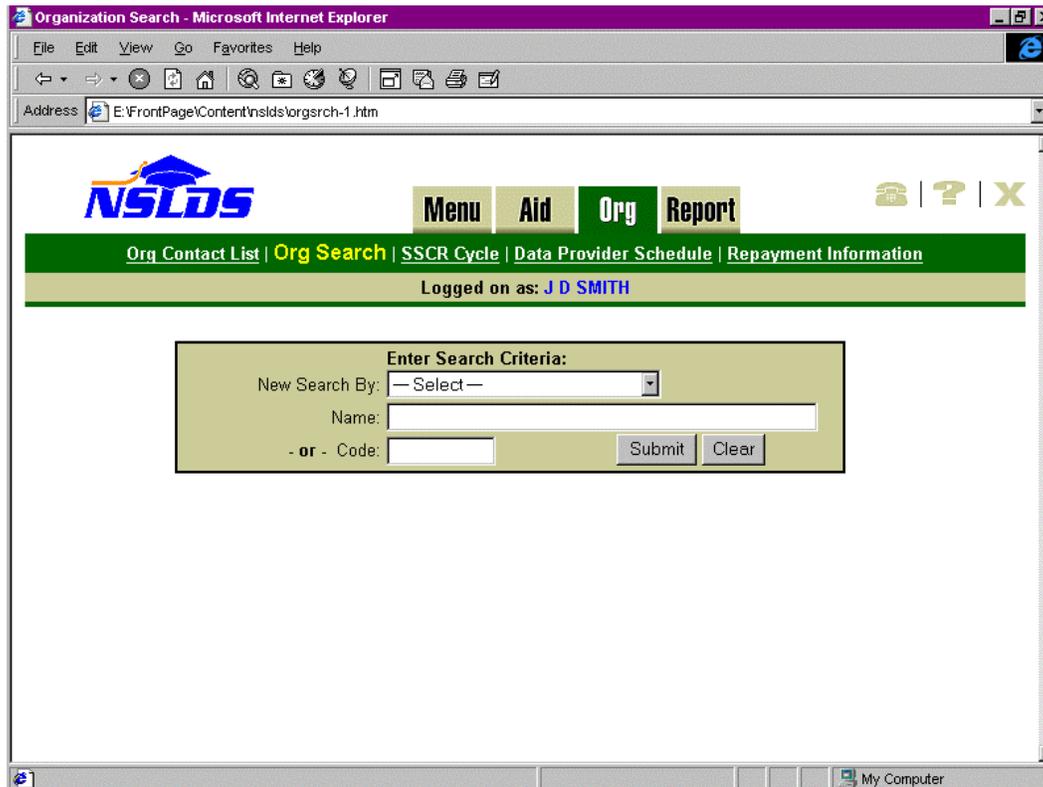


Figure 3–25, Organization Search Page

The Organization Search page allows you to search for an organization either with the Organization Code and/or with the Organization Name. When a search is performed, the page redisplay summary information for each organization that matched the search criteria.

Fifty search results are shown, with a numbered bullet next to each organization. Clicking on the bullet takes you to the Organization Contact page for the selected organization. The organizations most closely matching search criteria display first.

After a search is performed, the 'New Search By' fields remain populated with the search criteria, allowing you to refine the search if necessary.

**NOTE:** The Privacy Act does not apply to any of the Organization pages and is not displayed.

### 3.5.3 SSCR Cycle Selection Page

The SSCR Cycle Selection page (Figure 3–26) displays the existing SSCR cycle selection or a default cycle set to bimonthly. From this page, you can change the months your organization should receive SSCR rosters and you can choose the sort order in which you wish to receive your SSCR roster.

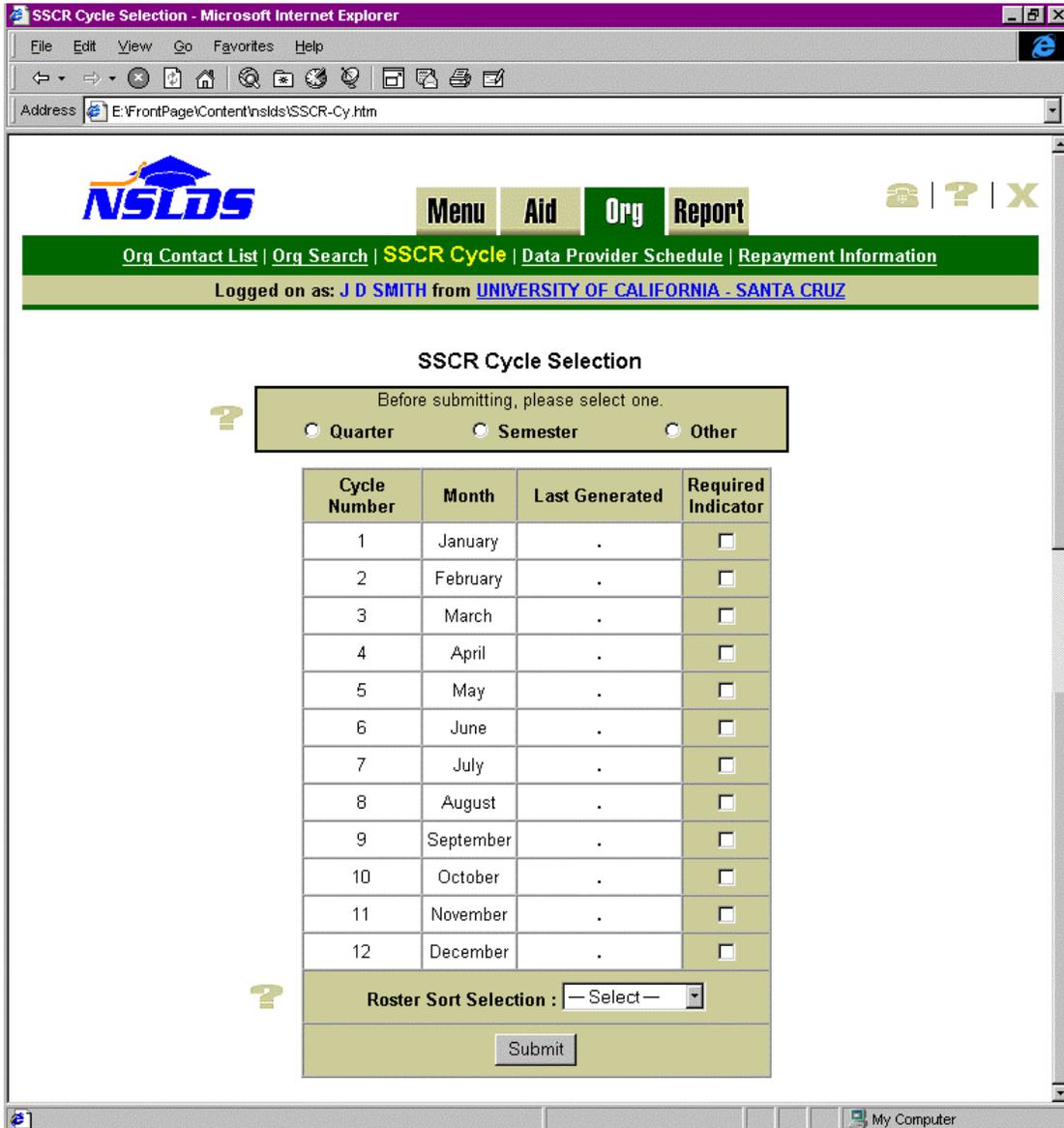


Figure 3–26, SSCR Cycle Selection Page

### 3.5.4 Data Provider Schedule Page

The Data Provider Schedule page (Figure 3–27) presents a history of current, past, and future scheduled data provider submittals. The table is populated with information based on your logon ID and cannot be updated from this page.

Scheduled Submittal Date	Received Date	Processed Date	Total Records Extracted
07/12/1998	N/A	N/A	0
07/11/1998	N/A	N/A	0
07/10/1998	N/A	N/A	0
07/09/1998	N/A	N/A	0
07/08/1998	N/A	N/A	0
07/07/1998	N/A	N/A	0
07/06/1998	N/A	N/A	0
07/05/1998	N/A	N/A	0
07/04/1998	N/A	N/A	0
07/03/1998	N/A	N/A	0
07/02/1998	N/A	N/A	0
07/01/1998	N/A	N/A	0

Figure 3–27, Data Provider Schedule Page

When you select the Data Provider Schedule link from the Main Menu page, you are transferred to the Data Provider Schedule page. Scheduled submittal records are sorted in descending order by scheduled submittal date and by received date. This page can accommodate a list of as many as 50 submittals. Data providers who have more than 50 submittals see only the 50 most recent, including future dates. Data providers selecting this page without submittals are shown a message indicating this fact.

### 3.5.5 Repayment Information Page

The Repayment Information page (Figure 3–28) presents the current repayment status of certain borrowers in FFEL and Direct Loan (DL) Programs who attended a school during a specific period. This information has no relationship to the calculation of a draft or final cohort default 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 or by the Direct Loan servicer.

The screenshot shows a web browser window titled "Repayment Information (UNIVERSITY OF CALIFORNIA - SANTA CRUZ) - Microsoft Internet Explorer". The address bar shows "https://199.170.250.241/NSLDSOnline/secure/repayinf.asp". The page features the NSLDS logo and navigation links: Menu, Aid, Org, Report. A green banner contains links: Org Contact List, Org Search, SSCR Cycle, Data Provider Schedule, Repayment Information. Below this, it says "Logged on as: SANDY PLEGER from UNIVERSITY OF CALIFORNIA - SANTA CRUZ". A box displays the organization's details: Name: UNIVERSITY OF CALIFORNIA - SANTA CRUZ, Code: 00132100, Address: 1156 HIGH STREET, SANTA CRUZ, CA 950640001. A "Request Loan Detail for latest month" button is visible. A disclaimer states: "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 or by the Direct loan Servicer." Below the disclaimer is a table with 12 columns: Numerator Date Range, Denominator Date Range, FFEL Num, FFEL Denom, %, DL Num, DL Denom, %, Dual Num, Dual Denom, %, and Date Processed. The table contains 17 rows of data.

	Numerator Date Range	Denominator Date Range	FFEL Num	FFEL Denom	%	DL Num	DL Denom	%	Dual Num	Dual Denom	%	Date Processed
1	03/2001-02/2003	03/2001-02/2002	0	24	0.00	0	0	0.00	0	0	0.00	01/12/2000
2	02/2001-01/2003	02/2001-01/2002	0	1	0.00	0	1	0.00	0	2	0.00	01/12/2000
3	01/2001-12/2002	01/2001-12/2001	0	1	0.00	0	1	0.00	0	2	0.00	12/14/1999
4	12/2000-11/2002	12/2000-11/2001	0	1	0.00	0	1	0.00	0	2	0.00	12/14/1999
5	11/2000-10/2002	11/2000-10/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
6	10/2000-09/2002	10/2000-09/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
7	09/2000-08/2002	09/2000-08/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
8	08/2000-07/2002	08/2000-07/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
9	07/2000-06/2002	07/2000-06/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
10	06/2000-05/2002	06/2000-05/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
11	05/2000-04/2002	05/2000-04/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
12	04/2000-03/2002	04/2000-03/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
13	03/2000-02/2002	03/2000-02/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
14	02/2000-01/2002	02/2000-01/2001	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
15	01/2000-12/2001	01/2000-12/2000	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
16	12/1999-11/2001	12/1999-11/2000	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999
17	11/1999-10/2001	11/1999-10/2000	0	1	0.00	0	0	0.00	0	0	0.00	12/14/1999

Figure 3–28, Repayment Information Page

The Repayment Information includes the following details:

- Numerator Date Range—Identifies the 24-month period used to determine whether any borrowers have defaulted or met other specified conditions on FFEL and/or DL Program loans that entered repayment in the first 12-months of the identified 24-month period.
- Denominator Date Range—Identifies the 12-month period used to determine the borrowers that have entered into repayment on FFEL and/or DL Program loans.
- FFEL Num—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- FFEL Denom—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period.
- %—FFEL student repayment history rate.
- DL Num—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period and have defaulted on those loans during
- the same 12-month period or the next 12-month period.
- DL Denom—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period.
- %—Direct loan student repayment history rate.
- Dual Num—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- Dual Denom—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period.
- %—Dual student repayment history rate.
- Date Processed—Identifies the date the Student Repayment History Report was processed.

## **3.6 Reports Area**

The Reports area of the NSLDS Main Menu web site allows you to link to the web pages about reports generated from the NSLDS data. The area is located on the right side of the page below the Organization area. The Reports area includes a link to the Report List page, which is a list of reports available for your retrieval.

You can click on the Report List link to view the list of NSLDS provided reports. From the Report List page you can link to the various reports and select your desired parameters.

### 3.6.1 Report List Page

The Report List page (Figure 3–29) lists the NSLDS reports available for your retrieval. The list includes the Report ID, Report Name, and the Log link. The reports displayed on the list depend upon your user ID.

The screenshot shows a web browser window titled "Report List - Microsoft Internet Explorer". The address bar displays "https://199.170.250.241/NSLDSOnline/secure/repref.asp". The page features the NSLDS logo and a navigation menu with "Menu", "Aid", "Org", and "Report" buttons. Below the menu, it says "Report List" and "Logged on as: SANDY PLEGER". A search bar labeled "Search Report ID:" is present. The main content is a table of reports:

Report ID	Names	Log Page
1	APR001	REPORT OF FFEL LOAN DISBURSEMENTS
2	APR002	AGENCY PORTFOLIO STATUS REPORT
3	APR003	LENDER PORTFOLIO STATUS REPORT
4	APR023	BORROWER SSN SEARCH
5	APR024	BORROWER NAME SEARCH
6	APR025	SCHOOL SUMMARY INFORMATION
7	APR026	SCHOOL SUMMARY REPORT
8	APR028	LOANS HELD BY LENDER
9	BUD01	NOTIONAL TEST
10	DRC010	REPAYMENT INFO LOAN DETAIL
11	DRC025	FY98 DRAFT CDR LOAN DETAIL REPORT
12	DWDUM	DOUG'S DUMMY REPORT
13	GAERRS	GA LOAN ERROR RATES & TOP 10 ERRORS
14	GA005A	LOAN PROFILE DATA BY SSN
15	GA010A	GA HISTORY ATTRIBUTE QUERY
16	MBR007	ACCOUNTS MAINTENANCE FEE EXTRACT
17	MBR008	LOAN PROCESSING AND ISSUANCE FEE
18	RCS002	LENDER LOAN CANCELLATION REPORT
19	RC8AFY	NATIONAL GA SUMMARY YEARLY
20	RC8AM	NATIONAL GA SUMMARY MONTHLY
21	RC8AQ	NATIONAL GA SUMMARY QUARTERLY
22	RC8W	ED1130 COMPARISION
23	SCH01A	EXIT COUNSELING BY SSN
24	SCH01B	EXIT COUNSELING
26	SCH06A	SCHOOL HISTORY ATTRIBUTE QUERY

Figure 3–29, Report List Page

To generate your desired report, click on the corresponding number in the Report ID column. This links you to the Report Parameters page where you select your desired output variables.

### 3.6.1.1 Report Parameters Page

The Report Parameters page (Figure 3–30) allows you to choose the Type (report or extract), the Report Parameters, the Sort By, and the Output Medium for a report. The Type, Report Parameters, and Sort By options can differ for each report. The Output Medium option is based upon your user ID.

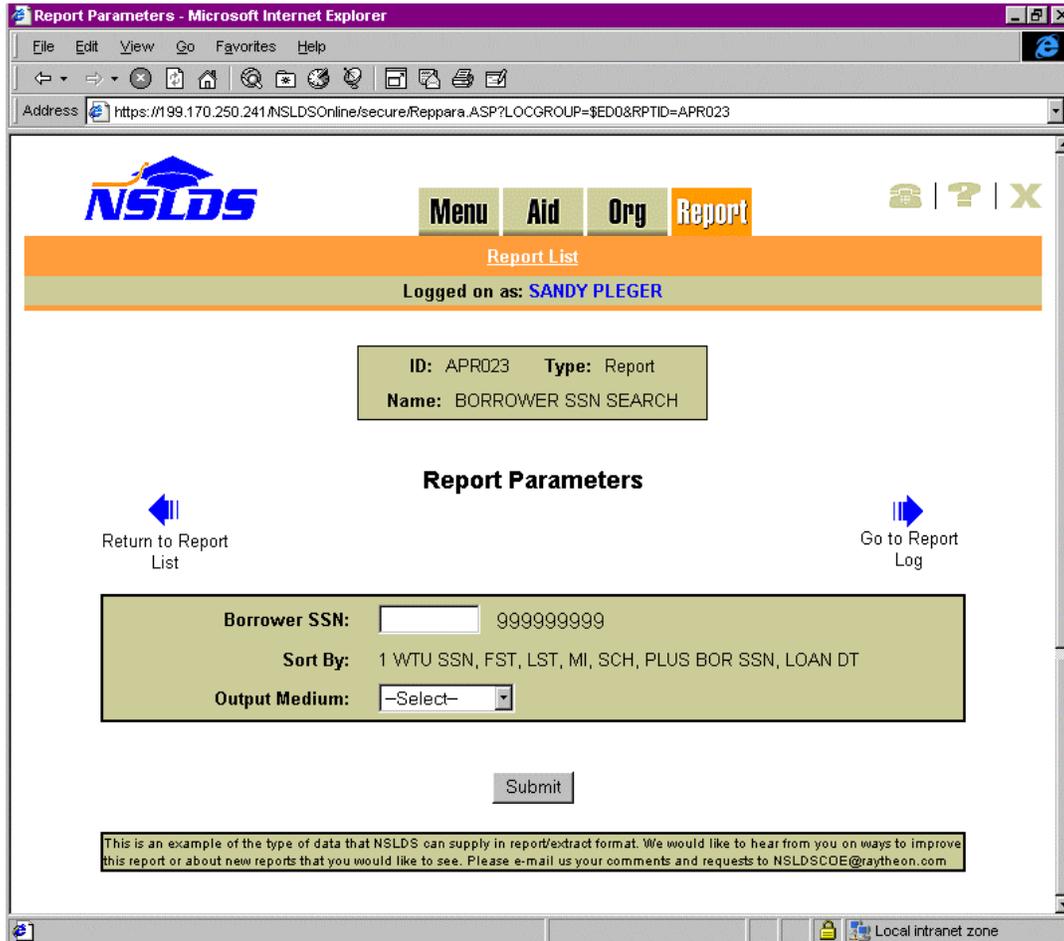


Figure 3–30, Report Parameters Page

### 3.6.1.2 Report Log Page

The Report Log page (Figure 3–31) keeps a record of each report requested by your organization. The report's ID and Name display at the top of the page.

**Report Log**

Return to Report List      Go to Report Parameters

<b>Requested By:</b> DOUG WANN	<b>Begin Date/Time:</b> 01/21/2000 10:06:30 AM
<b>Output Medium:</b> WAN	<b>End Date/Time:</b> N/A
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 567	
<b>Requested By:</b> DOUG WANN	<b>Begin Date/Time:</b> 01/21/2000 10:04:54 AM
<b>Output Medium:</b> DOWNLOAD	<b>End Date/Time:</b> N/A
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 56	
<b>Requested By:</b> DOUG WANN	<b>Begin Date/Time:</b> 01/21/2000 9:57:44 AM
<b>Output Medium:</b> DISKETTE	<b>End Date/Time:</b> N/A
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 98	
<b>Requested By:</b> DOUG WANN	<b>Begin Date/Time:</b> 01/21/2000 9:57:06 AM
<b>Output Medium:</b> DOWNLOAD	<b>End Date/Time:</b> N/A
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 56	
<b>Requested By:</b> DOUG WANN	<b>Begin Date/Time:</b> 01/21/2000 9:53:08 AM
<b>Output Medium:</b> DISKETTE	<b>End Date/Time:</b> N/A
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 76	
<b>Requested By:</b> JAKE SIMS	<b>Begin Date/Time:</b> 05/18/1998 9:03:56 AM
<b>Output Medium:</b> DOWNLOAD	<b>End Date/Time:</b> 08/05/1998 1:38:51 PM
<b>Sort:</b> 1	<b>Report Type:</b> Report
<b>Parameters:</b> 001281460	

Figure 3–31, Report Log Page

Each time a user requests a report, NSLDS registers the following information.

- Requested By—The requestor's name.
- Output Medium—The output device the user selected for the report.
- Sort—The number corresponding to the sort option selected. (The sort options vary depending on the selected report.)
- Parameters—The variables selected that determined the report's results.
- Begin Date/Time—The date and time the report was requested.
- End Date/Time—The date and time the report was completed. (N/A means that the report has not completed processing.)
- Report Type—This identifies whether the report was in a report format or an extract file.

The most recent request appears at the top of the page. A maximum of 50 records display on one page. If the report includes more than 50 records, you can click the Next Group arrow.