

The seal of the Department of Education, United States of America, is the background for the text. It features a central tree with a sunburst behind it, all within a circular border containing the text "DEPARTMENT OF EDUCATION" at the top and "UNITED STATES OF AMERICA" at the bottom, separated by two stars.

Gainful Employment

Webinar #10

**Understanding the NSLDS Corrections
Functionality**

October 24, 2012



Agenda

- Status of GE Regulations
- Making Corrections to GE Data
 - Reviewing data online
 - Online report
 - Updating data online
 - Mass Update/Deactivate online features
 - Mass Update/Deactivate batch features



Status of GE Regulations



Status of GE Regulations

U.S. District Court Decision

- On 6/30/2012, the Court upheld the Department's authority to regulate on gainful employment but vacated most of the GE regulations
- The Court found that ED failed to adequately justify setting the Repayment Rate threshold
- Because of the interrelationship of the GE requirements, the Court vacated most of the GE regulations, including the GE Metrics, GE Reporting, and Adding New GE Programs
- The Court left in place the GE Disclosure Requirements
- ED has asked the Court to restore the GE Reporting regulations and is awaiting the Court's decision



Status of GE Regulations

- Institutions should not submit GE Program reports for the recently ended 2011-2012 Award Year
- Institutions may voluntarily submit corrections to previously reported GE information.



Making Corrections to GE Data



How to Review Data Online



Reviewing Data Online

- Review data for accuracy and correctness
- Multiple ways to review data
 - Online searches
 - Review individual records
 - Groups of records sorted by criteria
 - Create extract file by running a report



Search for Records on GE List



National Student Loan Data System (NSLDS)



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- Aid
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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Gainful Employment List

Add Gainful Employment

Sort By:	--Select--
Display Only:	School Code: 067899
	Location Code: * <input type="text"/> (*) for All
	Award Year: * <input type="text"/> (ex.: 20102011) (*) for All
	Student SSN: * <input type="text"/> (*) for All
	CIP Code: * <input type="text"/> (*) for All
	Credential Level: ALL
	Program Attendance Status: ALL
	Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)
	Program Attendance End Date End: 12/31/9999 (MMDDCCYY)
	History: Active



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Review Individual Records


START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)


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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Gainful Employment List

Add Gainful Employment

Sort By:

Display Only: School Code: 067899

Location Code: * (*) for All

Award Year: * (ex.: 20102011) (*) for All

Student SSN: * (*) for All

CIP Code: * (*) for All Retrieve

Credential Level: ALL

Program Attendance Status: ALL

Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)

Program Attendance End Date End: 12/31/9999 (MMDDCCYY)

History: Active

Shows number of records returned

Click to review

Number of GE records returned with the display parameters used: 25

#	SSN	Name	DOB	Active
1	***-**-4567 	BOOP, BETTY A	03/09/1980	YES
	Award Year: 2009-2010	CIP Code: 470608	Attendance Begin - End Date: 08/15/2009 - N/A	Attendance Status: ENROLLED
	***-**-4567 	BOOP, BETTY A	03/09/1980	YES
2				



Groups of Records with Criteria

Gainful Employment List

Add Gainful Employment

Sort By:

Display:

School Code: 067899

Location Code: * (*) for All

Award Year: (ex.: 20102011) (*) for All

Student SSN: * (*) for All

CIP Code: (*) for All

Credential Level:

Program Attendance Status:

Program Attendance End Date Begin: (MMDDCCYY)

Program Attendance End Date End: (MMDDCCYY)

History:

Enter
Criteria

Click to
Retrieve



Review Data

Search revealed duplicates

History

Number of GE records returned with the display parameters used: 4

#	SSN	Name	DOB	Active	
1	***-**-4567 +	GEORGIA, MACON, JR. D	06/26/1988	YES	
	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: UNDERGRADUATE CERTIFICATE
2	***-**-4567 +	GEORGIA, MACON, JR. D	06/26/1988	YES	
	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: ASSOCIATE'S DEGREE
3	***-**-4567 +	GEORGIA, MACON, JR. D	06/26/1988	YES	
	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: BACHELOR'S DEGREE
4	***-**-4567 +	GEORGIA, MACON, JR. D	06/26/1988	YES	
	Award Year: 2009-2010	CIP Code: 151306	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED	Credential Level: POST BACCALAUREATE CERTIFICATE

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Duplicates need to be researched and corrected.



NSLDS Online Report



GENEX1 – GE Extract

- GENEX1 – GE Data Extract File Report
 - Gives the user the ability to download all GE data that has been successfully submitted to NSLDS for GE Reporting.
 - Rather than a single student view of data submitted, this report lists all records, with all data elements that were provided to NSLDS
 - Can be used to review data for quality and correctness on a small or large scale



Extract to Review Data



National Student Loan Data System (NSLDS)



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[Report List](#) | [Web Export List](#)

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Report List

Search Report ID:

	Report ID	Names	Log Page
1	DELQ01	DELINQUENT BORROWER REPORT	
2	DER001	DATE ENTERED REPAYMENT REPORT	
3	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL	
4	DRC016	36 MONTH REPAYMENT INFO LOAN DETAIL	
5	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT	
6	FAT001	REQUEST FOR FINANCIAL AID HISTORY	
7	GEDMP1	GE DEBT MEASURES BKUP BY PROGRAM	
8	GEDMY1	GE DEBT MEASURES BKUP BY CALC YR	
9	GELMP1	GE LOAN MEDIANS BKUP BY PROGRAM RPT	
10	GELMY1	GE LOAN MEDIANS BKUP BY CALC YR RPT	
11	GENEX1	GE DATA EXTRACT FILE	
12	OVP001	SCHOOL OVERPAYMENT REPORT	
13	PRKDF1	PFRKINS DFFAUI T SUMMARY	

Click to request



Extract to Review Data



National Student Loan Data System (NSLDS)



Menu Aid Enroll Org Report Tran

Home Help X

Report List | Web Report List

FSA ID: NSL SCTST2 FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / G54560 / SCTST2

Return to Report List

ID: **GENEX1** Type: Extract
 Name: GE DATA EXTRACT FILE

Go to Report Log

Report Parameters

SCHOOL CODE: 067899
 SCHOOL BRANCH CODE: * 99
 AWARD YEAR: * (ex: 2010) (*) for All
 CIP CODE: * (*) for All
 CREDENTIAL LEVEL: All
 PROGRAM ATTENDANCE STATUS: All
 PROGRAM ATTEND END DATE BEGIN: 01/01/0001 MM/DD/CCYY
 PROGRAM ATTEND END DATE END: 12/31/2998 MM/DD/CCYY
 HISTORY: --Select--
 EXTRACT TYPE: --Select--
 Sort By: --Select--
 Output Medium: SAIG

Submit

REPORT DESCRIPTION: The GE Data Extract File Report (GENEX1) allows School users to request the Gainful Employment data supplied by the institution currently residing on NSLDS. Report parameters include the School Branch ID, Award Year, CIP Code, Credential Level, Program Attendance Status, Program Attendance End Date Begin, Program Attendance End Date End, History, and Extract Type. The default (*) indicates "all" for that field selection. The report output can be sorted by Award Year, CIP Code/Credential Level, Last Name/SSN, SSN/CIP, Program Attendance Begin Date, or Program Attendance End Date. The NSLDS Record Layout for the GE Data Extract File is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report.



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Extract to Review Data

- Data extracted will match the criteria input to the Report Parameter screen exactly
- File will be delivered to the SAIG mailbox associated with the FSA User id which made the request
- File will be delivered using the message class of AHSLDEOP



Extract to Review Data

- GENEX1 Report File Layout can be found on IFAP:
<http://ifap.ed.gov/nsldsmaterials/attachments/NSLDSFixedWidthGEDDataExtractFileReportGENEX1.pdf>



Online Updates



Online Updates

- Once a record has been identified and one or more corrections are needed, several methods are available to make those corrections:
 - Single Record Update
 - Single Record Deactivate
 - Mass Update
 - Mass Deactivate



Single Record Update



 [Return to Gainful Employment List](#)

Gainful Employment Detail

Click to Update the record

Award Year:	2009 - 2010
Student SSN:	***.**-4567 
Student Full Name:	BOOP, BETTY A
Student DOB:	03/09/1980
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	POWERPLANT TECHNICIAN
CIP Code:	470608
Credential Level:	03 - BACHELOR'S DEGREE
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	08/15/2009
Program Attendance Begin Date for This Award Year:	08/15/2009
Program Attendance Status:	ENROLLED
Program Attendance End Date:	N/A
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	



Single Record Update



National Student Loan Data System (NSLDS)



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[Return To Gainful Employment Detail](#)

Gainful Employment Update

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year: 2009 - 2010

Student SSN: 012345678

Student First Name: POLLYANNA

Student Middle Name: B

Student Last Name: SMITH

Student Date of Birth: 03/31/1991 (MMDDCCYY)

Institution Code (OPEID): 067899 00

Institution Name: NORTH SOUTH UNIVERSITY

Program Name: AIRFRAME TECHNICIAN

CIP Code: 470607

Credential Level: 02 - Associate's Degree

Medical or Dental Internship or Residency: NO

Program Attendance Begin Date: 01/15/2010 (MMDDCCYY)

Program Attendance Begin Date for This Award Year: 01/15/2010 (MMDDCCYY)

Program Attendance Status: Enrolled

Program Attendance End Date: (MMDDCCYY)

Private Loans Amount:

Institutional Financing Amount:

Tuition and Fees Amount:

Update the CIP Code

Submit

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Single Record Update



Return To
Gainful Employment Detail

Gainful Employment Update

Award Year: 2009 - 2010
 Student SSN: 012345678
 Student First Name: POLLYANNA
 Student Middle Name: B
 Student Last Name: SMITH
 Student Date of Birth: 03/31/1991
 Institution Code (OPEID): 06789900
 Institution Name: NORTH SOUTH UNIVERSITY
 Program Name: AIRFRAME TECHNICIAN
 CIP Code: 470699
 Credential Level: 02 - Associate's Degree

Medical or Dental Internship or Residency: NO
 Program Attendance Begin Date: 01/15/2010
 Program Attendance Begin Date for This Award Year: 01/15/2010
 Program Attendance Status: Enrolled
 Program Attendance End Date:
 Private Loans Amount:
 Institutional Financing Amount:
 Tuition and Fees Amount:

New CIP Code

Confirm Changes
or Cancel





Single Record Update



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Gainful Employment List

Gainful Employment successfully Updated

Add Gainful Employment

Sort By:

Display Only: School Code: 067899
 Location Code: * (*) for All
 Award Year: * (ex.: 20102011) (*) for All
 Student SSN: * (*) for All
 CIP Code: * (*) for All
 Credential Level: ALL
 Program Attendance Status: ALL
 Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)
 Program Attendance End Date End: 12/31/9999 (MMDDCCYY)
 History: Active

Number of GE records returned with the display parameters used: 25

Updated CIP Code

Successfully updated

#	SSN	Name	DOB	Active
1	***-**-5678	SMITH, POLLYANNA B	03/31/1991	YES
	Award Year: 2009-2010	CIP Code: 470699	Attendance Begin - End Date: 01/15/2010 - N/A	Credential Level: ASSOCIATE'S DEGREE



Single Record Update



Return To Gainful Employment Detail

Gainful Employment Update

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year: 2009 - 2010

Student SSN: 001234567

Student First Name: BETTY

Student Middle Name: A

Student Last Name: BOOP

Student Date of Birth: 03/09/1980 (MMDDCCYY)

Institution Code (OPEID): 067899 00

Institution Name: NORTH SOUTH UNIVERSITY

Program Name: POWERPLANT TECHNICIAN

CIP Code: 470608

Credential Level: 03 - Bachelor's Degree

Medical or Dental Internship or Residency: NO

Program Attendance Begin Date: 08/15/2009 (MMDDCCYY)

Program Attendance Begin Date for This Award Year: 08/15/2009 (MMDDCCYY)

Program Attendance Status: Enrolled

Program Attendance End Date: (MMDDCCYY)

Private Loans Amount:

Institutional Financing Amount:

Tuition and Fees Amount:

Submit

Allows the user to update the identifiers of multiple records for the same SSN/Award Year combination.



Single Record Update



Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year: 2009 - 2010

Student SSN: 012345678

Student First Name: BETTY

Student: [text box]

Student Middle Name: A [text box]

Student Last Name: SOOP [text box]

Student Date of Birth: 01/01/80 [text box]

Institution Code (IPEDS): 01700 [text box]

Institution Name: NORTH-SOUTH UNIVERSITY [text box]

Program Name: POWERPLANT TECHNIANS [text box]

CIP Code: 47000 [text box]

Credential Level: Bachelor's Degree [dropdown]

Medical or Dental Internship or Residency: NO [dropdown]

Program Attendance Begin Date: 08/15/09 [text box]

Program Attendance Begin Date for This Award Year: 08/15/09 [text box]

Program Attendance Status: Enrolled [dropdown]

Program Attendance End Date: [text box]

Private Loans Amount: [text box]

Institutional Financing Amount: [text box]

Tuition and Fees Amount: [text box]

Updating SSN

Submit



Single Record Update



National Student Loan Data System (NSLDS)



Menu Aid Enroll Org Report Tran



Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Gainful Employment Detail

Gainful Employment Update

Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year.

Award Year: 2009 - 2010

Student SSN: 012345678

Student First Name: BETTY

Student Middle Name: A

Student Last Name: BOOP

Student Date of Birth: 03/09/1980

Institution Code (OPEID): 06789900

Institution Name: NORTH SOUTH UNIVERSITY

Program Name: POWERPLANT TECHNICIAN

CIP Code: 470608

Credential Level: 03 - Bachelor's Degree

Medical or Dental Internship or Residency: NO

Program Attendance Begin Date: 08/15/2009

Program Attendance Begin Date for This Award Year: 06/15/2010

Program Attendance Status: Enrolled

Program Attendance End Date:

Private Loans Amount:

Institutional Financing Amount:

Tuition and Fees Amount:

Confirm

Cancel

Message only appears when this action is selected

Click to Confirm Deactivation or Cancel



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Single Record Update



National Student Loan Data System (NSLDS)



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Gainful Employment List

Gainful Employment successfully Updated and all user's records synchronized

[Add Gainful Employment](#)

Sort By:

Display Only: School Code: 067899

Location Code: (*) for All

Award Year: (ex.: 20102011) (*) for All

Student SSN: (*) for All

CIP Code: (*) for All [Retrieve](#)

Credential Level:

Program Attendance Status:

Program Attendance End Date Begin: (MMDDCCYY)

Program Attendance End Date End: (MMDDCCYY)

History:

Number of GE records returned with the display parameters used: 2

Records show updated SSN

Successfully updated and synchronized message

#	SSN	Name	DOB	Active
1	***-**-5678	BOOP, BETTY A	03/09/1980	YES
	Award Year: 2009-2010	CIP Code: 470608	Attendance Begin - End Date: 08/15/2009 - N/A	Attendance Status: ENROLLED
2	***-**-5678	BOOP, BETTY A	03/09/1980	YES
	Award Year: 2009-2010	CIP Code: 470608	Attendance Begin - End Date: 08/15/2009 - 01/01/0001	Attendance Status: ENROLLED
				Credential Level: BACHELOR'S DEGREE
				Credential Level: POST BACCALAUREATE CERTIFICATE



Single Record Deactivate



 Return to Gainful Employment List

Gainful Employment Detail

Award Year:	2009 - 2010
Student SSN:	***.**-4567 
Student Full Name:	BOOP, BETTY A
Student DOB:	03/09/1980
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
Program Name:	POWERPLANT TECHNICIAN
CIP Code:	470608
Credential Level:	03 - BACHELOR'S DEGREE
Medical or Dental Internship or Residency:	NO
Program Attendance Begin Date:	08/15/2009
Program Attendance Begin Date for This Award Year:	08/15/2009
Program Attendance Status:	ENROLLED
Program Attendance End Date:	N/A
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	

Click to Deactivate the record



Single Record Deactivate



Return to Gainful Employment Detail

Gainful Employment Deactivate

You have requested that the following gainful employment record be deactivated. Click CONFIRM to complete the deactivation.

Award Year: 2009 - 2010
 Student SSN: ***-**-5678 +
 Student Full Name: SMITH, POLLYANNA B
 Student DOB: 03/31/1991
 Institution Code (OPEID): 06789900
 Institution Name: NORTH SOUTH UNIVERSITY
 Program Name: AIRFRAME TECHNICIAN
 CIP Code: 470608
 Credential Level: 01 - UNDERGRADUATE CERTIFICATE
 Medical or Dental Internship or Residency: NO
 Program Attendance Begin Date: 01/15/2010
 Program Attendance Begin Date for This Award Year: 01/15/2010
 Program Attendance Status: ENROLLED
 Program Attendance End Date: N/A
 Private Loans Amount:
 Institutional Financing Amount:
 Tuition and Fees Amount:

Message appears about the deactivation

Click to Deactivate the record

Confirm



Single Record Deactivate

START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

NSLDS

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | **GE List** | GE Reporting List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Gainful Employment List

 Gainful Employment successfully Deactivated

Add Gainful Employment

Sort By: School Code: 067899

Display Only: Location Code: * (*) for All

Award Year: * (ex.: 20102011) (*) for All

Student SSN: * (*) for All

CIP Code: * (*) for All

Credential Level: ALL

Program Attendance Status: ALL

Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)

Program Attendance End Date End: 12/31/9999 (MMDDCCYY)

History: Active

Number of GE records returned with the display parameters used: 24

#	SSN	Name	DOB	Active
	***-**-5678	SMITH, POLLYANNA B	03/31/1991	YES
1	Award Year: 2009-2010	CIP Code: 470607	Attendance Begin - End Date: 01/15/2010 - N/A	Attendance Status: ENROLLED
				Credential Level: BACHELOR'S DEGREE
				YES

Successfully Deactivated



Online Mass Update/Deactivate

- Allows user to select records already on NSLDS using Search and Filter criteria for update or deactivation.
- Can only be performed one Award Year at a time – update cannot cross award years.
- Can only be performed for a CIP Code and Credential Level Combination



Online Mass Update/Deactivate

- Only records which match the Filter fields will be identified for update/deactivation.
- All records will have the same changes applied when updated.
- If no records match the Filter fields, no updates will be made.
- Use Caution with the deactivate function, as it cannot be reversed.



Online Mass Update/Deactivate



Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Gainful Employment Mass Update / Deactivate

Action:

Select the Action

Selection Criteria

Location: (spaces for ALL)

Award Year: (CCYYCCYY)

CIP Code: (spaces for ALL)

Credential Level:

Program Attendance Begin Date: (MMDDCCYY or spaces for ALL)

Program Attendance Begin Date for This Award Year: (MMDDCCYY or spaces for ALL)

Program Attendance End Date: (MMDDCCYY or spaces for ALL)

Define Selection Criteria

New Value(s)

CIP Code:

Credential Level:

If update is selected, enter new values

Submit Reset



Online Mass Update/Deactivate

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Gainful Employment Mass Update / Deactivate

Action:

Selection Criteria

Location: (spaces for ALL)

Award Year: (CCYYCCYY)

CIP Code: (spaces for ALL)

Credential Level:

Program Attendance Begin Date: (MMDDCCYY or spaces for ALL)

Program Attendance Begin Date for This Award Year: (MMDDCCYY or spaces for ALL)

Program Attendance End Date: (MMDDCCYY or spaces for ALL)

New Value(s)

CIP Code:

Credential Level:

Select the Action

Define Selection Criteria

If update is selected, enter new values



Online Mass Update/Deactivate



Menu **Aid** **Enroll** **Org** **Report** **Tran**



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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Gainful Employment Mass Update / Deactivate Confirm

Action: Update

Selection Criteria	New Value(s)
Location: All	
Award Year: 20092010	
CIP Code: 470607	470608
Credential Level: 01	
Program Attendance Begin Date: All	
Program Attendance Begin Date for This Award Year: All	
Program Attendance End Date: All	

Total records matching that will be updated: 1
Total records matching that will not be updated: 0

New Value(s)

470608

Results of selection criteria

Total records matching that will be updated: 1
Total records matching that will not be updated: 0

Click to confirm changes



Online Mass Update/Deactivate



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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06780000 Type: School

One record successfully updated.

Gainful Employment Mass Update / Deactivate

Action:

Selection Criteria

Location: (spaces for ALL)

Award Year: (CCYYCCYY)

CIP Code: (spaces for ALL)

Credential Level:

Program Attendance Begin Date: (MMDDCCYY or spaces for ALL)

Program Attendance Begin Date for This Award Year: (MMDDCCYY or spaces for ALL)

Program Attendance End Date: (MMDDCCYY or spaces for ALL)

New Value(s)

CIP Code:

Credential Level:

Confirmation of changes made



GE Submittal Spreadsheet



GE Submittal Spreadsheet

- Spreadsheet process has been enhanced to include
 - Ability to use your own spreadsheet or FSA template
 - Allows up to 2500 records per spreadsheet
 - Can be used to update CIP Code and Credential Levels on records already on NSLDS



Creating the Spreadsheet

- GE Submittal Spreadsheet Instructions developed to assist in the creation of the spreadsheet
- User file can be created in any spreadsheet tool which uses columnar data presentation
- File Layout tailored to spreadsheet usage is included with instructions on how to handle dates, numbers and text values



Creating the Spreadsheet

GE Submittal Spreadsheet Record		Institution Code (OPEID)	
Spreadsheet Location	Mandatory/ Mandatory Conditional/ Optional	Format	Maximum Size
Column G	M	General, Text or Number	8
Description	The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).		
Comments	<ul style="list-style-type: none"> • Must be all numbers and a valid OPE institution code from the NSLDS. • The first 6 digits identify the institution; the last two digits identify the specific location where the student attended the educational program being reported on. • If the institution has more than 99 locations, please contact : ge-questions@ed.gov • OPEID numbers are list on the Eligibility and Certification Approval Report (ECAR). An institution may view an electronic copy of its ECAR at www.eligcert.ed.gov • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edit Level	Error Code	Error	
Record Level	001	Required Field	
Record Level	002	Invalid Number	
Record Level	004	Permitted Value Violation	
Record Level	800	Institution Not Authorized for Submission Mailbox	
Date Revised	September 24, 2012		

Spreadsheet Layout provides spreadsheet specific instruction



Creating the Spreadsheet

- GE Submittal Spreadsheet Instructions are currently under review and will be released with an upcoming Electronic Announcement



Uploading the Spreadsheet



National Student Loan Data System (NSLDS)



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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

i Enter the location and file name and submit for processing.

GE Spreadsheet Submittal

I am running on Windows

File Name:

Rows in Result File

- Result File contains all rows submitted
- Result File contains only input rows with errors

Background color for cells with error in Result File

- Yellow background for errors
- Grey background for errors
- White background for errors

Mouseover comment for cells with error in Result File

- Add comment to error cell
- Do not add comment to error cell

Click to Locate File



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Uploading the Spreadsheet

The screenshot shows a web form with the following elements:

- I am running on Windows.
- File Name: **Browse...**
- Rows in Result File**
 - Result File contains all rows submitted
 - Result File contains only input rows with errors
- Background color for cells with error in Result File**
 - Yellow background for errors
 - Grey background for errors
 - White background for errors
- Mouseover comment for cells with error in Result File**
 - Add comment to error cell
 - Do not add comment to error cell
- Validate** **Validate and Submit**

Callout boxes with arrows point to the following elements:

- Click to Locate File** points to the **Browse...** button.
- Select Options for Results File Presentation** points to the radio button options for rows and background color.
- Validate, or Validate and Submit records to NSLDS** points to the **Validate** and **Validate and Submit** buttons.



Spreadsheet Results File

	A	B	C	D	E	F	G	H	
1	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code	Institution Name	Pr Na
2	20102011	000-11-2222	Test first	Test midd	Test Last	1966-07-21	06000300	testinstnam	test prog : 450200
3	20102011	111-22-2222	Test first	testmiddl	testlaste	1966-07-21	06000300	testinstnam	test prog : 450200
4	20102011	223-01-0001	Test first	testmiddl	testlaste	1966-07-21	06000300	testinstnam	test prog : 450200
							06000300		

Red corner indicates
Mouseover
is available
for error

Yellow
background
for errors



Spreadsheet Results File

- If Validate is selected:
 - NSLDS will evaluate all records against the edits and return results of this evaluation in a spreadsheet
 - The results spreadsheet will open on the desktop
 - Error numbers and messages will display in the spreadsheet as selected by the user
 - Any errors can be corrected and saved in the results file and re-submitted to NSLDS



Spreadsheet Results File

- If Validate and Submit is selected:
 - NSLDS will evaluate all records against the edits and return results of this evaluation in a spreadsheet. All records passing edits will be stored in NSLDS.
 - The results spreadsheet will open on the desktop
 - Records, error numbers and messages will display in the spreadsheet as selected by the user
 - Any errors can be corrected and saved in the results file and re-submitted to NSLDS



Making Corrections in Batch



Mass Update/Deactivate Record Type

- New Record Type was added to the Batch layout
 - Record Type 002 – Mass Update/Deactivate Record Type
- Usage is similar to Online Mass Update/Deactivate – uses Search function
- Allows user to select records already on NSLDS using Search and Filter criteria for update or deactivation via batch.



Mass Update/Deactivate File Layout

- File layout document contains the contents of Record Type 002 only
- File layout can be found on IFAP:
<http://ifap.ed.gov/eannouncements/attachments/NSLDSMassUpdateDeactivateRecordType002.pdf>
- Record Type 001 – Submittal Detail Record
- is found in the GE User Guide,
September 22, 2011



Mass Update/Deactivate File Layout

Mass Update / Deactivate Detail Record		Filter Award Year		
Field Code	Mandatory/ Mandatory Conditional/ Optional	Type	Size	Position
201	M	Char	8	4-11
Description	Award Year the student was enrolled in the program.			
Comments	<ul style="list-style-type: none"> Award year is identified as the four digits of the first calendar year and the four digits of the second calendar year of the award year range. (Example: the award year of July 1, 2008 – June 30, 2009 would be identified as 20082009. Cannot be less than 20052006 or greater than current award year. There must be an exact match on the information provided in this field for the update or deactivation to occur. 			
Edit Level	Error Code	Error		
Record Level	001	Required Field		
Record Level	004	Permitted Value Violation		
Record Level	005	Invalid Format		
Date Revised	August 5, 2012			



Mass Update/Deactivate File Layout

- Fields are organized into two varieties
 - Filter fields – used to identify records which require a correction
 - Update fields – used to enter new data, or if left blank indicate a deactivation



Mass Update/Deactivate Fields

Index 2: File Type – GE Record Type 002 File Detail Record:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Record Type	1	3	Detail Record
Filter Award Year	4	11	Detail Record
Filter Institution Code (OPEID)	12	17	Detail Record
Filter Institution Location Code (OPEID)	18	19	Detail Record
Filter CIP Code	20	25	Detail Record
Filter Credential Level	26	27	Detail Record
Filter Program Attendance Begin Date	28	35	Detail Record
Filter Program Attendance Begin Date This Award Year	36	43	Detail Record
Filter Program Attendance End Date	44	51	Detail Record
Update CIP Code	52	57	Detail Record
Update Credential Level	58	59	Detail Record
Filler	60	585	Detail Record



Mass Update/Deactivate Filter Fields

- Must use one or more of these fields to locate records:
 - Filter Award Year
 - Filter Institution Code (OPEID)
 - Filter Institution Location Code (OPEID)
 - Filter CIP Code
 - Filter Credential Level
 - Filter Program Attendance Begin Date
 - Filter Program Attendance Begin Date for This Award Year
 - Filter Program Attendance End Date



Mass Update/Deactivate Filter Fields

- Only records which match the Filter fields will be identified for update/deactivation.
- If no records match the Filter fields, no updates will be made.
- All records will have the same changes applied when updated.



Mass Update/Deactivate Update Fields

- Must use one or more of these fields to update records:
 - Update CIP Code
 - Update Credential Level
- If neither Update Field is populated (both left blank), all records located by the Filter Fields will be Deactivated.
- Use Caution with this action, as it cannot be reversed.



Mass Update/Deactivate File

- A Header and Trailer must be supplied when submitting the Record Type 002.
 - Header and Trailer specifications are found in the Gainful Employment User Guide, September 2012
- Record Type 001 does not need to be supplied in the file

Header

Record Type 002

Trailer



Mass Update/Deactivate File

- An file Error/Acknowledgment file is returned with any errors
- No record count of how many records were selected or updated is returned
- If the Filter criteria matched zero records, then no records were update/deactivated.
 - No errors can be created
 - Header and Trailer only returned in Error/Acknowledgement file



QUESTIONS?

