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## NSLDS Newsletter

Number 16

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### Summary

This newsletter discusses the upcoming implementation of an e-mail notification process that will replace NSLDS User ID and Password letters, as well as Enrollment Late Letters. This new process will be implemented in early January 2008.

### User ID Notifications

An NSLDS user identification (User ID) is a string of unique alphanumeric characters that NSLDS uses to recognize an authorized user. Application for NSLDS online services is completed through the Participation Management's (PM) Student Aid Internet Gateway (SAIG) Enrollment Form at [www.fsaweb enroll.ed.gov](http://www.fsaweb enroll.ed.gov).

Beginning in January 2008, NSLDS will no longer mail User ID letters and Password letters to individual users. Instead, notification of an approved NSLDS User ID will be sent by e-mail to the organization's designated Primary Destination Point Administrator (PDPA).

The PDPA will be responsible for forwarding the User ID e-mail to the new user. The notification includes instructions for the new user to call the NSLDS Customer Service Center (CSC) at 1-800-999-8219 for a password. The new user will be asked to provide certain personal information in order to have a temporary password assigned for the User's initial logon. When first logging on, the User will set a password according to the instructions in the e-mail notification.

Note: Only the new user may call the CSC to request a password. The PDPA may not call the CSC requesting passwords for new users. A User ID is assigned to an individual and not to an institution. NSLDS User IDs and passwords must never be shared. Refer to the User Statement and the Signature pages of the SAIG Enrollment Form at [FSAWEBENROLL.ed.gov](http://FSAWEBENROLL.ed.gov) for additional security requirements. The institution is required to maintain a signed copy of the User Statement.

## Late Enrollment Reporting Notifications

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school or a school's servicer, requested student enrollment status information must be returned to NSLDS within 30 days of the date of the roster's creation. Any school that fails to provide updated enrollment data, either by the NSLDS Financial Aid Partners (FAP) Web site or return of the submittal file within the 30-day period, is considered late. NSLDS previously produced a series of overdue letters reminding schools of their obligation to respond to requests. Beginning in January, the series of late notices will be discontinued and replaced with the e-mail notification.

The Late Enrollment Reporting Notification will be sent if enrollment status updates have not been received within 37 days of the creation date of the Enrollment Reporting roster file. This e-mail will be sent to the Enrollment Reporting Contact and the Primary Contact designated by the school on the Organization Tab (ORG Tab), Contacts page of the NSLDSFAP Web site. An e-mail to the school's Chief Executive Officer (CEO) will also be generated.

## Updating E-mail Contacts

In order to properly implement the enhancements discussed in this newsletter, NSLDS must have current e-mail contacts. Therefore, we would like to remind all users of the importance of updating and keeping their e-mail contact roles current, as discussed below.

### User ID E-mail Contacts:

PM/SAIG maintains the e-mail addresses for the PDPA for each organization exchanging data with the Department of Education. To update the PDPA e-mail address, use the SAIG enrollment form at [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).

### Late Enrollment Reporting Email Contacts:

To update or designate an Enrollment Reporting Contact and Primary Contact person, a school should log onto the NSLDSFAP Web site and access the ORG tab. The ORG Contact List will display with an "Add New Contact" selection option. To change a contact listed, click on the number beside the function to view the contact detail and update or delete the information.

Each school must also ensure that an accurate contact exists for the school's CEO through PEPS by using the Application/Certification (E-App) Web site at [www.eligcert.ed.gov](http://www.eligcert.ed.gov).



Safeguard NSLDS Access:

Data maintained in NSLDS is confidential and is protected by the Privacy Act of 1974, as amended. It is important to remember NSLDS User IDs are not to be shared, even within the user's own organization. A violation of sharing User IDs will result in the organization or the individual losing access to NSLDS. Each NSLDS User is responsible for protecting his or her access and the data available in NSLDS. If an NSLDS user is no longer employed at your organization, or is no longer eligible to access NSLDS information, it is the responsibility of the PDPA to de-activate that particular User ID at [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).

The NSLDS Customer Service Center at 1-800-999-8219 is available Monday through Friday from 8 a.m. to 9 p.m. ET.