

**NSLDS Perkins DataPrep FOR PC,  
VERSION 4.0  
Installation Guide**

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# Section 1 Introduction

## 1.1 Perkins DataPrep Version 4.0

This document provides instructions for downloading the NSLDS Perkins DataPrep Version 4.0 software from the Federal Student Aid Download (FSAdownload) website, located at <https://fsadownload.ed.gov>.

- Section 2 describes the procedures for downloading the executable software file.
- Section 3 describes the procedure to enable the Java Access Bridge.  
**Note:** This step is to enable screen reader technology for the visually impaired.

If you have any questions regarding installing Perkins DataPrep, contact the NSLDS Customer Service Center at 1-800-999-8219, 8 a.m. to 9 p.m. Eastern time (ET) or by email at [nslds@ed.gov](mailto:nslds@ed.gov).

### 1.1.1 Important Download Notes

- Uninstalling all previous versions of NSLDS DataPrep on your machine is not required.
- Your computer must have at a minimum Java version 8.0 to access and use the Perkins DataPrep software.
- Perkins DataPrep is specifically designed to be downloaded from the FSAdownload website and saved on the user's computer. It is not recommended to run Perkins DataPrep from a network location.
- Some organizations restrict downloading software. If you are unable to download the Perkins DataPrep software, contact your technical support staff to ensure that you have full download privileges.

## Section 2 Download Instructions

1. Open Microsoft Internet Explorer or other web browser.
2. Go to <https://fsadownload.ed.gov> and navigate to the Software and Associated Documents section.
3. Scroll to locate Perkins DataPrep 4.0.
4. On the Perkins DataPrep page, in the Software area, click **Full Download**, to start the download.
  - a. Proceed through the prompts following your customary download procedures.
  - b. When asked to Save or Run, select Save, storing Perkins DataPrep securely on your local hard drive.
  - c. After downloading, navigate to the file and double-click the .JAR file to launch the program.
5. If needed, download the **Sample Files** included in the zip file. For more information about the sample files, refer to section 5.1 in the [Federal Perkins Data Provider Instructions Version 8.1](#), posted to the Information for Financial Aid Professionals (IFAP) website.

## Section 3 Enabling Java Access Bridge

The following steps are **not** required unless screen reader technology for the visually impaired is needed to operate Perkins DataPrep.

Using Windows 7 and later, you can enable Java Access Bridge through the Control Panel:

1. Go to Start > Control Panel > Ease of Access > Ease of Access Center. Alternatively, press Windows logo key+U to access the Ease of Access Center.
2. Select “Use the computer without a display.”
3. In the section “Other programs installed”, check the box **Enable Java Access Bridge** (you may have to scroll down).

**Note:** After enabling Java Access Bridge, you must restart your assistive technology software and Java applications that use the accessibility API.