

NSLDS Overview

Instructor Notes



START HERE
GO FURTHER
FEDERAL STUDENT AID

Lesson 1 – Overview

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 1.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 1: Overview.



This lesson provides a basic overview of what information is stored in the National Student Loan Data System (NSLDS) and the sources of the data.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify types of data stored in NSLDS
- Identify sources of NSLDS data
- Identify functions provided by NSLDS



Point out the Key Term (also found in Appendix A) located on page PW 1-1.

Host

Display Slide 3 Text: What types of data are stored in NSLDS?

This is a setup slide for the next slide to get participants to think about the data that is stored in NSLDS. Ask participants to identify different types of data. Use the text tool to record responses or have participants record their own response.

Responses you are seeking should generally fall into one of these categories:

- Federal Family Education Loan Program (FFELP)
- Campus-Based Loan Programs
- Federal Grants
- Federal Direct Loan Program (FDLP)
- Federally Insured Student Loans (FISLs)
- Student Enrollment Data
- Overpayments and Fraud (Pell, ACG, National SMART, Perkins, and FSEOGs)

Display Slide 4: Types of Data Stored



Refer to PW page 1-2.



Presenter

Building on the responses from the previous slide, highlight the programs represented in the NSLDS database and the types of data in each program. We will see most all of the types of data in later lessons in this course.

Host

Display Slide 5: Number of Records Stored



Presenter

To understand the scope and size of NSLDS, it is helpful to think about how many records are stored in the database and how many schools and other organizations are represented. These two graphs provide a pictorial view of the size and scope of the program. The first graph represents the number of records stored for students, loans and Pell Grants. The second graph provides a look at the number of schools, lenders and Guaranty Agencies involved with NSLDS.

As of December 2006, NSLDS contains more than 9.9 billion records:

- 59,713,637 students
- 224,677,678 loans
- 60,681,294 Pell Grants
- 39,063 school locations
- 18,729 schools
- 31,587 lenders
- 62 Guaranty Agencies

Host

Display Slide 6: Sources for NSLDS Data



Refer to PW pages 1-3 and 1-4.



Presenter

NSLDS receives and provides data to/with several different organizations related to processing, disbursing and tracking aid programs. This graphic provides an overview look at those organizations. Descriptions of each are provided below for your reference. In this course we will

focus on the pre and postscreening relationship with CPS, storage of grant data, schools accessing and recording overpayment, enrollment and transfer monitoring.



Discuss the role of CPS and the schools in their relationship with NSLDS.

Central Processing System (CPS)—CPS sends NSLDS a daily prescreening feed, identifying applicants for new or additional Title IV aid. NSLDS returns to CPS financial aid history data for any applicant found in the NSLDS database. In addition, CPS submits demographic data on a daily basis. NSLDS notifies CPS when eligibility has changed using the postscreening process.

Schools—Schools, or their servicers, send NSLDS data on Perkins loans on a monthly basis. Schools use the NSLDS Web site to report Pell, ACG, National SMART, Perkins, and FSEOG overpayments. Student enrollment status is reported on a scheduled and an ad hoc basis as required by ED. Schools participate in the Transfer Student Monitoring process to supply and update a list of students identified as transferring from one institution to another during an academic year.

Information about the other data sources is provided for your reference if participants have any questions about each data source.

Common Origination and Disbursement (COD)—COD sends NSLDS a daily feed containing data on Federal Pell, ACG, and National SMART Grants.

Debt Collection System (DCS)—DCS sends NSLDS a weekly file containing data on all loans held by the Department of Education (ED) in the DCS portfolio, including FISLs, Perkins loans, FDLP loans, and FFELP loans. It also sends ED-held overpayments and fraudulent grants and loans.

Postsecondary Education Participants System (PEPS)—PEPS sends NSLDS a daily file containing updates to the ED school tables. NSLDS computes and stores draft and official school and GA cohort default rates and sends them to PEPS for storage. NSLDS sends school-appealed rates to PEPS. NSLDS also provides a means to convert Pell Institution codes, FFEL School IDs, and Campus-Based School codes to Office of Postsecondary Education Identifiers (OPEIDs). NSLDS provides ED users with a Web page detailing current school information.

Direct Loan Servicing System (DLSS)—DLSS sends NSLDS a weekly file containing data on Direct loans from first disbursement until they are repaid or reported to NSLDS with a closed status. In turn, NSLDS sends Enrollment Reporting data to DLSS. In response to this file, the National Student Clearinghouse sends NSLDS updated enrollment data. The NSLDS also provides DLSS with financial aid history information to support exit counseling and consolidation services for FDLP borrowers.

Financial Management Systems (FMS)—FMS sends NSLDS a daily file that contains changes to the lender participation information. In addition, FMS sends NSLDS a quarterly file that contains changes to interest rates and special allowances. NSLDS provides summarized data about new guarantees, cancellations, and disbursements that support the Loan Processing and Issuance Fee (LPIF) payment by FMS, as well as data about Original Principal Balance on open loans that support Account Maintenance Fee (AMF) payments by FMS.

Guaranty Agencies—GAs, or their servicers, send NSLDS at a minimum a monthly feed containing data on FFELP loans held by lenders or by the GA itself. In turn, NSLDS sends

Enrollment Reporting data to GAs on a weekly basis. NSLDS sends backup detail data for payment of LPIFs quarterly, and AMFs annually. NSLDS also sends Reasonability data monthly and annually to GAs.

Lenders/Lender Servicers—Lenders or Lender Servicers can access NSLDS information through the Web site.

Student Aid Internet Gateway (SAIG)—This is a private, wide area network (WAN) that serves as a store-and-forward file transfer service between NSLDS and its many end users. SAIG provides, via the SAIG Enrollment signup process, information to NSLDS on a daily basis about those active NSLDS Online users and NSLDS Batch services.

Ombudsman—Ombudsman sends batches of student identifiers to NSLDS, as needed. NSLDS returns loan details.

Financial Partners Data Mart (FPDM)—NSLDS sends monthly and annual feeds of selected summary loan data to FPDM.

Student Personal Identification Number (PIN) Site—Students making inquiries of the NSLDS student site are first directed to the PIN site for authentication.

Conditional Disability Discharge Tracking System (CDDTS)—CDDTS sends NSLDS a monthly file containing data on loans assigned to ED because borrowers have applied for debt forgiveness due to total and permanent disability. CDDTS reports permanent or conditional discharges or notifies NSLDS that the loan has been returned to a non-disability status.

Common Services for Borrowers (CSB) (future planned initiative)—NSLDS sends financial aid history data for any student/PLUS borrower found in the NSLDS database based on a “real time” request from CSB. CSB sends NSLDS student loan data from the Direct Loan, CDDTS, DCS (future) and “Reinstated Loan” integrated system.

Host

Display Slide 7: NSLDS Functions



Refer to PW pages 1-5 and 1-6.



Presenter

NSLDS does not simply store data, but rather provides several valuable services related to acquiring, maintaining and accessing the data in a meaningful way. Schools in particular can take advantage of online services provided to update and manage data related to their students' eligibility for financial aid.

Review the functions provided on each slide. The list provided in the PW is also provided below for your reference. We will provide examples and instruction for pre and post screening, recording overpayments, enrollment reporting options, and transfer student monitoring.

Prescreening for Title IV Aid Eligibility—NSLDS prescreens all Free Application for Federal Student Aid (FAFSA) applicants for Title IV aid to identify those applicants who are in default on an existing Title IV loan; who owe overpayments on Pell Grants, ACG, National SMART Grants, FSEOGs, or Perkins loans; or who have exceeded aggregate loan limits.

Postscreening for Title IV Aid Eligibility—NSLDS postscreens Title IV aid applicants to identify those whose eligibility status has changed since the time of their original aid application.

Aid Overpayment—The Web Aid Overpayment function allows data providers to update NSLDS when a student owes or repays an overpayment on a Pell Grant, ACG, National SMART Grant, FSEOG, or Perkins loan. This function also facilitates the reporting of Fraud by schools and DCS on the various grants.

Cohort Default Rate Calculations—NSLDS calculates and stores draft and official default rates for schools, lenders, and GAs participating in the FFELP and FDLP. NSLDS also calculates a draft and official national default rate for each cohort year. NSLDS makes these rates available to schools through the eCDR process. NSLDS also makes these rates available to selected ED users, GAs, and Lenders.

Repayment (Notional) Information—NSLDS provides summary and detail student repayment data for informational purposes.

Enrollment Reporting—NSLDS generates and sends student enrollment status reports to schools. Schools or their servicers (often the National Student Clearinghouse), respond to the report, either online or by batch submission. NSLDS then updates its database to reflect any changes in student enrollment status and forwards enrollment status change data to the loan-holding community.

Host

Display Slide 8: NSLDS Functions (continued)

Preparation of Financial Aid History (FAH) Information—NSLDS generates FAH information and forwards it to CPS as part of the prescreening process. NSLDS also generates FAH information outside the prescreening process in response to ad hoc requests from schools. These requests can be made online or by batch submittal, and are part of Transfer Student Monitoring. GA requests can be made by batch submittal. GAs participate in a batch-only mode to request FAH information.

Web Inquiries—NSLDS provides Web access for schools, GAs, state agencies, lenders, lender servicers, students, and ED and its contractors to view NSLDS data.

Transfer Student Monitoring—NSLDS receives school profile and transferring student information via Web pages and/or batch programs. NSLDS monitors each of these students for specific changes in loan and Pell Grant status. NSLDS reports these changes to schools via Web pages or batch programs. Alert e-mail is provided.

Online Loan Update—NSLDS allows GAs to update their loan data via the Web. This instantaneous update feature helps to reduce the turnaround time for problem resolution and error corrections.

Customer Support—NSLDS personnel from the Call Center, InfoCenter, Data Integrity group, and Quality Assurance (QA) document, research, negotiate, and resolve NSLDS data conflicts.

Real Time Data Inquiries—NSLDS generates FAH information in response to “real time” requests from ED applications. The following applications use this functionality:

- Direct Loan Exit Counseling using XML
- CSB Consolidation Loan Application Support using XML

Host

Display Slide 9: Accessing NSLDS Data



Refer to PW page 1-6.



Presenter

As stated previously, schools may access NSLDS student records directly through the NSLDS Web site. In addition to the features provided through the Web site data files are provided to schools through the Student Aid Internet Gateway (SAIG) to the schools’ electronic mailboxes.

To add a user to access the NSLDS Web site or add/change an NSLDS batch service, visit the SAIG Enrollment Web site. Only the primary Destination Point Administrator (DPA) can add NSLDS Online users.

Host

Display Slide 10 Poll: Do you currently use the NSLDS Web site to update student information?

Open the poll.

Ask participants to provide an answer.

Close the poll.

This poll provides a segue to the rest of the course and how the Web site may be used to access and update information relevant to the school. As a follow-up question, you may also ask what functions participants regularly use. We will explore reporting of overpayments, tracking of students through transfer monitoring, and enrollment reporting and the use of the Web site functions to accomplish each.

Lesson 2 – Pre/Post Screening

 **Time: 20 minutes**

Host

Open Slide Show: NSLDS Lesson 2.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 2: Pre/Post Screening.



This lesson provides a look at the data match process between the Central Processing System (CPS) and NSLDS including the prescreen and postscreen processes.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify the processes related to providing NSLDS data on the ISIR
- Locate NSLDS match data using Student Inquiry in FAA Access to CPS Online
- Locate a student record using the NSLDS Web site



Point out the Key Terms (also found in Appendix A) located on page PW 2-1.

Host

Display Slide 3: Prescreening



Refer to PW page 2-2.

Presenter

Discuss the prescreen process with participants. Point out that the purpose of the prescreen process is to verify that a student is eligible for financial aid by not being in default, owing an overpayment or any other eligibility flags/information resulting from the NSLDS match.

The process begins with the student completing the FAFSA.

- FAFSA data is received by CPS
- Student identifier information sent to NSLDS for match
- Match data is returned to CPS
 - If a student has financial aid data stored at NSLDS, a successful match record is returned with a summary of the corresponding data including any default, overpayment, or exceeded loan limits, as well as the other flags/information. If the student has no defaults or overpayments or has made satisfactory repayment



arrangements on a defaulted loan, the NSLDS match flag is 1 and no “C” appears on the output document.

- If a match with NSLDS is completed but the database contains no information on the student, then no financial aid history can be provided. The ISIR includes a comment explaining that the student’s SSN is not associated with any financial aid history. You can thus assume that the student has no financial aid history unless you have conflicting information.
- The NSLDS data is then provided on the ISIR
 - A match flag of 2, 3, or 4 indicates that the student has defaulted loans or owes an overpayment or both. A SAR C Flag is provided on the ISIR to indicate a problem that must be resolved to ensure the student’s aid eligibility. You will need to document that the problem has been resolved before disbursing aid.

Refer to the note at the bottom of PW 2-2 about “real-time” processing and the need to verify NSLDS data.

Host

Display Slide 4: Postscreening



Refer to PW page 2-3.

Presenter



Discuss the postscreening process with participants. Remind participants that they must review all pushed ISIRs to determine if the student’s eligibility has changed.

- The NSLDS database is scanned weekly to determine status change for default, overpayment or any of the other postscreening reason codes/measurements
- Data is sent to CPS to generate a new transaction with an incremented transaction number
- A pushed ISIR is sent automatically to schools
- School reviews the new data to determine if the change in the NSLDS reported information and statuses affects the applicant’s eligibility for Title IV aid

Ask participants: Do you have a standard process to review pushed ISIRs to identify issues related to NSLDS?

Refer to the note discussing the NSLDS Transaction Number in the middle of PW 2-3.

Host

Display Slide 5: NSLDS Flags / Codes



Refer to PW pages 2-4 and 2-5.



Presenter

Discuss the types of flags and codes that are provided. The flags and codes provided by NSLDS on the ISIR give you a summary of the data stored in NSLDS. Tables of each of the flags are provided in the PW. A complete list of loan status codes is provided in Appendix C of the ISIR Guide.

Tell participants: Review the flag and code lists provided in the PW. What is the ISIR value for an ACG that indicates fraud? Answer: Value of **F**.

Host

Display Slide 6 Share: Instructor Demo – Student Inquiry

Use the Share feature to demonstrate using Student Inquiry in FAA Access to locate NSLDS information.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the FAA Access to CPS Online demo Web site: <http://fafsademo.test.ed.gov>.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

This demonstration provides a quick overview of the Student Inquiry feature of FAA Access to locate NSLDS information.

Note to instructors: The first steps in the table below show the typical sequence for accessing the FAA Access to CPS Online demo site. Be aware that you may be prompted for the demo site's login ID (eddemo) and password (fafsatest) in a different sequence or multiple times.

Step	Action
1	Open a browser to the FAA Access demo site: http://fafsademo.test.ed.gov Click the FAA Access to CPS Online Demo System button at the bottom of the page.
2	Click Next .
3	Enter the user ID: eddemo and password: fafsatest

Step	Action
4	You are now on the FAA Access to CPS Online demonstration site home page. Click Next . (You may be prompted to enter the User ID and Password again.)
5	At the Confirming Your Identity screen, enter the following: SSN: 999999999 First 2 letters of Last Name: XX Date of Birth: 01011900 PIN: 9999 Click Submit .
6	From the FAA Main Menu, click Student Inquiry .
7	Enter the TG number: 99999 Enter the school code: 001002 Select 2007-2008 for the School Year for which you are logging in. Click Next .
8	Enter 236 04 0011 for SSN. Enter MO (first two letters of Montague) for Last Name. Click Submit . All transactions associated with this student's application are displayed on the resulting Transactions screen.
9	To look at Harry's latest information through Student Inquiry, click the Transaction 03 heading. Note that Processing Information appears, showing when the application was completed, received, and processed, who signed the application, and even the calculated EFC. <ul style="list-style-type: none"> • If a "C" appears next to the EFC field, it indicates that the SAR C Flag is set to YES because of questionable data on the application and the school should investigate. • This may indicate that an NSLDS issue has affected the eligibility of the student. In the left-hand column of the page is the Student Inquiry menu that enables you to view each section of this student's application separately. NSLDS-related data may be found in three of those sections: <ul style="list-style-type: none"> • NSLDS (through which you can access the online NSLDS application to resolve NSLDS-related issues)

Step	Action																		
	<ul style="list-style-type: none"> • Comments (text) • FAA Information 																		
10	<p>Click NSLDS on the Student Inquiry menu.</p> <p>Summary information is provided about the student's FFEL/Direct or Perkins loans and any loans that may be in default or discharged.</p>																		
11	<p>Click FAA Information on the Student Inquiry menu.</p> <p>This section contains the same information as the FAA Information section on the paper ISIR to help FAAs identify application data problems, subdivided into smaller subsections. In particular, we want to view the Match Flags section of the tab. The following flags contain NSLDS-related data.</p> <p>NSLDS Match Flag – The NSLDS Match flag, combined with the NSLDS Results Flag, tells you the status of a student's loans and Title IV overpayments (Pell, FSEOG, ACG, National SMART and Perkins).</p> <p>The codes and their meanings are as follows:</p> <table border="1" data-bbox="407 894 1203 1297"> <tbody> <tr> <td data-bbox="407 894 500 982">1</td> <td data-bbox="500 894 1203 982">Match conducted, student not in default or overpayment.</td> </tr> <tr> <td data-bbox="407 982 500 1031">2</td> <td data-bbox="500 982 1203 1031">Applicant has at least one reported default.</td> </tr> <tr> <td data-bbox="407 1031 500 1115">3</td> <td data-bbox="500 1031 1203 1115">Applicant has at least one Title IV overpayment reported.</td> </tr> <tr> <td data-bbox="407 1115 500 1199">4</td> <td data-bbox="500 1115 1203 1199">Applicant has at least one reported default and Title IV overpayment.</td> </tr> <tr> <td data-bbox="407 1199 500 1247">7</td> <td data-bbox="500 1199 1203 1247">Match but no data provided.</td> </tr> <tr> <td data-bbox="407 1247 500 1297">8</td> <td data-bbox="500 1247 1203 1297">Record not sent to NSLDS.</td> </tr> </tbody> </table> <p>NSLDS Post-screening Reasons - NSLDS Postscreening Reasons indicate why the student's eligibility has changed since the previous prescreening. A table is provided on PW 2-6.</p> <p>NSLDS Database Results Flag - This flag indicates the results obtained from a match with NSLDS. This flag, combined with the NSLDS Match Flag, gives you the status of a student's loan and Title IV overpayments (Pell, FSEOG, ACG, National SMART and Perkins).</p> <p>The ISIR codes and their meanings are as follows:</p> <table border="1" data-bbox="407 1745 1203 1923"> <tbody> <tr> <td data-bbox="407 1745 578 1793">1</td> <td data-bbox="578 1745 1203 1793">Match found, NSLDS data sent.</td> </tr> <tr> <td data-bbox="407 1793 578 1841">2</td> <td data-bbox="578 1793 1203 1841">Incomplete match, no data sent.</td> </tr> <tr> <td data-bbox="407 1841 578 1923">3</td> <td data-bbox="578 1841 1203 1923">No match found. No record in NSLDS for that ID.</td> </tr> </tbody> </table>	1	Match conducted, student not in default or overpayment.	2	Applicant has at least one reported default.	3	Applicant has at least one Title IV overpayment reported.	4	Applicant has at least one reported default and Title IV overpayment.	7	Match but no data provided.	8	Record not sent to NSLDS.	1	Match found, NSLDS data sent.	2	Incomplete match, no data sent.	3	No match found. No record in NSLDS for that ID.
1	Match conducted, student not in default or overpayment.																		
2	Applicant has at least one reported default.																		
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8	Record not sent to NSLDS.																		
1	Match found, NSLDS data sent.																		
2	Incomplete match, no data sent.																		
3	No match found. No record in NSLDS for that ID.																		

Step	Action				
	<table border="1" data-bbox="407 212 1203 384"> <tr> <td data-bbox="407 212 578 331">4</td> <td data-bbox="578 212 1203 331">Match found but no data sent to CPS. Student's ID is in the database, but no other information is available.</td> </tr> <tr> <td data-bbox="407 331 578 384">5</td> <td data-bbox="578 331 1203 384">Real-time transaction not sent to NSLDS.</td> </tr> </table> <p data-bbox="402 464 1430 611">NSLDS Transaction Number – This is the last transaction where NSLDS information changed. Harry’s NSLDS Transaction Number is 01. Since the transaction is 01, the NSLDS data has not changed since the record was initially processed.</p> <p data-bbox="402 653 781 684">Comment Codes (numbers)</p> <ul data-bbox="467 695 1471 877" style="list-style-type: none"> • Comment Code Text is viewable by selecting Comments from the Student Inquiry menu or by selecting the highlighted “Comments” link in the Comment Codes section of FAA Information. • Focus particularly on Issues Affecting Your Eligibility. Harry’s record has an issue. 	4	Match found but no data sent to CPS. Student's ID is in the database, but no other information is available.	5	Real-time transaction not sent to NSLDS.
4	Match found but no data sent to CPS. Student's ID is in the database, but no other information is available.				
5	Real-time transaction not sent to NSLDS.				
12	<p data-bbox="402 968 1008 999">Click Comments on the Student Inquiry menu.</p> <p data-bbox="402 1020 1430 1094">Look under the Issues Affecting Your Eligibility section. A defaulted loan and a discharged loan display on Harry’s record.</p> <p data-bbox="402 1115 1373 1184">This comment points to parts of Harry’s NSLDS financial aid history that is affecting his eligibility.</p>				
13	<p data-bbox="402 1205 1016 1236">Close the Share window and return to the slides.</p>				

Host

Display Slide 7 Text: What is your school's process for reviewing postscreened ISIRs?

Since the topic of NSLDS data is as much about the business process of reviewing and managing ISIR data, we need to think about how identifying these records fits in the overall process of determining student eligibility.

Instruct participants to use the text tool to record short answers, or the Host can solicit answers and record them for the group.

Host

Display Slide 8 Share: Instructor Demo – NSLDS Web site

Use the Share feature to demonstrate accessing and using the NSLDS Web site.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.


1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to walk the participants through the demonstration.



Presenter

Now that we have reviewed and identified where to locate NSLDS-related issues with the ISIR, we'll look at the information in detail on the NSLDS Web site.

Step	Action
1	Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the user ID: SC0T011 and password: train987
3	You may see a screen providing a Privacy Act Reminder. If so, click I Agree to confirm that you are an authorized user.
4	The NSLDS main menu page appears. You can access student data from different areas of the Web site. Note the tabs at the top of the page. These can be used to navigate to student or school data.
5	Click each tab to review. Aid - The Financial Aid pages contain data about a borrower's loans, grants, and overpayments. Based on your access authority, you can view some or all of these pages. Enroll - The Enrollment pages contain information about student enrollment at every school where enrollment has been reported for a student. Org - Access the Organization Contact List page. Report - Access the Report List page. Tran - The Transfer Monitoring pages contain data about the students your school

Step	Action
	has submitted for Transfer Monitoring.
6	You can also access the same functions from the main menu page. Highlight the hypertext link options in the middle of the main page.
7	Now let's open a record and look at some student data. Type 966 54 5384 in the SSN field.
Loan History	
8	Click the Loan History link.
9	Review the page beginning with the Aggregate Loan Information. Note the graphic symbols appearing at the top of the page. The  indicates that more information is available for this student. In this case, grant information is available to view.
10	Scroll down to the Loan Summary. Note that you can resort the loan list. Click the arrow in the Sort By field to view the sort options.
11	Each loan includes a Loan Detail option and links to contact information for the Guaranty Agency and Servicer of the loan, should you need to contact them about the status of the loan.
Grants	
12	Click the Grants link at the top of the page to view the grant information.
13	This student has received a Pell Grant for each of the last three years from Maryville College. Note the link provided for each grant to the school making the award disbursement. This provides you a point of contact in case you need to verify or avoid concurrent payments.
14	Close the Share window and return to the slide view.



Presenter

Refer participants to PW 2-10. Steps are provided similar to the demonstration above for participants to access and navigate the actual NSLDS Web site using their own Username and Password.

Lesson 3 – Reporting Overpayments

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 3.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 3: Reporting Overpayments.



This lesson demonstrates how to record an overpayment and subsequent repayment.

Learning Objectives:

After completing this lesson, you will be able to:

- Record an overpayment in the NSLDS Web site
- Update an overpayment record to a repaid status



Point out the Key Term (also found in Appendix A) located on page PW 3-1.

Host

Display Slide 3 Share: Instructor Demo – Overpayment

Use the Share feature to demonstrate accessing and using the NSLDS Web site to record an overpayment.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nsllds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

You have determined that a student has an overaward of an FSEOG disbursement and must be reported as an overpayment to NSLDS.

The following table provides the steps required to record an Overpayment in NSLDS.

Step	Action
1	Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the user ID: SC0T011 and password: train987
3	You may see a screen providing a Privacy Act Reminder. If so, click I Agree to confirm that you are an authorized user.
4	The NSLDS main menu page appears. Click the Aid tab.
5	Type 966 54 3076 in the SSN field and click Retrieve .
6	Click the Overpayment List link.
7	This student does not currently have an overpayment, but she does have some grant information. Click the Grants link. She has two Pell Grants recorded.
8	Click the Overpayment List link.
9	Click Add Overpayment .
10	The Overpayment Add page appears.
11	Click the list for Type and select Supplemental Educational Opportunity Grant .
12	Type the disbursement date 10 15 2006 . Note the required entry syntax.
13	Click the list for Indicator and select Overpayment .
14	Click the list for Source and select SCH - School .
15	Click Submit to save the record.
16	The Overpayment List now displays the new record. Note the Overpayment warning icon that has been added to the screen.
17	Would this action cause a postscreen action to generate a pushed ISIR? Yes. An ISIR would be generated with this new Overpayment information.

Step	Action
Recording Repayment	
18	Some time has passed, and today you learn that the SEOG overpayment for this student has been repaid in full. You need to update NSLDS.
19	Click the 1 link to the left of the record.
20	Click the Update button.
21	Click the list for Indicator and select Repaid .
22	Type today's date in the Repayment Date field. Verify the Source as School.
23	Click Submit to save the record.
24	The Overpayment List redisplay with the Indicator now displayed as Repaid. Note that the warning icon has also disappeared.
25	Click the blue H in the History column to review the Overpayment history.
26	Both the overpayment and repayment records are listed.
27	Close the Share window and return to the slide view.



Presenter

Refer participants to PW 3-4. Steps are provided similar to the demonstration above for participants to access and navigate the actual NSLDS Web site using their own Username and Password.

Lesson 4 – Transfer Monitoring

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 4.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 4: Transfer Monitoring.



This lesson demonstrates how to add students to the transfer monitoring list and review monitoring alerts.

Learning Objectives:

After completing this lesson, you will be able to:

- Locate and review Transfer Student Monitoring Alerts
- Add a student to the Transfer Monitoring List
- Update the School Transfer Profile



Point out the Key Terms (also found in Appendix A) located on page PW 4-1.

Host

Display Slide 3: Transfer Monitoring Process



Refer participants to PW page 4-2.



Presenter

Tracking the aid history and current disbursements is a must for students transferring to your school. NSLDS provides two methods for the monitoring process: through a batch process or simply entering the student on the monitoring list on the Web site. Information is readily available usually the same day (Web) or by the next day (Batch) and the student is maintained and monitored on the list for 90 days.

In addition, you will be notified by e-mail when you have alerts or changes to review for students on the list.

Host

Display Slide 4 Share: Instructor Demo – Transfer Monitoring

Use the Share feature to demonstrate accessing and using the NSLDS Web site to review alerts, add students to the transfer monitoring list, and review the school transfer profile.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to walk the participants through the demonstration.



Presenter

You receive an e-mail that indicates your school has Transfer Student Monitoring alerts to review. Next, you want to begin tracking two students who will be transferring to your school for the spring term. The table below provides the steps necessary to review the alerts and add a student to the monitoring list.

Step	Action
1	Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the user ID: SC0T011 and password: train987
3	You may see a screen providing a Privacy Act Reminder. If so, click I Agree to confirm that you are an authorized user.
4	The NSLDS main menu page appears. Our first task is to review the alert records. Click Monitoring Alert Review under Transfer Monitoring.
5	The review list can be resorted by different fields if needed. Records include the anticipated enrollment date, the date when the record was added, and the date of the alert.
6	Each record includes a link to grant or loan data that you should review. Click the first Loan link to view the detail of the loan record.
7	Note that the link to the school disbursing the loan is provided if you need to contact the other school. Links are also provided for the Guaranty Agency, Lender, or

Step	Action
	Servicer Agent.
8	Note the History icons on several of the fields. These provide a detailed history for each value provided.
9	Click the Return to Monitoring Alert Review link.
10	After you have reviewed the record to your satisfaction, click the Reviewed checkbox.
11	After you have reviewed all the records, click Submit to remove the records from the alert list.
12	If the school designated that Alerts be sent by Web and Batch, those records sent in the batch Alert file are automatically selected in the Reviewed boxes. Note that the record now appears with a dimmed checkbox.
Add a Record to the Monitor List	
13	Click the Aid tab. Accessing the record in this manner allows us to fill the data fields in the monitor list.
14	Type 966 54 6338 in the SSN field and click Retrieve .
15	Click the Tran tab.
16	Click Add Student to Monitoring List .
17	The student's data appears in the fields. Type 05012007 in the Enrollment Begin Date field.
18	Click Submit . The record has been added to the list.
19	Click the Transfer Monitoring List link.
20	Take a look at the records currently on the list. Note the record we just added and the alert condition icon for those students on the alert review list.
School Transfer Profile	
21	Click the School Transfer Profile link.
22	The profile of the school appears. Note the alert method listed as Web Only.

Step	Action
	To change this method or any other value, click Update .
23	Having a correct e-mail address here is important for the alerts. Make any changes needed and click Submit .
24	Close the Share window and return to the slide view.



Presenter

Refer participants to PW 4-4. Steps are provided similar to the demonstration above for participants to access and navigate the actual NSLDS Web site using their own Username and Password.

Lesson 5 – Enrollment Reporting

 **Time: 25 minutes**

Host

Open Slide Show: NSLDS Lesson 5.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 5: Enrollment Reporting.



This lesson discusses enrollment reporting and demonstrates how to use the NSLDS Web site for enrollment reporting.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify methods of submitting enrollment data
- Update a student's enrollment status using the NSLDS Web site
- Understand how to modify the enrollment reporting schedule
- Use of Enrollment Roster in place of deferment form

Host

Display Slide 3: Enrollment Reporting Options



Refer participants to PW page 5-2.



Presenter

Schools basically have two reporting options and several variations on how to accomplish those options. You can use a batch process (which is most efficient for schools with large numbers of records) or you can use the NSLDS Web site's features for enrollment reporting. And, of course, you could use a combination of batch and updates on the Web site when needed.

The batch process may include the use of school system software, the SSCR software provided by Federal Student Aid, or a servicer such as the Clearinghouse. In any case, the batch process involves an automated way of matching school registrar or enrollment data with loan records stored in NSLDS.

The batch process is an electronic data exchange that requires receiving a file, submitting a response, receiving an error file, correcting the errors and submitting correction files.

The Web site also provides features for processing multiple records at a time, as well as individual records. The Web site can also be used to update or change the scheduled reporting times for enrollment data for the school.

Host

Display Slide 4 Poll: Enrollment Reporting Method

Open the poll and instruct participants to select the answer that best describes their school.

Close the poll and display the results.

Ask participants to share a description of their process with the group.

Host

Display Slide 5: Timing of Reporting



Refer participants to PW page 5-3.

Presenter



You have the option to determine how often your school receives the enrollment reporting data to submit. At a minimum, you must submit at least twice a year. Schools can schedule when rosters will be sent on the NSLDS Web site. The default value is every other month in order to ensure enrollment changes are received within 60 days. A student's enrollment status change must be reported within 30 days unless a roster will be submitted within 60 days.

Specific dates, such as after your drop/add period is over and after graduation when most changes occur can also be selected as the dates to receive files. This can be effective when used with online updating of individual changes, to lessen the burden frequent electronic processing.

You have 30 days to update and submit the enrollment reporting file. Submitting to your servicer is not the same as submitting to NSLDS. Check NSLDS Enrollment Reporting Schedule to see when your servicer will receive rosters for your school.

You will receive a response that lists all errors that occurred with your data. You have 10 days to resolve the errors and resubmit the data.

Host

Display Slide 6: Replace Deferment Form



Refer participants to PW page 5-4.



Presenter

Many students are still showing up at schools with paper deferment forms because they may have stopped attending school for a semester, withdrawn, or for some reason need to verify that they are entitled to an in-school deferment. Use the NSLDS Web site to add the student to the enrollment roster so that they are automatically reported to the lender and you control if the enrollment status changes and the student is no longer eligible for the deferment.

Use the NSLDS Web site to notify the lender when a student withdraws. Adding the update to your process during exit counseling ensures that the student receives the full grace period and is informed about when the loan repayment begins.

Host

Display Slide 7 Share: Instructor Demo – Enrollment Reporting

Use the Share feature to demonstrate accessing and using the NSLDS Web site to add a student to the Enrollment Roster and update the roster.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to walk the participants through the demonstration.



Presenter

A student comes to you for an exit interview. You need to update the student enrollment status to a “W”(Withdrawn) effective today so that the lender will be notified and the student will have the benefit of the full grace period.

The table below provides the steps necessary to update the student’s enrollment status.

Step	Action
1	Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the user ID: SC0T011 and password: train987
3	This screen provides a Privacy Act Reminder. Click I Agree to confirm that you are an authorized user.
4	The NSLDS main menu page appears.

Step	Action
	Click the Enroll tab.
5	Enter SSN 966 54 2328 and click Retrieve .
6	Click Enrollment Maintenance .
7	Click the check box to the left of the record to update the certification date to today's date.
8	Change the Enrollment Code to W (Withdrawn).
9	Type today's date as the Effective Date.
10	Click Certify Checked Students at the bottom of the page.
11	A confirmation page appears with the record as it will be updated. Click Confirm to update the record and immediately apply the change to the database.
12	Enrollment Maintenance page re-displays with a blue icon indicating the update has occurred.
13	Click the Enrollment Update link. Note that there are various selection criteria you can use to filter records you want to display
14	Scroll to the bottom and click Retrieve to display all the students currently on your roster.
15	You can use the process describe above to update any or all your students. Note the blue arrows on the top and bottom of the screen. This indicates that there are more records to display. Only 30 records display on the screen at one time.
Add a Student to the Enrollment Roster	
For the fall semester, you learned of a new student enrolled at your school who did not need a loan to attend. She has a loan from a previous school and would like the lender to know of the in-school status. Add the student to the roster, so her enrollment can be continuously reported while in attendance at your school.	
14	Click the Enrollment Add link at the top of the page.
15	As you can see, you can enter multiple students at one time to the grid. Only the SSN is required to enter the student.
16	Type 966 54 1994 in the SSN field.

Step	Action
17	Scroll to the bottom of the page and click Retrieve .
18	Type today's date for the Certification Date.
19	Set the Enrollment Code to F for full time.
20	Type 08 25 2006 in the Effective Date field.
21	Type 05 13 2009 in the Anticipated Completion Date field.
22	Select the checkbox to the left of the record.
23	Click Certify Checked Students at the bottom of the page.
24	A confirmation page displays with the record as it will be updated. Click Confirm to update the record and immediately apply the change to the database.
Review Schedule	
25	Click Enrollment Reporting Schedule .
26	The current schedule of enrollment reporting displays. You can update the current schedule or create a new one.
27	Click Create Schedule to view the options for creating a new schedule.
28	Click the arrow to view the frequency options.
29	Close the Share window and return to the slides.



Presenter

Refer participants to PW 5-5. Steps are provided similar to the demonstration above for participants to access and navigate the actual NSLDS Web site using their own Username and Password.

Lesson 1 – Overview

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 1.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 1: NSLDS Overview



This lesson provides a basic overview of the information stored in the National Student Loan Data System (NSLDS) and the sources of the data.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify types of data stored in NSLDS
- Identify sources of NSLDS data
- Identify functions provided by NSLDS



Point out the Key Term (also found in Appendix A) located on page PW 1-1.

Host

Display Slide 3 Text: What types of data are stored in NSLDS?

This is a setup slide for the next slide to get participants to think about the data stored in NSLDS. Ask participants to identify different types of data. Use the text tool to record responses or have participants record their own response.

Responses you are seeking should generally fall into one of these categories:

- Federal Family Education Loan Program (FFELP)
- Campus-Based Loan Programs
- Federal Grants
- Federal Direct Loan Program (FDLP)
- Federally Insured Student Loans (FISLs)
- Student Enrollment Data
- Overpayments and Fraud (Pell, ACG, National SMART, Perkins, and FSEOGs)

Display Slide 4: Types of Data Stored



Refer to PW page 1-2.

Presenter



Building on the responses from the previous slide, highlight the programs represented in the NSLDS database and the types of data in each program. We will see most all of the types of data in later lessons in this course.

The table on PW page 1-2 is provided here for your reference. Highlight some of the types of data.

Program	Types of Data
Federal Family Education Loan Program (FFELP)	Federal Stafford Loans Federal Unsubsidized Stafford Loans Federal Supplemental Loans for Students (SLs) Federal Consolidation Loans Federal PLUS Loans Federal PLUS Graduate/Professional Loans Refinanced Loans
Campus-Based Loan Programs	Perkins Loans/National Direct Student Loans/National Defense Student Loans Income Contingent Loans (ICLs) Perkins Extended Loan Options
Federal Grants	Pell Grants Academic Competitiveness Grants (ACG) National SMART Grants
Federal Direct Loan Program (FDLP)	Federal Direct Stafford Loans Federal Direct Unsubsidized Stafford Loans Federal Direct Consolidation Loans Federal Direct Unsubsidized Consolidation Loans Federal Direct PLUS Loans Federal Direct PLUS Graduate/Professional Loans Federal Direct PLUS Consolidation Loans
Overpayments and Fraud	Federal Pell Grants Academic Competitiveness Grants (ACG) National SMART Grants Federal Perkins Loans Federal Supplemental Educational Opportunity Grants (FSEOGs)

Information about Federally Insured Student Loans (FISLs) and Student Enrollment Data are also captured in the NSLDS database.

Host

Display Slide 5: Number of Records Stored



Presenter

To understand the scope and size of NSLDS, think about how many records are stored in the database and how many schools and other organizations are represented. These two graphs provide a pictorial view of the size and scope of the program. The first graph represents the number of records stored for students, loans and Pell Grants. The second graph provides a look at the number of schools, lenders and Guaranty Agencies (GAs) involved with NSLDS.

As of December 2006, NSLDS contains more than 9.9 billion records:

- 59,713,637 students
- 224,677,678 loans
- 60,681,294 Pell Grants
- 39,063 school locations
- 18,729 schools
- 31,587 lenders
- 62 Guaranty Agencies

Host

Display Slide 6: Sources for NSLDS Data



Refer to PW pages 1-3 and 1-4.



Presenter

NSLDS receives and provides data to/with several different organizations related to processing, disbursing and tracking aid programs. This graphic provides an overview look at those organizations. Descriptions of each are provided on the next couple of pages for your reference. In this course, we will focus on the pre- and postscreening relationship with CPS, storage of grant data, schools accessing and recording overpayment, enrollment, and transfer monitoring.



Discuss the role of CPS and the schools in their relationship with NSLDS.

Central Processing System (CPS)—CPS sends NSLDS a daily prescreening feed, identifying applicants for new or additional Title IV aid. NSLDS returns to CPS financial aid history data for any applicant found in the NSLDS database. In addition, CPS submits demographic data on a daily basis. NSLDS notifies CPS when eligibility has changed using the postscreening process.

Schools—Schools, or their servicers, send NSLDS data on Perkins loans on a monthly basis. Schools use the NSLDS Web site to report Pell, ACG, National SMART, Perkins, and FSEOG

overpayments. Student enrollment status is reported on a scheduled and an ad hoc basis as required by the Department of Education (ED). Schools participate in the Transfer Student Monitoring process to supply and update a list of students identified as transferring from one institution to another during an academic year.

Information about the other data sources is provided for your reference if participants have questions about each data source.

Common Origination and Disbursement (COD)—COD sends NSLDS a daily feed containing data on Federal Pell, ACG, and National SMART Grants.

Debt Collection System (DCS)—DCS sends NSLDS a weekly file containing data on all loans held by ED in the DCS portfolio, including FISLs, Perkins loans, FDLP loans, and FFELP loans. It also sends ED-held overpayments and fraudulent grants and loans.

Postsecondary Education Participants System (PEPS)—PEPS sends NSLDS a daily file containing updates to the ED school tables. NSLDS computes and stores draft and official school and guaranty agency cohort default rates and sends them to PEPS for storage. NSLDS sends school-appealed rates to PEPS. NSLDS also provides a means to convert Pell Institution codes, FFEL School IDs, and Campus-Based School codes to Office of Postsecondary Education Identifiers (OPEIDs). NSLDS provides ED users with a Web page detailing current school information.

Direct Loan Servicing System (DLSS)—DLSS sends NSLDS a weekly file containing data on Direct Loans from first disbursement until they are repaid or reported to NSLDS with a closed status. In turn, NSLDS sends Enrollment Reporting data to DLSS. In response to this file, the National Student Clearinghouse sends NSLDS updated enrollment data. The NSLDS also provides DLSS with financial aid history information to support exit counseling and consolidation services for FDLP borrowers.

Financial Management Systems (FMS)—FMS sends NSLDS a daily file that contains changes to the lender participation information. In addition, FMS sends NSLDS a quarterly file that contains changes to interest rates and special allowances. NSLDS provides summarized data about new guarantees, cancellations, and disbursements that support the Loan Processing and Issuance Fee (LPIF) payment by FMS, as well as data about Original Principal Balance on open loans that support Account Maintenance Fee (AMF) payments by FMS.

Guaranty Agencies—GAs, or their servicers, send NSLDS at a minimum a monthly feed containing data on FFELP loans held by lenders or by the GA itself. In turn, NSLDS sends Enrollment Reporting data to GAs on a weekly basis. NSLDS sends backup detail data for payment of LPIFs quarterly, and AMFs annually. NSLDS also sends Reasonability data monthly and annually to GAs.

Lenders/Lender Servicers—Lenders or Lender Servicers can access NSLDS information through the Web site.

Student Aid Internet Gateway (SAIG)—This is a private network that serves as a file transfer service between NSLDS and its many end users. SAIG provides, through the SAIG Enrollment signup process, information to NSLDS on a daily basis about active NSLDS Online users and NSLDS Batch services.

Ombudsman—Ombudsman sends batches of student identifiers to NSLDS, as needed. NSLDS returns loan details.

Financial Partners Data Mart (FPDM)—NSLDS sends monthly and annual feeds of selected summary loan data to FPDM.

Student Personal Identification Number (PIN) Site—Students making inquiries of the NSLDS student site are first directed to the PIN site for authentication.

Conditional Disability Discharge Tracking System (CDDTS)—CDDTS sends NSLDS a monthly file containing data on loans assigned to ED because borrowers have applied for debt forgiveness due to total and permanent disability. CDDTS reports permanent or conditional discharges or notifies NSLDS that the loan has been returned to a non-disability status.

Common Services for Borrowers (CSB)—NSLDS sends financial aid history data for any student/PLUS borrower found in the NSLDS database based on a “real time” request from CSB.

Host

Display Slide 7: NSLDS Functions



Refer to PW pages 1-5 and 1-6.



Presenter

NSLDS does not simply store data, but rather provides several valuable services related to acquiring, maintaining and accessing the data in a meaningful way. Schools can take advantage of online services provided to update and manage data related to student eligibility for financial aid.

Review the functions on each slide. The list in the PW is also provided below for your reference. We will provide examples and instruction for pre- and postscreening, recording overpayments, enrollment reporting options, and transfer student monitoring.

Prescreening for Title IV Aid Eligibility—NSLDS prescreens all Free Application for Federal Student Aid (FAFSA) applicants for Title IV aid to identify those applicants who are in default on an existing Title IV loan; who owe overpayments on Pell Grants, ACG, National SMART Grants, FSEOGs, or Perkins loans; or who have exceeded aggregate loan limits.

Postscrening for Title IV Aid Eligibility—NSLDS postscreens Title IV aid applicants to identify those whose eligibility status has changed since the time of their original aid application.

Aid Overpayment—The Web Aid Overpayment function allows data providers to update NSLDS when a student owes or repays an overpayment on a Pell Grant, ACG, National SMART Grant, FSEOG, or Perkins loan. This function also facilitates the reporting of fraud by schools and DCS on the various grants.

Cohort Default Rate (CDR) Calculations—NSLDS calculates and stores draft and official default rates for schools, lenders, and GAs participating in the FFELP and FDLP. NSLDS also calculates a draft and official national default rate for each cohort year. NSLDS makes these rates available to schools through the eCDR process. NSLDS also makes these rates available to selected ED users, GAs, and lenders.

Repayment Information—NSLDS provides summary and detail student repayment data for informational purposes.

Enrollment Reporting—NSLDS generates and sends student enrollment status reports to schools. Schools or their servicers (often the National Student Clearinghouse), respond to the report, either online or by batch submission. NSLDS then updates its database to reflect any changes in student enrollment status and forwards enrollment status change data to the loan-holding community.

Host

Display Slide 8: NSLDS Functions (continued)

Preparation of Financial Aid History (FAH) Information—NSLDS generates FAH information and forwards it to CPS as part of the prescreening process. NSLDS also generates FAH information outside the prescreening process in response to ad hoc requests from schools. These requests can be made online or by batch submittal, and are part of Transfer Student Monitoring. GA requests can be made by batch submittal. GAs participate in a batch-only mode to request FAH information.

Web Inquiries—NSLDS provides Web access for schools, GAs, state agencies, lenders, lender servicers, students, and ED and its contractors to view NSLDS data.

Transfer Student Monitoring—NSLDS receives school profile and transferring student information via Web pages and/or batch programs. NSLDS monitors each of these students for specific changes in loan and grant status. NSLDS reports these changes to schools through Web pages or batch programs. Alert e-mail is provided.

Online Loan Update—NSLDS allows GAs to update their loan data via the Web. This instantaneous update feature helps to reduce the turnaround time for problem resolution and error corrections.

Customer Support—NSLDS personnel from the Call Center, InfoCenter, Data Integrity group, and Quality Assurance (QA) document, research, negotiate, and resolve NSLDS data conflicts.

Real Time Data Inquiries—NSLDS generates FAH information in response to “real time” requests from ED applications. The following applications use this functionality:

- Direct Loan Exit Counseling using XML
- CSB Consolidation Loan Application Support using XML

Host

Display Slide 9: Add NSLDS User



Refer to PW page 1-7.



Presenter

Ask participants to read the question on PW page 1-7 and write in their answer: Who is the Destination Point Administrator for NSLDS at your institution?

The primary (or their designated secondary) Destination Point Administrators (DPA) can add NSLDS Online users.

If a new user is neither the Primary nor Secondary DPA, they need to be referred to either the Primary or Secondary DPA to be added. If the new user is not sure who the Primary/Secondary DPA is they can contact the CPS/SAIG Technical help desk and they'll identify either one.

To add a user to the NSLDS Web site or add/change an NSLDS batch service, visit the SAIG Enrollment Web site at <https://www.fsawebenroll.ed.gov>.

Point out the Tip on PW page 1-7. Included in the Tip are instructions copied from the SAIG online Help text. A screen shot is provided on the same PW page for the first step in the process.

Host

Display Slide 10: Accessing NSLDS Data



Refer to PW page 1-8.



Presenter

As stated previously, schools can access NSLDS student records directly through the NSLDS Web site. Use your assigned username and password to gain access to the Web site. In addition to the features provided through the Web site data files are provided to schools through the SAIG to the schools' electronic mailboxes.

Host

Display Slide 11 Poll: What functions of the NSLDS Web site do you currently use?

Open the poll.

Ask participants to provide an answer.

The choices are:

Loan History

Grant History

Transfer Monitoring

Enrollment Reporting

Reporting Overpayments

None

Close the poll.

This poll provides a segue to the rest of the course and how the Web site can be used to access and update information relevant to the school. We will explore reporting of overpayments, tracking of students through transfer monitoring, enrollment reporting, and the use of the Web site functions to accomplish each.

Lesson 2 – Pre/Postscreening

 **Time: 20 minutes**

Host

Open Slide Show: NSLDS Lesson 2.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 2: Pre/Postscreening.



This lesson provides a look at the data match process between the Central Processing System (CPS) and NSLDS including the prescreen and postscreen processes.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify the processes related to providing NSLDS data on the ISIR
- Locate NSLDS match data using Student Inquiry in FAA Access to CPS Online
- Locate a student record using the NSLDS Web site



Point out the Key Terms (also found in Appendix A) located on page PW 2-1.

Host

Display Slide 3: Prescreening



Refer to PW page 2-2.

Presenter



Discuss the prescreen process with participants. Point out that the purpose of the prescreen process is to verify that a student is eligible for financial aid by not being in default, owing an overpayment or any other eligibility flags/information resulting from the NSLDS match.

The process begins with the student completing the FAFSA.

- FAFSA data is received by CPS
- Student identifier information sent to NSLDS for match
- Match data is returned to CPS
 - If a student has financial aid data stored at NSLDS, a successful match record is returned with a summary of the corresponding data including any default, overpayment, or exceeded loan limits, as well as the other flags/information. If the student has no defaults or overpayments or has made satisfactory repayment

arrangements on a defaulted loan, the NSLDS match flag is 1 and no “C” appears on the output document.

- If a match with NSLDS is completed but the database contains no information on the student, then no financial aid history can be provided. The ISIR includes a comment explaining that the student’s Social Security Number (SSN) is not associated with any financial aid history. You can thus assume that the student has no financial aid history unless you have conflicting information.
- The NSLDS data is then provided on the ISIR
 - A match flag of 2, 3, or 4 indicates that the student has defaulted loans or owes an overpayment or both. A SAR C Flag is provided on the ISIR to indicate a problem that must be resolved to ensure the student’s aid eligibility. You will need to document that the problem has been resolved before disbursing aid.

Refer to the note at the bottom of PW page 2-2 about “real-time” processing and the need to verify NSLDS data.

Host

Display Slide 4: Postscreening



Refer to PW page 2-3.

Presenter



Discuss the postscreening process with participants. Remind participants that they must review all pushed ISIRs to determine if the student’s eligibility has changed.

- The NSLDS database is scanned weekly to determine status change for default, overpayment or any of the other postscreening reason codes/measurements (like Master Promissory Note status change, loan discharged, loan out of discharged status, exceeded subsidized or combined aggregate loan limit, etc.)
 - Refer to the Postscreening Reason Codes in the ISIR Guide for more detailed information
- Data is sent to CPS to generate a new transaction with an incremented transaction number
- A pushed ISIR is sent automatically to schools
- School reviews the new data to determine if the change in the NSLDS reported information and statuses affect the applicant’s eligibility for Title IV aid

Ask participants: Do you have a standard process to review pushed ISIRs to identify issues related to NSLDS?

Refer to the note discussing the NSLDS Transaction Number in the middle of PW page 2-3.

Host

Display Slide 5: Question

Since the topic of NSLDS data is as much about the business process of reviewing and managing ISIR data, we need to think about how identifying these records fits in the overall process of determining student eligibility.



Refer to PW page 2-4.

Ask participants to turn to PW page 2-4 and answer the question posed there: What is your school's process for reviewing postscreened ISIRs?

Wait a short time while participants record their answers.

Host

Display Slide 6: NSLDS Flags / Codes



Refer to PW pages 2-5 through 2-10.



Presenter

Discuss the types of flags and codes that are provided. The flags and codes provided by NSLDS on the ISIR give you a summary of the data stored in NSLDS. Tables of each of the flags are provided in the PW. A complete list of loan status codes is provided in Appendix C of the ISIR Guide which may be downloaded from the fsadownload.ed.gov Web site.

Ask participants to think about the following question: Review the flag and code lists provided in the PW. What is the ISIR value for an ACG that indicates fraud?

Pause momentarily, then provide the answer: Value of **F (Fraud)**.

Host

Display Slide 7 Share: Instructor Demo – Student Inquiry

Use the Share feature to demonstrate using Student Inquiry in FAA Access to locate NSLDS information.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the FAA Access to CPS Online demo Web site: <http://fafsademo.test.ed.gov>.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

This demonstration provides a quick overview of the Student Inquiry feature of FAA Access to locate NSLDS information. This review of the Student Inquiry function of FAA Access is intended to provide the user with the location of various status flags and comments that refer to an issue that may be further investigated by reviewing the applicant’s data on the NSLDS Web site. Since this is the demo site, some data items appear inconsistent for the record from page to page. Alert participants to this fact and focus on the location of the data you are looking for, not the actual field values provided.

Note to instructors: The first steps in the table below show the typical sequence for accessing the FAA Access to CPS Online demo site. Be aware that you may be prompted for the demo site’s login ID (eddemo) and password (fafsatest) in a different sequence or multiple times.

Step	Action
1	Open a browser to the FAA Access demo site: http://fafsademo.test.ed.gov Click the FAA Access to CPS Online Demo System button at the bottom of the page.
2	Click Next .
3	Enter the user ID: eddemo and password: fafsatest
4	You are now on the FAA Access to CPS Online demonstration site home page. Click Next . (You may be prompted to enter the User ID and Password again.)
5	At the Confirming Your Identity screen, enter the following: SSN: 999999999 First 2 letters of Last Name: XX Date of Birth: 01011900 PIN: 9999 Click Submit .

Step	Action
6	From the FAA Main Menu, click Student Inquiry .
7	<p>Enter the TG number: 99999</p> <p>Enter the school code: 001002</p> <p>Select 2007-2008 for the School Year for which you are logging in.</p> <p>Click Next.</p>
8	<p>Enter 236 04 0011 for SSN.</p> <p>Enter MO (first two letters of Montague) for Last Name.</p> <p>Click Submit.</p> <p>All transactions associated with this student’s application are displayed on the resulting Transactions screen.</p>
9	<p>To look at Harry’s latest information through Student Inquiry, click the Transaction Number 03 heading.</p> <p>Note that Processing Information appears, showing when the application was completed, received, and processed, who signed the application, and even the calculated EFC.</p> <ul style="list-style-type: none"> • If a “C” appears next to the EFC field, it indicates that the SAR C Flag is set to YES because of questionable data on the application and the school should investigate. • This may indicate that an NSLDS issue has affected the eligibility of the student. <p>In the left-hand column of the page the Student Inquiry menu enables you to view each section of this student’s application separately. NSLDS-related data may be found in three of those sections:</p> <ul style="list-style-type: none"> • NSLDS (through which you can access the online NSLDS application to resolve NSLDS-related issues) • Comments (text) • FAA Information
10	<p>Click NSLDS on the Student Inquiry menu.</p> <p>Summary information is provided about the student’s FFEL/Direct or Perkins loans and any loans that may be in default or discharged.</p> <p>No data is present in this demo record.</p>
11	<p>Click FAA Information on the Student Inquiry menu.</p> <p>This section contains the same information as the FAA Information section on the paper ISIR to help FAAs identify application data problems, divided into smaller subsections. In particular, we want to view the Match Flags section of the tab. The</p>

Step	Action																						
	<p>following flags contain NSLDS-related data.</p> <p>NSLDS Match Flag – The NSLDS Match flag, combined with the NSLDS Results Flag, tells you the status of a student’s loans and Title IV overpayments (Pell, FSEOG, ACG, National SMART and Perkins).</p> <p>The codes from the ISIR and the translated text for the flag are as follows:</p> <table border="1" data-bbox="407 443 1200 846"> <tbody> <tr> <td data-bbox="407 443 500 527">1</td> <td data-bbox="500 443 1200 527">Match conducted, student not in default or overpayment.</td> </tr> <tr> <td data-bbox="407 527 500 579">2</td> <td data-bbox="500 527 1200 579">Applicant has at least one reported default.</td> </tr> <tr> <td data-bbox="407 579 500 663">3</td> <td data-bbox="500 579 1200 663">Applicant has at least one Title IV overpayment reported.</td> </tr> <tr> <td data-bbox="407 663 500 747">4</td> <td data-bbox="500 663 1200 747">Applicant has at least one reported default and Title IV overpayment.</td> </tr> <tr> <td data-bbox="407 747 500 800">7</td> <td data-bbox="500 747 1200 800">Match but no data provided.</td> </tr> <tr> <td data-bbox="407 800 500 846">8</td> <td data-bbox="500 800 1200 846">Record not sent to NSLDS.</td> </tr> </tbody> </table> <p>NSLDS Postscreening Reasons - NSLDS Postscreening Reasons indicate why the student’s eligibility has changed since the previous prescreening. A table is provided on PW 2-6.</p> <p>NSLDS Database Results Flag - This flag indicates the results obtained from a match with NSLDS. This flag, combined with the NSLDS Match Flag, gives you the status of a student’s loan and Title IV overpayments (Pell, FSEOG, ACG, National SMART and Perkins).</p> <p>The codes from the ISIR and the translated text for the flag are as follows:</p> <table border="1" data-bbox="407 1272 1200 1629"> <tbody> <tr> <td data-bbox="407 1272 578 1325">1</td> <td data-bbox="578 1272 1200 1325">Match found, NSLDS data sent.</td> </tr> <tr> <td data-bbox="407 1325 578 1377">2</td> <td data-bbox="578 1325 1200 1377">Incomplete match, no data sent.</td> </tr> <tr> <td data-bbox="407 1377 578 1461">3</td> <td data-bbox="578 1377 1200 1461">No match found. No record in NSLDS for that ID.</td> </tr> <tr> <td data-bbox="407 1461 578 1577">4</td> <td data-bbox="578 1461 1200 1577">Match found but no data sent to CPS. Student’s ID is in the database, but no other information is available.</td> </tr> <tr> <td data-bbox="407 1577 578 1629">5</td> <td data-bbox="578 1577 1200 1629">Real-time transaction not sent to NSLDS.</td> </tr> </tbody> </table> <p>NSLDS Transaction Number – This is the last transaction where NSLDS information changed. Harry’s NSLDS Transaction Number is 01. Since the transaction is 01, the NSLDS data has not changed since the record was initially processed.</p> <p>Comment Codes (numbers)</p>	1	Match conducted, student not in default or overpayment.	2	Applicant has at least one reported default.	3	Applicant has at least one Title IV overpayment reported.	4	Applicant has at least one reported default and Title IV overpayment.	7	Match but no data provided.	8	Record not sent to NSLDS.	1	Match found, NSLDS data sent.	2	Incomplete match, no data sent.	3	No match found. No record in NSLDS for that ID.	4	Match found but no data sent to CPS. Student’s ID is in the database, but no other information is available.	5	Real-time transaction not sent to NSLDS.
1	Match conducted, student not in default or overpayment.																						
2	Applicant has at least one reported default.																						
3	Applicant has at least one Title IV overpayment reported.																						
4	Applicant has at least one reported default and Title IV overpayment.																						
7	Match but no data provided.																						
8	Record not sent to NSLDS.																						
1	Match found, NSLDS data sent.																						
2	Incomplete match, no data sent.																						
3	No match found. No record in NSLDS for that ID.																						
4	Match found but no data sent to CPS. Student’s ID is in the database, but no other information is available.																						
5	Real-time transaction not sent to NSLDS.																						

Step	Action
	<ul style="list-style-type: none"> • Comment Code Text is viewable by selecting Comments from the Student Inquiry menu or by selecting the highlighted “Comments” link in the Comment Codes section of FAA Information. • Focus particularly on Issues Affecting Your Eligibility. Harry’s record has an issue.
12	<p>Click Comments on the Student Inquiry menu.</p> <p>Look under the Issues Affecting Your Eligibility section. A defaulted loan and a discharged loan display on Harry’s record.</p> <p>This comment points to parts of Harry’s NSLDS financial aid history that is affecting his eligibility.</p>
13	Close the Share window and return to the slides.

Host

Display Slide 8 Share: Instructor Demo – NSLDS Web site

Use the Share feature to demonstrate accessing and using the NSLDS Web site.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.



1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to walk the participants through the demonstration.



Presenter

Now that we have reviewed and identified where to locate NSLDS-related issues in FAA Access, we’ll look at the information in detail on the NSLDS Web site.

Step	Action
1	Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the user ID: SC0T011 and password: train987

Step	Action
	A screen displaying a Privacy Act Reminder may appear.
3	<p>If the Privacy Act screen appears, click I Agree to confirm that you are an authorized user. The NSLDS home page appears.</p> <p>You can access student data from different areas of the Web site. Note the tabs at the top of the page. These can be used to navigate to student or school data.</p>
4	<p>Click each tab to review.</p> <p>Aid - The Financial Aid pages contain data about a borrower's loans, grants, and overpayments. Based on your access authority, you can view some or all of these pages.</p> <p>Enroll - The Enrollment pages contain information about student enrollment at every school where enrollment has been reported for a student.</p> <p>Org - Accesses the Organization Contact List page.</p> <p>Report - Accesses the Report List page.</p> <p>Tran - The Transfer Monitoring pages contain data about the students your school has submitted for Transfer Monitoring.</p>
5	<p>You can also access the same functions from the home page.</p> <p>Highlight the hypertext link options in the middle of the home page.</p>
6	<p>Now let's open a record and look at some student data.</p> <p>Type 966 55 0959 in the SSN field.</p>
Loan History	
7	Click the Loan History link.
8	<p>Review the page beginning with the Aggregate Loan Information.</p> <p>Note the graphic symbols appearing at the top of the page.</p> <p> indicates that more information is available for this student. In this case, grant information is available to view.</p> <p> indicates a warning about the student. Three warnings appear on this page. This student has a defaulted loan, an overpayment and is nearing the limit for subsidized loans.</p>
9	<p>Scroll down to the Loan Summary. Note that you can re-sort the loan list.</p> <p>Click the arrow in the Sort By field to view the sort options.</p> <p>Each loan includes a Loan Detail option and links to contact information for the guaranty agency and servicer of the loan, should you need to contact them about the</p>

Step	Action
	status of the loan.
10	<p>Scroll down to view the detail of the first loan (the Direct Consolidation loan). Note the hyperlink status value.</p> <p>Click the link to view the values. A Help window appears. This record has a value of DU which indicates a defaulted, unresolved loan.</p> <p>Close the Help window.</p>
11	<p>Scroll to the top of the page. Now let's look at the cause for the Overpayment warning.</p> <p>Click the Overpayment List link. The student has a Perkins loan overpayment from UT-Martin.</p>
12	<p>To find out more information about the overpayment, you can contact UT-Martin. Click the school link to locate the contact information for the school.</p> <p>Perkins issues are resolved by Judy Hatpau.</p> <p>Click the Back button to return to the student's information.</p>
Grants	
13	<p>Click the Grants link at the top of the page to view the grant information.</p> <p>This student received Pell Grants for six years from UT-Martin.</p> <p>Note the link provided for each grant to the school making the award disbursement. This provides a point of contact in case you need to verify or avoid concurrent payments.</p>
14	Close the Share window and return to the slide view.



Presenter

Refer participants to PW 2-12. Steps are provided similar to the demonstration above for participants to access and navigate the actual NSLDS Web site using their own usernames and passwords. These steps are only provided as a reference for future use. Participants will not be engaging in any activity at this time.

Lesson 3 – Reporting Overpayments

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 3.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 3: Reporting Overpayments.



This lesson demonstrates how to record an overpayment and subsequent repayment.

Learning Objectives:

After completing this lesson, you will be able to:

- Record an overpayment in the NSLDS Web site
- Update an overpayment record to a repaid status



Point out the Key Term (also found in Appendix A) located on page PW page 3-1.

Host

Display Slide 3: Reporting Overpayments

Refer to PW pages 3-2 and 3-3.



Presenter

An overpayment affects a student's eligibility for subsequent aid. You must report all overpayments to NSLDS to ensure that students who have received more Title IV aid than they were eligible for do not receive additional Title IV funds until the overpayment is resolved. Students can resolve the overpayments by repaying it in full, or making satisfactory payment arrangements.

NSLDS allows you to select the type of aid for which there is an overaward, list the status of the overpayment and indicate the source of overpayment. Types of aid for which overpayment must be reported are:

- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Perkins Loans
- FSEOG

Host

Display Slide 4 Share: Instructor Demo – Overpayment

Use the Share feature to demonstrate accessing and using the NSLDS Web site to record an overpayment.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nsllds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

Refer participants to PW 3-4. Steps are provided similar to the demonstration below for participants to access and navigate the actual NSLDS Web site using their own username and password. These steps are only provided as a reference for future use. Participants will not be engaging in any activity at this time. The steps provide the same basic navigational path presented in the demonstration below.

For this demonstration, we will show you how to add a grant overpayment to NSLDS. You have determined that a student has an overaward of an FSEOG disbursement and must be reported as an overpayment to NSLDS.

The following table provides the steps required to record an overpayment in NSLDS.

Step	Action
1	If you are returning to the open session from lesson 2, you may not need to perform the first three steps here. Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nsllds_FAP/secure/logon.jsp
2	Log in using the username: SC0T011 and password: train987
3	A screen displaying a Privacy Act Reminder may appear. If it does, click I Agree to confirm that you are an authorized user. The NSLDS home page appears.
4	Click the Aid tab.
5	Type 966 54 3076 in the SSN field and click Retrieve . This student does not currently have an overpayment, but she does have some grant information.

Step	Action
6	Click the Grants link. She has two Pell Grants recorded.
7	Click the Overpayment List link.
8	Click Add Overpayment . The Overpayment Add page appears.
9	Click the list for Type and select Supplemental Educational Opportunity Grant .
10	Type the disbursement date 10 15 2006 . Note the required entry syntax (MMDDCCYY, with no spaces).
11	Click the list for Indicator and select Overpayment .
12	Click the list for Source and select SCH - School .
13	<p>Click Submit to save the record. The Overpayment List now displays the new record. Note the Overpayment warning icon that has been added to the screen.</p> <p>Ask participants: Would this action cause a postscreen action to generate a pushed ISIR?</p> <p>Answer: Yes. An ISIR would be generated with this new overpayment information.</p>
Recording Repayment	
	Some time later you learn that the SEOG overpayment for this student has been repaid in full. You need to update NSLDS.
14	Click the 1 link to the left of the record.
15	Click the Update button.
16	Click the list for Indicator and select Repaid .
17	Type today's date in the Repayment Date field. Verify the Source as School.
18	<p>Click Submit to save the record.</p> <p>The Overpayment List reappears with the indicator now displayed as Repaid.</p> <p>Note that the warning icon has also disappeared.</p>
19	Click the blue H in the History column to review the Overpayment history. Both the overpayment and repayment records are listed.
20	Close the Share window and return to the slide view.

Lesson 4 – Transfer Student Monitoring

 **Time: 10 minutes**

Host

Open Slide Show: NSLDS Lesson 4.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 4: Transfer Monitoring.



This lesson demonstrates how to add students to the transfer monitoring list and review monitoring alerts.

Learning Objectives:

After completing this lesson, you will be able to:

- Update the School Transfer Profile
- Add a student to the Transfer Monitoring List
- Locate and review Transfer Student Monitoring Alerts



Point out the Key Terms (also found in Appendix A) located on page PW 4-1.

Host

Display Slide 3: Transfer Monitoring Process



Refer participants to PW pages 4-2 and 4-3.



Presenter

Tracking the aid history and current disbursements is a must for students transferring to your school. NSLDS provides two methods for submitting student information for the monitoring process: through a batch process or simply entering the student on the monitoring list on the Web site. After the information is submitted, it is available for monitoring usually the same day (Web) or by the next day (Batch), and the student is maintained and monitored on the list for 90 days. In addition, you will be notified by e-mail when you have alerts or changes to review for students on the list.

Ask participants to read and answer the question on PW page 4-3: Who is listed in the School Transfer Profile page on NSLDS as your school's TSM contact?

Host

Display Slide 4 Share: Instructor Demo – Transfer Monitoring

Use the Share feature to demonstrate accessing and using the NSLDS Web site to review alerts, add students to the transfer monitoring list, and review the school transfer profile.

Before beginning, make sure that you have an Internet Explorer browser window open to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

Refer participants to PW 4-4. Steps are provided similar to the demonstration below for participants to access and navigate the actual NSLDS Web site using their own usernames and passwords. These steps are only provided as a reference for future use. Participants will not be engaging in any activity at this time. The steps provide the same basic navigational path presented in the demonstration below.

You receive an e-mail that indicates your school has Transfer Student Monitoring alerts to review. Next, you want to begin tracking two students who will be transferring to your school for the spring term. The table below provides the steps necessary to review the alerts and add a student to the monitoring list.

Step	Action
1	If you are returning to the open session from lesson 3, you may not need to perform the first four steps here. Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp
2	Log in using the username: SC0T011 and password: train987 A screen providing a Privacy Act Reminder may appear.
3	If the Privacy Act screen appears, click I Agree to confirm that you are an authorized user.
4	The NSLDS home page appears. Our first task is to review the School Transfer Profile.

Step	Action
School Transfer Profile	
5	Click the School Transfer Profile link. The profile of the school appears. Note the alert method listed as Web Only.
6	To change this method or any other value, click Update .
7	Having a correct e-mail address here is important for the alerts. Users would make any changes needed and click Submit . (Instructor should not make any changes here, only view the information.)
Add a Record to the Monitor List	
8	Click the Aid tab. Accessing the record in this manner allows us to fill the data fields in the monitor list.
9	Type 966 54 6338 in the SSN field and click Retrieve .
10	Click the Tran tab.
11	Click Add Student to Monitoring List . The student's data appears in the fields.
12	Type 05012007 in the Enrollment Begin Date field.
13	Click Submit . The record has been added to the list.
14	Click the Transfer Monitoring List link.
15	Take a look at the records currently on the list. Note the record we just added and the alert condition icon for those students on the alert review list.
Review Monitoring Alert List	
16	Click Monitoring Alert Review under Transfer Monitoring. The review list can be re-sorted by different fields if needed. Records include the anticipated enrollment date, the date when the record was added, and the date of the alert. Each record includes a link to grant or loan data you should review. Note: Typically, schools will know of transfer students well in advance of their enrollment start date. So, the new school will want to start Monitoring (date sooner than enrollment date) the student well in advance of the begin enrollment date so they can "monitor" what is going on at the old school before they transfer into their (new) school. The new school may want to know what the old school is doing with

Step	Action
	<p>this student's aid because it could affect the new school's aid/eligibility.</p> <p>So, the Monitor Begin Date = the date the new school would like to start looking at changes to a student of interest. If the monitor begin date is same date as the enrollment begin date, then the school is not taking advantage of NSLDS's transfer student monitoring benefits.</p>
17	<p>Click the first Loan link to view the detail of the loan record.</p> <p>Note the link to the school disbursing the loan is provided if you need to contact the other school. Links are also provided for the Guaranty Agency, Lender, or Servicer Agent.</p> <p>Note the History icons on several of the fields. These provide a detailed history for each value provided.</p>
18	<p>Click the Return to Monitoring Alert Review link.</p>
19	<p>After you have reviewed an alert record, check the “reviewed” box then click Submit to save your changes. The Monitoring Alert Review page will be reordered to display those remaining to be reviewed at the top of the list.</p> <p>If the school designated that Alerts be sent by Web and Batch, those records sent in the batch Alert file are automatically selected in the Reviewed boxes.</p> <p>Note that the record now appears with a dimmed checkbox.</p>
20	<p>Close the Share window and return to the slide view.</p>

Lesson 5 – Enrollment Reporting

 **Time: 25 minutes**

Host

Open Slide Show: NSLDS Lesson 5.ppt

Display Slides 1 and 2

Presenter

Briefly introduce NSLDS Lesson 5: Enrollment Reporting.



This lesson discusses enrollment reporting and demonstrates how to use the NSLDS Web site for enrollment reporting.

Learning Objectives:

After completing this lesson, you will be able to:

- Identify methods of submitting enrollment data
- Update a student's enrollment status using the NSLDS Web site
- Understand how to modify the enrollment reporting schedule
- Use Enrollment Roster in place of in-school deferment form

Host

Display Slide 3: Enrollment Reporting Options



Refer participants to PW page 5-2.



Presenter

Schools basically have two reporting options and several variations on how to accomplish those options. You can use a batch process (which is most efficient for schools with large numbers of records) or you can use the NSLDS Web site's features for enrollment reporting. And, of course, you could use a combination of batch and updates on the Web site when needed.

The batch process may include the use of school system software, the Enrollment processing (previously SSCR) software provided by Federal Student Aid, or a servicer such as the Clearinghouse. In any case, the batch process involves an automated way of matching school registrar or enrollment data with loan records stored in NSLDS.

The batch process is an electronic data exchange that requires receiving a file, submitting a response, receiving an error file, correcting the errors and submitting correction files.

The Web site also provides features for processing multiple records at a time, as well as individual records. The Web site can also be used to update or change the scheduled reporting times for enrollment data for the school.

Host

Display Slide 4 Poll: Enrollment Reporting Method

Open the poll and instruct participants to select the answer that best describes their school.

Close the poll and display the results.

Ask participants to share a description of their process with the group.

Host

Display Slide 5: Timing of Reporting



Refer participants to PW page 5-3.

Presenter



You have the option to determine how often your school receives the enrollment reporting data to submit. Schools can schedule when rosters will be sent on the NSLDS Web site. The default value is every other month in order to ensure enrollment changes are received within 60 days. A student's enrollment status change must be reported within 30 days unless a roster will be submitted within 60 days (CFR 682.610). On average, schools should report enrollment data using the Enrollment Reporting process at least five times a year.

Specific dates, such as after your drop/add period is over and after graduation when most changes occur can also be selected as the dates to receive files. This can be effective when used with online updating of individual changes, to lessen the burden of frequent electronic processing.

You have 30 days from the creation of the roster to update and submit the enrollment reporting file. Submitting to your servicer is not the same as submitting to NSLDS. Check NSLDS Enrollment Reporting Schedule to see when your servicer will receive rosters for your school.

You will receive a response that lists all errors that occurred with your data. You have 10 days to resolve the errors and resubmit the data.

Ask participants to read the question in the middle of PW page 5-3 and record their answers on that page: How often does your school report enrollment data?

Host

Display Slide 6: Replace In-School Deferment Form



Refer participants to PW page 5-4.



Presenter

Many students present schools with paper in-school deferment forms because they may have stopped attending school for a semester, withdrawn, or for some reason need to verify that they are entitled to an in-school deferment. Use the NSLDS Web site to add the student to the enrollment roster so that they are automatically reported to the lender. While some lenders may still require a paper in-school deferment form, you may use NSLDS to assist in the process. You may also more efficiently manage enrollment status changes when the student is no longer eligible for the in-school deferment.

Use the NSLDS Web site to notify the lender when a student withdraws. Adding the update to your process during exit counseling ensures that the student receives the full grace period and is informed about when the loan repayment begins.

Host

Display Slide 7 Share: Instructor Demo – Enrollment Reporting

Use the Share feature to demonstrate accessing and using the NSLDS Web site to add a student to the Enrollment Roster and update the roster.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the NSLDS test Web site https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click the **OK** button.
3. Use the step table below to guide the participants through the demonstration.



Presenter

Refer participants to PW page 5-4. Steps are provided similar to the demonstration below for participants to access and navigate the actual NSLDS Web site using their own usernames and passwords. These steps are only provided as a reference for future use. Participants will not be engaging in any activity at this time. The steps provide the same basic navigational path presented in the demonstration below.

A student comes to you for an exit interview. You need to update the student enrollment status to “W”(Withdrawn) effective today so that the lender will be notified and the student will have the benefit of the full grace period.

The table below provides the steps necessary to update the student's enrollment status.

Step	Action
1	<p>If you are returning to the open session from lesson 3, you may not need to perform the first three steps here.</p> <p>Open a browser window to the NSLDS test Web site by entering the following: https://www.nslldstraining.ed.gov/nslds_FAP/secure/logon.jsp</p>
2	<p>Log in using the username: SC0T011 and password: train987 The next screen provides a Privacy Act Reminder.</p>
3	<p>Click I Agree to confirm that you are an authorized user. The NSLDS home page appears.</p>
4	<p>Click the Enroll tab.</p>
5	<p>Enter SSN 966 54 2328 and click Retrieve.</p>
6	<p>Click Enrollment Maintenance.</p>
7	<p>Select the checkbox to the left of the record to update the certification date to today's date.</p>
8	<p>Change the Enrollment Code to W (Withdrawn).</p>
9	<p>Type today's date as the Effective Date.</p>
10	<p>Click Certify Checked Students at the bottom of the page. A confirmation page appears with the record as it will be updated.</p>
11	<p>Click Confirm to update the record and immediately apply the change to the database. The Enrollment Maintenance page re-displays with a blue icon indicating the update has occurred.</p>
12	<p>Click the Enrollment Update link.</p> <p>Note that there are various selection criteria you can use to filter records you want to display</p>
13	<p>Scroll to the bottom and click Retrieve to display all the students currently on your roster.</p> <p>You can use the process described above to update any or all of your students. Note the blue arrows on the top and bottom of the screen. This indicates that there are more records to display. Only 30 records display on the screen at one time.</p>

Step	Action
Add a Student to the Enrollment Roster	
<p>For the fall semester, you learned of a new student enrolled at your school who did not need a loan to attend. She has a loan from a previous school and would like the lender to know of the in-school status. Add the student to the roster, so her enrollment can be continuously reported while in attendance at your school.</p>	
14	Click the Enrollment Add link at the top of the page. As you can see, you can enter multiple students at one time to the grid. Only the SSN is required to enter the student.
15	Type 966 54 1994 in the SSN field.
16	Scroll to the bottom of the page and click Retrieve .
17	Type today's date for the Certification Date.
18	Set the Enrollment Code to F for full time.
19	Type 08 25 2006 in the Effective Date field.
20	Type 05 13 2009 in the Anticipated Completion Date field.
21	Select the checkbox to the left of the record.
22	Click Certify Checked Students at the bottom of the page. A confirmation page displays with the record as it will be updated.
23	Click Confirm to update the record and immediately apply the change to the database.
Review Schedule	
24	<p>Click Enrollment Reporting Schedule.</p> <p>The current schedule of enrollment reporting displays. You can update the current schedule or create a new one.</p>
25	Click Create Schedule to view the options for creating a new schedule.
26	Click the arrow to view the frequency options.
27	Close the Share window and return to the slides.