

ECMC

Solutions

NSLDS user guide

Learn how to obtain NSLDS access and establish a SAIG (TG) mailbox, request delinquency and school portfolio reports, retrieve NSLDS reports, and grant ECMC access to obtain the reports on your behalf.

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Obtain NSLDS Access and Establish a SAIG (TG) Mailbox

As part of establishing a SAIG (TG) mailbox, you will need to assign a Primary Destination Point Administrator (DPA) for your organization. In order to establish a SAIG (TG) mailbox, you will need your primary DPA's Social Security number, date of birth, and mother's maiden name. You also will need this information for your Secondary DPA and any future DPAs you add.

Follow the steps below to obtain NSLDS access and establish a SAIG (TG) mailbox. You will need to repeat this process for each campus.

1. Visit the SAIG Enrollment Site at <https://fsawebenroll.ed.gov/PMEnroll/index.jsp>.
2. Click the **Initial Enrollment for Services** link.
3. Complete the online form.
4. Click **Submit Form** on the Final Review page after verifying that the information entered is correct.
5. Click **Print Signature Pages**. This will open the signature pages as a PDF.
6. After successfully printing the signature pages, close the PDF to return to the signature page instructions and click **Next**.
7. Click **OK** when asked if you successfully printed the signature pages.
8. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
9. Sign the signature pages and mail them to the following address:
CPS/SAIG Technical Support
2450 Oakdale Blvd.
Coralville, IA 52241-9728

Note: CPS/SAIG will only accept original documents. No photocopies, faxes, or emails.

Within two weeks, you will receive an email with information about your SAIG (TG) mailbox and a FSA username and temporary password.

Request the School Portfolio (SCHPR1) Report

Follow the steps below to request the School Portfolio (SCHPR1) report. Alternatively, you can grant ECMC access to download NSLDS reports on your behalf. See the “Grant ECMC Access” section of this document for details.

1. Visit NSLDS website for schools at www.nslidsfap.ed.gov/nslids_FAP/default.jsp.
2. Click the **Click to Continue** button.
3. Enter your FSA User ID and Password and click **Login**.
4. Once logged in, click the **Report** tab.
5. Find the School Portfolio report (SCHPR1) in the list of reports and click the number in the first column to open it.

Report List

Search Report ID:

	Report ID	Names
1	DELQ01	DELINQUENT BORROWER REPORT
2	DER001	DATE ENTERED REPAYMENT REPORT
3	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL
4	DRC016	36 MONTH REPAYMENT INFO LOAN DETAIL
5	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT
6	FAT001	REQUEST FOR FINANCIAL AID HISTORY
7	GEDMP1	GE DEBT MEASURES BKUP BY PROGRAM
8	GEDMY1	GE DEBT MEASURES BKUP BY CALC YR
9	GELMP1	GE LOAN MEDIANS BKUP BY PROGRAM RPT
10	GELMY1	GE LOAN MEDIANS BKUP BY CALC YR RPT
11	OVP001	SCHOOL OVERPAYMENT REPORT
12	PRKDF1	PERKINS DEFAULT SUMMARY
13	SCHDF1	BORROWER DEFAULT SUMMARY REPORT
14	SCHER1	ENROLLMENT REPORTING SUMMARY REPORT
15	SCHLL1	SCHOOL LOAN LIST
16	SCHPR1	SCHOOL PORTFOLIO REPORT
17	SCH01A	EXIT COUNSELING BY SSN
18	SCH01B	EXIT COUNSELING
19	SCH07B	TRANSFER MONITORING SUMMARY REPORT
20	TEACH1	TEACH OVERSIGHT SUMMARY REPORT

6. Enter the following report parameters.

ENTER REPAY BEGIN DT: 10/01/2010

ENTER REPAY END DT: 09/30/2013

LOAN STATUS: ALL

LOAN PROGRAM TYPE: BOTH

SORT BY: 1 SSN

Note: The “Enter repay being dt” and “Enter repay end dt” fields represent the cohort period you wish to pull reports for. You can only request reports for three fiscal years. If you request more than three fiscal years, the report will be returned with no data.

Below is a table listing the acceptable date ranges.

FY	Enter Repay Begin Dt	Enter Repay End Dt
FY10	10/1/2009	9/30/2010
FY11	10/1/2010	9/30/2011
FY12	10/1/2011	9/30/2012
FY13	10/1/2012	9/30/2013

If you need further assistance determining which dates to enter, please contact Rick Tonn at rtonn@ecmc.org.

7. Click **Submit**.

8. Verify the parameters you entered are correct and click **Confirm**.

9. Once the report request is submitted, allow 24 hours for it to be delivered to your SAIG (TG) mailbox.

Request the Delinquent Borrower (DELQ01) Report

Follow the steps below to request the Delinquent Borrower (DELQ01) report. Alternatively, you can grant ECMC access to download NSLDS reports on your behalf. See the “Grant ECMC Access” section of this document for details.

1. Visit NSLDS website for schools at www.nslsdfap.ed.gov/nsls_FAP/default.jsp.
2. Click the **Click to Continue** button.
3. Enter your FSA User ID and Password and click **Login**.
4. Once logged in, click the **Report** tab.

- Find the Delinquent borrower report (DELQ01) in the list of reports and click the number in the first column to open it.

Report List

Search Report ID:

	Report ID	Names
1	DELQ01	DELINQUENT BORROWER REPORT
2	DER001	DATE ENTERED REPAYMENT REPORT
3	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL
4	DRC018	36 MONTH REPAYMENT INFO LOAN DETAIL
5	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT
6	FAT001	REQUEST FOR FINANCIAL AID HISTORY
7	GEDMP1	GE DEBT MEASURES BKUP BY PROGRAM

- Enter the following report parameters.

TYPE: EXTRACT

SCHOOL BRANCH ID: MUST BE VALUED EVEN IF BRANCH NUMBER IS 00

FEDERAL LOAN SERVICER: *

COHORT YEAR: *

DELINQUENT 31-89 DAYS: YES

DELINQUENT 90-149 DAYS: YES

DELINQUENT 150-209 DAYS: YES

DELINQUENT 210-269 DAYS: YES

DELINQUENT 270-359 DAYS: YES

DELINQUENT 360+ DAYS: YES

EXTRACT TYPE: STANDARD




SORT BY: 1 SSN

- Click **Submit**.
- Verify the parameters you entered are correct and click **Confirm**.
- Once the report request is submitted, allow 24 hours for it to be delivered to your SAIG (TG) mailbox.

Retrieve the NSLDS Reports

To receive the reports, you will need EDconnect software installed on your computer. If you do not have the EDconnect software, you can download it for free at www.fsadownload.ed.gov/softedconnect.htm.

Once the EDconnect software is installed and set up on your computer, follow these steps to retrieve your reports.

1. Launch the EDconnect software.
2. Click the **Transmission icon**  in the toolbar.
 - All data queued for sending to the SAIG and properly marked in the **Transmission Queue** are sent. All data queued for receiving from your mailbox and properly marked in the **Transmission Queue** are received, provided there are data files in your mailbox.
3. Once transmission finishes, click the **Mailbox Query icon**  in the toolbar.
4. Select the reports you want to download by clicking the checkboxes in the **Move to TO** column.
5. Click the **Transmission icon**  to save the reports to your computer.

Reminder: When sending the reports to ECMC make sure you use our secure file exchange site, Client Access Web (CAW) at www.clientaccessweb.com/ECMCS/login/secure.asp?Status.

Grant ECMC Access

Full-service clients are encouraged to grant ECMC access to download NSLDS reports on their behalf and eliminate the need for clients to request and retrieve these reports themselves. Clients will need to work with their ECMC contact to obtain the information needed to add a user, such as his/her SSN, date of birth, and mother's maiden name.

Follow the steps below to add ECMC as a user.

1. Visit the SAIG Enrollment Site at <https://fsawebenroll.ed.gov/PMEnroll/index.jsp>.
2. Click the **Primary Destination Point Administrator** link.
3. Enter your FSA User ID and Password and click **Login**.

4. Click **Manage Your SAIG Mailboxes**.
5. Click **Add NSLDS Online User Services**.
6. Complete the online form.
7. Click **Submit Form** on the Final Review page after verifying that the information entered is correct.
8. Click **Print Signature Pages**. This will open the signature page as a PDF.
9. Save the **Signature Pages PDF** to your computer.
10. Once saved, close the PDF to return to the signature page instructions and click **Next**.
11. Click **OK** when asked if you successfully printed the signature pages.
12. Print the **Receiving Confirmation** page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
13. Email the **Signature Pages PDF** to your ECMC contact. Your contact will obtain the proper signatures and mail the pages back to you.
14. Once you receive the signed **Signature Pages** from ECMC, sign them and mail them to the following address:

CPS/SAIG Technical Support
2450 Oakdale Blvd.
Coralville, IA 52241-972

Note: CPS/SAIG will only accept **original** documents. No photocopies, faxes, or emails.