

# Obtaining Summary Repayment Information from NSLDS

Note: To access a school's summary repayment information, an individual at the school must have an NSLDS User ID. This is a restricted data system, and each school has been assigned an individual User ID and password. To obtain an NSLDS User ID, contact CPS/SAIG Technical Support at 1-800-330-5947.

*Step 1: Log on to the NSLDS website by entering the NSLDS User ID and password and clicking "Login."*

Address: <https://www.nslsdfap.ed.gov/secure/logon.asp>

**NSLDS** PROFESSIONAL ACCESS  
National Student Loan Data System

Enter Login Details

This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

Username:

Password:




Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."

*Step 2: Once logged on to NSLDS, select the "Org" tab from the main menu bar at the top of the screen.*



*Step 3: Under the "Org" tab select "Repayment Information."*



*Step 4: View the school's summary repayment information.*

Numerator Date Range	Denominator Date Range	FFEL Num	FFEL Denom	%	DL Num	DL Denom	%	Dual Num	Dual Denom	%	Date Processed
06/2005-04/2005	08/2005-08/2004	0	58	0.0	09	3210	1.8	98	3203	1.8	06/25/2005
05/2005-04/2005	05/2005-04/2004	0	58	0.0	54	3198	1.8	54	3246	1.6	05/28/2005
04/2005-03/2005	04/2005-03/2004	0	65	0.0	50	3185	1.5	36	3241	1.1	04/30/2005
03/2005-02/2005	03/2005-02/2004	0	61	0.0	45	3185	1.4	45	3241	1.3	03/16/2005
02/2005-01/2005	02/2005-01/2004	0	57	0.0	48	3107	1.5	48	3143	1.5	02/08/2005
01/2005-12/2004	01/2005-12/2003	0	50	0.0	45	3106	1.5	48	3151	1.5	01/29/2005
12/2004-11/2004	12/2004-11/2003	0	5	0.0	25	3521	0.3	20	3857	0.6	12/25/2004
11/2004-09/2004	11/2004-10/2003	0	16	0.0	57	3019	1.5	47	3026	1.6	11/27/2004
10/2004-08/2004	10/2004-09/2003	0	16	0.0	45	3020	1.4	45	3029	1.4	10/30/2004
09/2004-08/2004	08/2004-08/2003	0	16	0.0	43	3017	1.4	43	3026	1.4	08/15/2004

# Obtaining Detailed Repayment Reports from NSLDS

You must use the NSLDS Web site to request detailed repayment information. Once the request has been made via the NSLDS website, the detailed file format is delivered to the Student Aid Internet Gateway (SAIG) mailbox associated with the NSLDS User ID making the request. EDconnect software is used to download the detailed file format from the user's SAIG mailbox. Therefore, in order to request detailed file format repayment information, the requestor must have an NSLDS User ID, an SAIG account, and EDconnect software. (For help in obtaining IDs and software, contact CPS/SAIG Technical Support at 1-800-330-5947.)

There are two types of NSLDS User IDs: an online services User ID and an online services and batch User ID. Be sure to use an NSLDS User ID that has been designated for receipt of batch files. [Receipt of NSLDS batch files is one of the options on the SAIG Enrollment Agreement.]

## SUBMITTING THE REQUEST TO NSLDS

*Step 1: Log on to the NSLDS website by entering the NSLDS User ID and password and clicking "Login."*

**NSLDS** PROFESSIONAL ACCESS  
National Student Loan Data System

### Enter Login Details

This system is LIMITED to approved use by AUTHORIZED personnel. Access by others is prohibited and unauthorized.

Username:

Password:




Address: <https://www.nslsdfap.ed.gov/secure/logon.asp>

Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking "I Agree."

*Step 2: Once logged on to NSLDS, select the "Report" tab from the menu bar at the top of the screen.*



*Step 3: Under the Report function, click on the blue number box to the left side of the screen for "Date Entered Repayment Report," "School Repayment Info Loan Detail," or "Borrower Default Summary Report."*

	Report ID	Names
1	DER001	DATE ENTERED REPAYMENT REPORT
2	ERC015	SCHOOL REPAYMENT INFO LOAN DETAIL
3	ERC005	SCHOOL COHORT DEFAULT RATE HIST RPT
4	FAT001	REQUEST FOR FINANCIAL AID HISTORY
5	OVR001	SCHOOL OVERPAYMENT REPORT
6	SCHDF1	BORROWER DEFAULT SUMMARY REPORT
7	SCHER1	ENROLLMENT REPORTING SUMMARY REPORT
8	SCHD1A	EXIT COUNSELING BY SSN
9	SCHD1B	EXIT COUNSELING
10	SCHD7B	TRANSFER MONITORING SUMMARY REPORT

*Date Range (DER001, SCHDF1) For two reports, you can specify a*

Step 4: Set the report parameters on the next page that appears.

**Report Format.** All three of the reports give you the option of receiving the data in **Extract** or **Report** format.

ID: DRC015 Type: -Select-  
 Name: SCHOOL REPAYMENT INFO

- ◆ With an extract a school can customize the data by querying and sorting the repayment information based on the school's individual needs.
- ◆ A report can be accessed using standard word processing software.

**Loan Selection (DRC015).** This option will determine which loans are included in the "School Repayment Information Loan Detail" report.

SCHOOL ID : 003749  
 LOAN SELECTION : -Select-  
 DENOMINATOR DATE RANGE : -Select-  
 NUMERATOR DATE RANGE : -Select-  
 Sort By: -Select-  
 Output Medium: SAIG

- ◆ "ALL" — contains all of the loans included in the denominator only and numerator only reports.
- ◆ "DENOMINATOR ONLY" — contains all of the loans that entered repayment during the first 12 months of the most recent 24-month period and did not default during that 24-month period.
- ◆ "NUMERATOR ONLY" — contains only those loans that entered repayment during the first 12 months of the most recent 24-month period and defaulted during that 24-month period.

date range for the students.

- ◆ **Date Entered Repayment (DER001)** Report will show student borrowers with loan history who are scheduled to go into repayment during the specified date range. Borrowers returned will be in current attendance at the requestor's school.

OPEID : 00374900  
 DT SCHED TO ENTER REPAY BEGIN : MM/DD/CCYY  
 DT SCHED TO ENTER REPAY END : MM/DD/CCYY  
 Sort By: -Select-  
 Output Medium: SAIG

- ◆ **Borrower Default Summary Report (SCHDF1)** Report will show all loans that currently have a defaulted loan status (DB, DL, DO, DT, DU, DW, DF, or DZ) and a loan status date that falls within the requested date range.

LOAN STATUS BEGIN DATE : MM/DD/CCYY  
 LOAN STATUS END DATE : MM/DD/CCYY  
 LOAN PROGRAM TYPES : -Select-  
 Sort By: -Select-  
 Output Medium: SAIG

**Loan Type (SCHDF1)** You can specify that Direct Loans, FFEL, Perkins, or "All" be included in the "Borrower Default Summary Report."

LOAN PROGRAM TYPES : -Select-  
 Sort By: -Select-  
 Output Medium: SAIG

**Sort By** This option will determine the order of the report/extract.

### School Repayment Loan Detail DRC 015

Sort By: --Select--  
Output Medium: --Select--  
1 SSN  
2 CLAIM CODE, SSN  
3 LOAN STATUS, SSN  
Submit

- ◆ "SSN" sorts the borrowers in Social Security Number order.
- ◆ "CLAIM CODE, SSN" sorts by claim code and then by SSN.
- ◆ "LOAN STATUS, SSN" sorts by loan status code and then by SSN.

### Date Entered Repayment DER 001

Sort By: --Select--  
Output Medium: --Select--  
1 SSN  
2 Name  
3 DER

- ◆ "SSN" sorts the borrowers in Social Security Number order.
- ◆ "Name" sorts by the borrowers name.
- ◆ "DER" sorts by the Date Entered Repayment.

### Default Loan Summary SCHDF1

Sort By: --Select--  
Output Medium: --Select--  
1 SSN  
2 LAST NAME  
3 LOAN STATUS DATE  
Submit

- ◆ "SSN" sorts the borrowers in Social Security Number order.
- ◆ "Last Name" sorts by the borrowers last name.
- ◆ "Loan Status Date" sorts by the Date Entered Repayment.

**Step 5: Verify that the information is correct and click "Confirm."**

A message will appear indicating the request was successfully submitted.

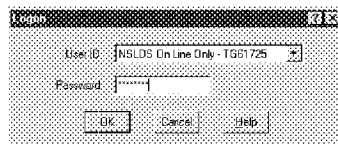
If the repayment information is requested before 10 a.m. EST, the file should be available by the end of that business day. If the repayment information is requested after 10 a.m. EST, the file should be available by the next business day.

After completing these steps, a school can return to Step 4 and select the other option if the school so wishes. That is, a school that selects an extract at Step 4 can return to that step and also select a report.

# Downloading Repayment Information from the SAIG Mailbox

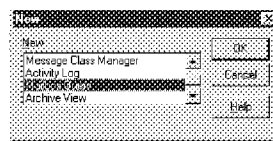
Before downloading the repayment information from the SAIG mailbox, ensure the ID you used when logging on to the NSLDS website is set up in the EDconnect software. If this has not been done, contact CPS/SAIG Technical Support at 1-800-330-5947.

**Step 1:** Log onto the Edconnect software using the User ID associated with the NSLDS User ID that made the request for repayment information.

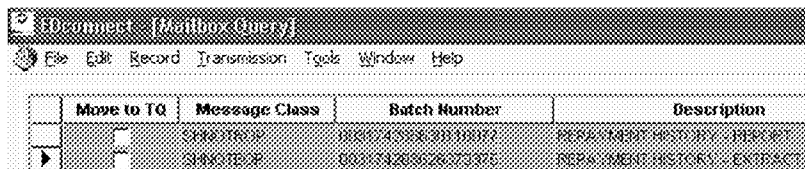


**Step 2:** Select **Now** from the Transmission menu.

**Step 3:** Once EDconnect has finished processing the **Transmission Now** request, select "Mailbox Query" from the New option on the File menu.



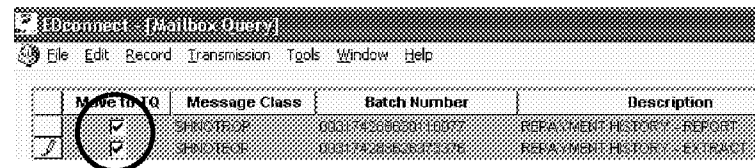
**Step 4:** EDconnect will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the repayment information that was requested.



The message classes for repayment information consist of eight letters:

- AHSLDSOP Date Entered Repayment (Report) DER001
- AHSLDEOP Date Entered Repayment (Extract) DER001
- SHNOTROP School Repayment Information Loan Detail (Report) DRC015
- SHNOTEOP School Repayment Information Loan Detail (Extract) DRC015
- AHSLDSOP Default Loan Summary Report (Report) SCHDF1
- AHSLDEOP Default Loan Summary Report (Extract) SCHDF1

**Step 5:** Place a check mark in the **Move to TQ** column next to the message class associated with the requested repayment information.



**Step 6:** Select **Now** from the Transmission menu.

EDconnect will download the file to the designated directory. At this point, a school can rename the file. A school may wish to name a file for the date the file was downloaded.

**Step 7:** Access the file.

For questions about the SAIG mailbox or downloading files, contact CPS/SAIG Technical Support at 1-800-330-5947.