



Technical Update GA-2012-04

July 6, 2012

Enhancements to NSLDS Enrollment Reporting Including GA Enrollment Notification File Setup

This information is intended for the person in your organization who is responsible for working with the National Student Loan Data System (NSLDS). Please ensure the appropriate person receives this update.

Introduction

We informed the community of enhancements to the National Student Loan Data System (NSLDS) Enrollment Reporting process in the April 6, 2012 Technical Update [GA-2012-03: Enhancements to NSLDS Enrollment Reporting and the Enrollment Notification File](#). The purpose of this Technical Update is to provide additional information in regard to receiving enrollment data directly from NSLDS and to feature two new Web pages that guaranty agencies (GAs) may use to enhance the loan servicing process – Enrollment Push to Roster and Address History.

Receiving Enrollment Data Directly from NSLDS

NSLDS is now providing notification files to lenders/lender servicers and Perkins Loan data providers to use as their source of certified enrollment data. As stated in the previous GA Technical Update, “The enrollment data received from NSLDS is the data the Department considers to be the certified record from the school and the record upon which servicing action should be taken. Entities receiving data directly from NSLDS will use the NSLDS records as the ‘actionable’ information.”

The steps to set up a GA’s Student Aid Internet Gateway (SAIG) TG Mailbox to receive data directly from NSLDS are described below.

The GA’s Primary Destination Point Administrator (PDPA) will log in to the [SAIG Enrollment Web site](#) and choose “Manage Electronic Services.”

830 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

SAIG Enrollment Form

 **START HERE
GO FURTHER**
FEDERAL STUDENT AID®

SAIG Enrollment

Home Information for Financial Aid Professionals Help/FAQ Contact Us About Us Exit

SAIG Enrollment Information

- SAIG Info
- Who Is Eligible
- What You Need to Enroll
- FSA User ID Registration**
- Print Documents
 - Print User Statement
 - Print Enrollment Signature Documents
 - Print Designee Signature Pages
- Related Sites**
 - FSA Download
 - FAA Access to CPS Online
 - SAIG Portal
 - FSATech Listserv Enrollment
 - E-Campus Based/FISAP
 - COD

Primary Destination Point Administration Management

Manage Your SAIG Mailboxes

Select this option to perform any of the following functions related to your organization's SAIG mailboxes (TG numbers) and NSLDS participant accounts:

- Add a new SAIG mailbox
- Add or remove services for an existing SAIG Mailbox or NSLDS user services
- Change demographic information for a SAIG Mailbox or NSLDS user services
- Delete a SAIG Mailbox or NSLDS user

Add NSLDS Online User Services:

Select this option to add new users for NSLDS Online services for your organization.

Manage Electronic Services:

Select this option to perform any of the following electronic services functions:

- Add or delete user accounts
- Change demographic information for user accounts
- Add or remove services for user accounts

Validate Your Organization's SAIG Mailboxes

Primary Destination Point Administrators can select this option to validate a list of all the active SAIG mailboxes (TG numbers) assigned to their organization.

Next, select “Modify existing services for a Destination Point” and navigate to the Modify Existing Destination Point Services page:

START HERE
GO FURTHER
FEDERAL STUDENT AID

SAIG Enrollment

Home Information for Financial Aid Professionals Help/FAQ Contact Us About Us Exit

SAIG Enrollment Information
FSA User ID Registration
Print Documents
Print User Statement
Print Enrollment Signature Documents
Print Designee Signature Pages
Related Sites
FSA Download
FAA Access to CPS Online
SAIG Portal
FSATech Listserv Enrollment
E-Campus Based/FISAP
COD

Make your selection below:

[Add a new Destination Point \(TG number/mailbox\)](#) ⓘ

[Modify existing services for a Destination Point](#) ⓘ ←

[Change Demographic information](#) ⓘ

[Delete a Destination Point \(TG number/mailbox\)](#) ⓘ

Enter the TG Number to which NSLDS Enrollment Notification Files should be sent:

Home Information for Financial Aid Professionals Help/FAQ Contact Us About Us Exit

SAIG Enrollment Information
FSA User ID Registration
Print Documents
Print User Statement
Print Enrollment Signature Documents
Print Designee Signature Pages
Related Sites
FSA Download
FAA Access to CPS Online
SAIG Portal
FSATech Listserv Enrollment
E-Campus Based/FISAP
COD

Modify Existing Destination Point Services

Modify, add or remove enrollment services for Destination Point: TG

In order to login with the TG number entered above, you must be either the Primary Destination Point Administrator (Primary DPA) or Secondary DPA of that TG Number.

Previous Next

FSA User ID Registration	<p>Step Two: Destination Point services at your organization.</p> <p>Select the application system(s)/services(s) to add.</p> <p>Note: This will not change any current enrollment information for batch services unless noted in the enrollment</p> <p><u>Borrower Services</u> Do you want to add a GA code to this destination point to submit and receive any of the following Borrower Services files? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Treasury Offset Process (TOP) Mandatory Assignment Process National Directory of New Hires (NDNH) IRS Skiptrace Conditional Disability Discharge (CDD)</p> <p><u>FMS</u> Do you want to add a GA Code to this destination point to submit files to/receive files from the Guaranty Agency Financial Reporting System (GAFR)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><u>NSLDS Batch</u> Do you want to add a GA Code to this destination point to submit and receive any of the following NSLDS batch files? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Financial Aid History Batch Enrollment Reporting (formerly known as SSCRs) Batch GA/Federal Loan Servicers Loan Data Loan Processing and Issuance Fee (LPIF) Back-up Detail Account Maintenance Fee (AMF) Back-up Detail Annual Reasonability Back-up Detail (Quarterly and Annual Calculations) Exit Counseling Reports</p> <p><u>NSLDS On-line</u> Do you want to add a GA Code to this destination point to view or to update on-line any of the following NSLDS information? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Print Documents	
Print User Statement	
Print Enrollment Signature Documents	
Print Designee Signature Pages	
Related Sites	
FSA Download	
FAA Access to CPS Online	
SAIG Portal	
FSA Tech Listserv Enrollment	
E-Campus Based/FISAP	
COD	

Provide the GA Code, click the “Yes” button, and provide the effective date on the next page:

- SAIG Enrollment Information
- FSA User ID Registration
- Print Documents
 - Print User Statement
 - Print Enrollment Signature Documents
 - Print Designee Signature Pages
- Related Sites
 - FSA Download
 - FAA Access to CPS Online
 - SAIG Portal
 - FSATech Listserv Enrollment
 - E-Campus Based/FISAP
 - COD

Add a new service for the new Destination Point

NSLDS Batch Service

For which guaranty agency (GA) do you want this destination point to submit and receive [NSLDS](#) batch files?

[GA Code:](#)

Financial Aid History

Will this destination point receive batch [Financial Aid History](#) (FAH) - (available only through SAIG mailbox)? Yes No

Enrollment Reporting

Will this destination point submit and receive [Enrollment Reporting information](#) ? Yes No

If yes, enter the effective date of action*:

**Please enter this date in "mmddyyyy" format.*

Finalize the added application service by continuing through the pages to the Signature Page Instructions page:

START HERE GO FURTHER
FEDERAL STUDENT AID

SAIG Enrollment

Home Information for Financial Aid Professionals Help/FAQ Contact Us About Us Exit

Signature Page Instructions

You have successfully completed (1) **Step One**, identifying yourself and (2) **Step Two**, identifying the services you would like to add/modify. You are about to complete (3) **Step Three**, providing the destination point signature(s) and (4) **Step Four**, providing the authorizing official signatures of your organization and any necessary authorizing official signatures for the institutions you are servicing.

Step Three: Responsibilities of the Destination Point Administrator.

The U.S. Department of Education is required to collect the signature for each destination point administrator identified in Step Two. Each destination point administrator **must read and sign** this statement. All the original signature documents **must be submitted to: CPS/SAIG Technical Support**.

A copy of each signed and dated statement must be maintained by your organization. Once we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send you your SAIG TG and customer numbers.

Step Four: Certification of the President/CEO/Chancellor.

The U.S. Department of Education is required to collect the signature of the chief officer of the organization (President, CEO, Chancellor, equivalent person, or Designee) for each destination point administrator identified in Step Two. (Please note that in order for a person to be recognized as the "official" designee of an organization, SAIG must have on file the designee signature pages with the organization's signature.)

Once the process is complete, SAIG will notify NSLDS of the TG Mailbox to use for the receipt of the Notification files. Generally, these files are processed every Monday, following any data provider loads received over the weekend.

NSLDS will continue to send the current notification file format with message class GASSCROP. As soon as you are prepared to receive the enhanced notification file with the additional fields, please call the Customer Support Center at 800/999-8219. We will switch your preference to the enhanced format, and you will begin receiving term dates and addresses as they are provided with the schools' certifying the enrollment data. Also, the file will include an active ("F", "H", or "A" status) enrollment certification record for any alternate school, if one exists on the database, when a school reports a student as withdrawn, graduated, or never attended.

The enhanced notification file layout is available in the NSLDS Record Layouts section on the IFAP Web site. The Enrollment Notification file will be sent from NSLDS with the new SAIG message class EFNOTFOP. GAs must be prepared to receive this file layout by **March 31, 2013**.

Featured New Web Pages

To further assist you in monitoring your borrowers, NSLDS has established two new Web pages on the [NSLDS Professional Access Web site](#) – Enrollment Push to Roster and Address History.

Enrollment Push to Roster

The “Enrollment Push to Roster” functionality allows you to add a student to a roster in order to receive a certified record of attendance at a particular school. Start by entering the student identifiers and retrieving the Enrollment Summary page. A new button has been added labeled “Enrollment Push to Roster.” If you do not see that the school you believe the student is currently attending is listed or you believe the enrollment they have certified is incorrect (i.e., a report of never attended), click on the “Enrollment Push to Roster” button. This will add the student to the school’s portfolio to appear on their next roster and on the enrollment maintenance online pages for certification.

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	FSA NSLDS COLLEGE	00301000	Half Time	08/09/2010	11/30/2013	05/02/2012	NSLDS Web
2	FSA NSLDS COLLEGE - ATLANTA	00301004	Withdrawn	08/09/2010	N/A	05/13/2012	NSLDS Web

Enter the OPEID on the next page:

Enrollment Push to Roster

Push to OPEID: 00001400 Org Search

Submit

Click on Submit and you will see that the student was successfully added:

Enrollment Summary

Student successfully pushed to roster.

Once the school receives their roster or updates the enrollment online you will receive a record in your weekly notification file.

Address History

The “Address History” page has been created to display the addresses that have been reported to NSLDS. Addresses are provided by schools, GAs, and the Department’s federal loan servicers. In addition, students may provide addresses using a new page on the NSLDS Student Access Web site. All users may view these addresses via the [NSLDS Professional Access Web site](#), by accessing the Address History page under the Aid tab.

The page displays a “Good” column which, when checked, indicates the source believes it to be a valid address. You will also view the Effective Date, Address, and the reporting entity (“Source”).

	Good	Effective Date	Address	Source
1	✓	06/15/2012	Street Line 1: 789 LINGER LANE Line 2: APT. 6 City: CORBIN State: NY Country: UNITED STAT Postal Code: 12365	STUDENT

When more than one source has provided a permanent address for the student, all addresses in the NSLDS can be viewed from this page. You may choose to Display “All” or only those addresses marked as “Good” in the database.

If you have any questions, please contact the NSLDS Customer Support Center at 800/999-8219 or by e-mail at NSLDS@ed.gov.