Larry Parker: Welcome to the NSLDS hands-on session. My name is Larry Parker. I'm from the Department of Education NSLDS. Today, I have with me a whole host of folks, so we're gonna make sure that if you have any questions that we're gonna try to answer it. At the same time, when we do our presentation and let you do the hands-on, we're gonna try not to talk as much, because the whole purpose of this is for you to log onto NSLDS, navigate, and we'll be walking around to assist you if you have any questions. So, I'm gonna give you a brief highlight of how to log into the system, tell you how to get to it, and we have some exercises, too, and that's what the forms are on the desks, and we'll be helping you to complete those as we go along.

With me today, let me start up front, we have Judy that's gonna be driving with us, driving the computer mainly in the beginning. We have Oliver that's gonna do the second part of the short presentation. We have Jose that's gonna be walking around, also helping out with questions. In the back, we have Glenn. We have Ron, who is our boss. He's not gonna do anything too much, I don't think. We have Eric and Rod. Okay. So, let's go ahead and get started in the interest of time. In order to get to NSLDS, for now, you do need a user ID and password, and of course you need to know what our website is. For financial aid professionals, of course it would be NSLDSfap.ed.gov. Now, when we log in today, you will be logging into our training database. That's gonna be at NSLDStraining.ed.gov, but you won't need to know that because I think the computers are set up where all you need to do is click on ________ it's already at that particular link.

When we ask you to log in, each computer has a user ID, and we're all gonna use the same password, okay? So, we'll go ahead and get started. I'm gonna ask Judy to log in, and she's gonna go to NSLDStraining.ed.gov just to show you how to get to the system, and then I'm gonna point out a few screens and tell you something about them. I'll also show you some of the navigational areas, and then go from there. So, when you go to NSLDS.fap, when you're back at your site – here, training.ed.gov – this is our login page. You're gonna be asked for a user ID. Again, when we turn it over to you, the user ID that you will use is the one that's on this sheet, and there's two people to a computer. Also, the password is on your sheet, so Judy is going here and doing that for us.

The first screen that you're going to see is the Privacy Act screen. There, you'll just let us know that you accept the Privacy Act conditions and move on. If not, you can cancel ______ log out, and say goodbye. Next, you're gonna be taken to a capture screen.

There, you're gonna need to key in the information. Most systems use this now, so all of you should be familiar with that. From there, you're gonna be taken to a screen of rules and behavior, and that just says that you're gonna use the NSLDS system in a correct manner, and you'll just read it, click Okay and keep on going. If not, of course you can cancel and log out. Here, _______ annual acknowledgement. That's annual, so you won't see this each time that you log in, and just click on Review, and the same thing with the other security pages, continue to click Next –

Audience: As you read it.

Larry Parker: – as you read it. I would say as you read it. Don't skip it. Read it, then click Next. You didn't hear that from me. Read it, then Next. Okay. The next one, too. This is on the annual stuff. "I have read and I accept." Okay, you're gonna be taken to the main menu page of NSLDS, and, again, I'm just gonna quickly highlight some of the tabs at the top. The main menu, of course, is the first screen that you'll be taken to. There, you're gonna see other tabs at the top for our Aid section, Enroll section, Org, Report, Transfer Student Monitoring. Right below, there's a navigational bar to show that you're now on the menu page. There's a Change Password in case you need to do that at some point in time. System Requirements, Contact Us, Frequently Asked Questions. We try to put all the questions that we have received and give you the answers that generally provide it. Also, Download, Help, and you'll always be told how you're logged on ________ be you and the school. Right below that, if we need to push out a message to you, that's our message screen. Sometimes, the entire message will be there, maybe not. If it's not there, all you would need to do is click on it.

Right next to that is what's found in each _______ in each area that we have. Under the Financial Aid area, of course we'll have the loan history, overpayment list, grants, delinquent borrowers, and so forth and so on. Next to that, we have our enrollment section, which is where you would do most of your enrollment work. If you need to go in and, let's say, update the enrollment for a student, and so forth, that's where you would go. And Oliver, _______ turn it over to him, he's gonna be walking, or showing you some of the enrollment pages. Next to that is the Transfer Student Monitoring section, and that is if you're participating in our transfer student monitoring process, this is where you could actually participate online. You could go in and give us a student that you want us to monitor, and you could just key it in, and we have an exercise like that that we're gonna do quickly.

So, that just points out what you actually see on the first main menu page. What I want to do is quickly show you, under the Aid tab – oh, by the way, if you don't have a user ID and password, you can always go to FSAwebenroll.ed.gov to get information on that, and, at the same time, since you're here at the conference, you could also stop by the SEIG booth in the computer lab and they can give you more information on how to get a NSLDS user ID and password, which is required for now, as much as I can say. That's another session. Okay, what we're gonna do is ask Judy to go ahead and key in a student. So, we're gonna go ahead and take a quick look at the loan history page. We wanted to show you this page because we feel that is one of the most important pages, and because many of you use the same information that we have on the loan history page to do what you need to do in order to determine eligibility. It's gonna be very similar to what you see when you get – well, what you do see when you look at the ISIR.

So, Judy is keying in a student, and all I'm gonna do is just point out some sections on it, because I want to get you on the computer. As you see, this particular student has name history. If you ever go to your screens, if you see an H up there, that just means that student has name history, NSLDS. You can click on the H and see what history we have there. At the same time, the Social Security number for that student will be right below the name, but it will be masked. If you just scroll over the plus sign, you'll get the full SSN. Right below that, Judy did click on the name history to show the name history. If you go back, right below that, loan history information, which will actually give you the aggregate information, what amount the student may have received in sub, un-sub, and so forth, whether they're grad or undergrad. All will be placed in the appropriate categories.

Right below that, we give you Master Promissory Note information, loan summary. The loan summary, which is a little different than what you will see on the ISIR, here you will get a complete a loan history. On the ISIR, you get the top six, I believe, in a priority order. But at NSLDS, we give you the full loan history, and if you need to see any detail for the loan, you could just click on the number. It'll take you to a detail page for that particular loan. Also, what you're used to seeing on _______ in ISIR, real quickly, is – well, Judy is scrolling down to show you more detail of that particular loan. What you're also used to seeing on ISIR is grant information. This particular student – does it have it? Okay, this student doesn't have grant information, but if she or he did, the entire grant history would be there, whereas on the ISIR, you just get the current year. Also, what else I wanted to point out here, if you ever need to key in any aid overpayment information into NSLDS, all you would need to do is click on the Aid Overpayment List, and because this student has no aid overpayment registered at this time, you would just click on Add Aid Overpayment, key in the type aid overpayment that it is, and then answer the question as far as – indicate a date, which is _______ what type of aid overpayment is, and – oh, we added that, okay – outstanding _______ balance, and so forth.

Okay. I'm gonna go through next just the highlight or brief view of just the Report tab. Oliver is gonna walk you through the Enrollment tab and then talk to you about that. When you click on the Enrollment tab, these are the reports – or no, yeah. Yes, I said it wrong. When you click on the Report tab, these are the reports that you as a school have access to. In order to request a report, all you would need to do is click on the blue number next to the report that you want to request, okay? You would need to let us know in the type whether you want this report to be an extract or a report. Extract means that you just want to get the raw data, and that data you can pull into, say, your homegrown system and manipulate it any way that you wish. At the same time, if you wanted to get the information as a report, you would let us know that. Then, you would just give us the parameters that we asked for for that particular report.

[Side conversation]

Okay, what we're gonna do now is – enough talking on my part. We're gonna go ahead and turn over the computer to you, because the first exercise, and the reason why I went fast and the reason why I skipped over the other section is because the first exercise is a report exercise. What I would like to do is we're gonna turn over the computers to you, I would like for each of you to pull out the sheet that's on your desk and click on – is it already there?

Unknown Female: *[Inaudible comment]*

Larry Parker: Okay, good. He's gonna release the computers for you and allow you to log into NSLDS.

[Side conversation]

Okay. Is everybody seeing the first screen _______ to click on the link? Normally, it should go there automatically. Yes, okay. We are there. Everyone has the login page? Okay. Please take out your sheet. With the user ID that you have, go ahead and key in the user ID and the password that we're using today. I'll give you a couple of minutes to do that.

[Side conversation]

Are we all in? Is everyone logged in? Raise your hand if you're not. Okay.

[Side conversation]

Okay. We're gonna ask that you go ahead. If everyone is logged in, we're gonna ask that you go ahead and do Exercise 1 in reference to requesting a report, and the reason why I stopped there, because that is the first exercise, and hopefully, even though I talk quick, hopefully you're paying attention as to how to request one, and it's really simple.

[Side conversation]

I'll read the exercise for you. "You have gotten help to try to work with students to prepare prevent defaults. You decide you will put the delinquency borrower report so you can start a calling campaign," and it says to go to the Report tab and request the report for all your students, campuses.

Audience: *[Inaudible comment]*

Larry Parker: Yes, I showed you.

Audience: *[Inaudible comment]*

Larry Parker: I showed you. Okay. As a repeat, someone asked were they supposed to know how to do that. As a repeat, how do you request a report from NSLDS? After you've logged in, you'll go to where? Report tab, and I think the exercise asks that you request a delinquency borrower report, which is the first one on the report list.

Audience: *[Inaudible comment]*

Larry Parker: Right. Once you click on the number for the delinquency borrower report, you'll ask parameters, which you just had.

Audience: *[Inaudible comment]*

Larry Parker: Yeah, you're good. Okay. You'll need to just key in the parameters for the first report.

Audience: *[Inaudible comment]*

Larry Parker: Okay, just – whatever you wish, because the key is we're not actually running the – are we? No, we're not actually running the report. We just want to show you how you actually go about doing it, so whatever you put in is fine.

Audience: *[Inaudible comment]*

Larry Parker: Yeah. Right. So, then, what we wanted you to do is to take a few minutes – yeah?

Unknown Female: *[Inaudible comment]*

Larry Parker: Okay. I'm being told that you can submit the report, so go ahead and submit it, because I thought I saw results for someone. Yes?

[Side conversation]

How is everyone doing? Question?

Audience: *[Inaudible comment]*

Larry Parker: Yes. Normally.

Audience: *[Inaudible comment]*

Larry Parker: Yes, our own website. Yes?

Audience: *[Inaudible comment]*

Larry Parker: There's a difference. The _______ report list _______ reports that you can actually get right online, whereas these go to your SEIG mailbox. Okay, what the second part of the exercise asks you to do is go to the log icon that was on the original Report tab, okay? Judy, can you go back to that?

Judy: __________.

Larry Parker: Did everyone get the icon saying Report Successfully Submitted? Okay. Okay, the second part of the exercise asks that you go and look at the report log just to make sure that it was run. Most of you already got the information saying that it did run, okay? So, I would say that the exercise was successful in your part. You did well. Okay, anyone have any questions before we move on? We all good?

Audience: *[Inaudible comment]*

Larry Parker: Yes.

Audience: *[Inaudible comment]*

Larry Parker: Just leave it as an asterisk so you don't put anything else in. Okay, _______.

Audience: Oh, okay. I already did it.

Larry Parker: Yeah, you already did. Yeah. Okay, if we're good, we're gonna move on to the next area, which will be Transfer Student Monitoring. Transfer Student Monitoring, as we all should know, is where we allow you to tell students that may be coming to your institution as a transfer student, whereas you would like for NSLDS to monitor those students to see if any information or financial aid information has changed since the last time an ISIR was generated. So, if you've got a transfer student coming to your campus, you can let us know who those students are, we will monitor those students for any changes in the financial aid that they may have received, or any financial they may receive after an ISIR was generated, and you can tell us how long that you would want us to monitor that student.

Now, what we'll show you today is how to input a student online through our online _______ Transfer Student Monitoring. If you have a large number of students coming to your campus and you want NSLDS to monitor them, please think about using the Transfer Student Monitoring batch process. The batch files are located on IFAP. Actually, we just did an update for the batch file layouts about two weeks ago. We only changed ______ value for one field, so it wasn't much of a change, and we want you to, of course, if you're gonna participate by batch, to please go ahead and take a look at the new batch file layouts. But what we're gonna do here today is actually show you how to add a student to be monitored on the web, and this would be one student at a time. So, all you would need to do, which Judy is already showing, is add student to Transfer Student Monitoring list.

Now, how she got there, of course, was she clicked on the Tran tab, she went directly to the Transfer Student Monitoring list. If you already have students there, you would already have a list there. If this is the first time that you're adding a student, you would click on the button that says Add Student, and we're gonna go ahead and add one. Because this student already has information in NSLDS, most of the information is already pre-populated for that student. All you would need to do is tell us date of birth – it will already be there – the enrollment begin date, which will be the begin date or the date your student is planning to enroll at your institution, and the monitoring begin date. More than likely, you can leave it as the same date as the enrollment begin date. There are some flexibility as far as providing a different date, but for right now we can just leave it at the same date, and then all you need to do is hit Submit. Judy, do you remember the name of that student?

Judy: Huh?

Larry Parker: Do you remember the name of that student that you just added? So, if you scroll down there, that student that Judy just added should be on the Transfer Student Monitoring list. What was the name of that student, Judy? You'll get an icon saying the student was successfully added.

Audience: *[Inaudible comment]*

Larry Parker: Well, what I was showing you is how to add a student to Transfer Student Monitoring. What we're gonna do in a minute is allow you to do it. That's the next exercise. Some of you, I think, have already moved ahead of me. Okay, is there any question as to how to add a student, first, before I give you the exercise? Did you understand what I was saying? Okay? Okay.

Audience: *[Inaudible comment]*

Larry Parker: How do you get over there? Okay, we're gonna go ahead and ask that you take out the handout again, and go ahead and add a student to Transfer Student Monitoring. It's real simple. Just follow the procedure that I just showed you. You would click on the Transfer Student Monitoring tab, and I think here you have two students to add.

Audience: *[Inaudible comment]*

Larry Parker: You can key in the last name.

Audience: *[Inaudible comment]*

Larry Parker: Yeah, we only _______ on first name. Yeah. Okay, so go ahead and follow Exercise A.

Audience: ______ monitoring date?

Larry Parker: You can put today's date if you want to.

Audience: *[Inaudible comment]*

Larry Parker: It's on their system?

Audience: *[Inaudible comment]*

Larry Parker: Yeah. How are we doing? Okay.

Unknown Male: They can just make up a last name.

Larry Parker: Yeah, that's what I gave her.

Unknown Male: You told them?

Larry Parker: Yeah.

Unknown Male: Did you tell everybody?

Larry Parker: No. You can just make up a last name ________ *[laughing]*. That's a trick question.

Audience: *[Inaudible comment]*

Larry Parker: Yes, it's blocking it.

Audience: *[Inaudible comment]*

Larry Parker: Yeah. Well, that's why I wanted one already for them.

Unknown Female: Huh?

Larry Parker: That's why I already wanted one for them, so they wouldn't have to do that.

Unknown Female: *[Inaudible comment]*

Larry Parker: Nuh-uh. You were saying to have them go back to the Aid tab, and then click _______ student.

Unknown Female: Yeah, do the second student.

Larry Parker: Okay, okay. Okay, so have them –

Unknown Female: ______ they only have to do the SSN, first name and –

Larry Parker: – okay, so you want them to key in the second student?

Unknown Female: Second student.

Larry Parker: Okay, not the first one?

Unknown Female: Not the first one.

Larry Parker: Too late.

Unknown Female: ________ transfer –

Larry Parker: Oh, okay. Okay. The second part of the exercise – hello? The second part of the exercise is to add the second student. The first student was already pre-populated because it was part of the aid history page. The second part of it is to go ahead and add the second student as a transfer on your transfer list, okay? The first one I hope you already added, right? Hopefully. Any questions? Are we having any problems with someone that couldn't? No? So, what I would like for you to do now is to go ahead and add the second student. The second student, you will need to key in the information, because the first student was already pre-populated because it was from the financial aid area. The second student, you would need to key in the student's information. The whole goal here is to show you how to add a student to Transfer Student Monitoring, and to show you how that student appears on the Transfer Student Monitoring list. Does all of these have alerts?

Unknown Female: _______ put the student in here with ________ and now we're gonna click on this Add Student to Monitoring List from the _______. See where I am right here? _________.

Larry Parker: Mm hmm. Okay, so you want to add another student?

Unknown Female: *[Inaudible comment]*

Larry Parker: Hmm?

Unknown Female: That's Student 2 that we entered ________, and now we're adding –

Larry Parker: I thought that was Student 1.

Unknown Female: Well, that one is from the _________.

Larry Parker: Okay. All right. I'm gonna just go ahead and just show them – do we have alerts in there for all of them?

Unknown Female: Yeah.

Larry Parker: Okay.

Unknown Female: Not ________.

Larry Parker: None at all?

Unknown Female: Yeah, it says just go in and review your alerts.

Larry Parker: Okay, we'll go ahead. How are we doing? We okay? All right, we're gonna go ahead and just have you to look at an alert page. I'm hoping, if you go back to Student Transfer Monitoring list, that you have some students that have an alert, and the way that you would know that the student have an alert is that there should – Judy, could you go to that _______ page, the list? We're gonna ask Judy to bring up the list again, and I'm gonna point out what you'll need to see and review on the alert page. Okay. Hopefully, all of you at least have the list available, and let's say if you had gave us this student to monitoring, and their financial aid changed since the last time an alert or a ISIR was generated. Let's say the student received more loan or less loan, or more grant or whatever. If you asked us to monitor that student for a period of time, we will send you an alert saying that something has changed, loan or grant, for that student since the last time ISIR was changed. We will send you an e-mail, and by you participating in the Transfer Student Monitoring process, we would tell you to go ahead and look for that particular change. You participated in it based upon a profile sheet that you would normally fill out.

I didn't go to the profile page here, but the profile page pretty much tells us how you want to participate in the program, whether you want to add students to NSLDS online, whether you want to do a batch process, and who would be the main person that we would contact should there be a change in transfer student monitoring or aid information. So, if we send out an alert to you – and that is an example of the profile page. That's what you would normally fill out before you participate in the process, but, in the interest of time, we didn't go there. But if you go back to the alert ______, if we send you information saying that aid has changed since the last time that an ISIR was generated, on the list page will be the little warning icon to indicate that an alert was generated for that student. If you want to see what the alert was, all you need to do is at the top there is a Monitoring Alert Review page – oh, you're gonna do it that way?

Audience: *[Inaudible comment]*

Larry Parker: Yeah, you can. No, that's the update. Go to the Monitoring Alert Review page. On the Monitoring Alert Review page, for the students that received alerts, you are told what actually changed, whether it was a loan or a grant, and if you click on the loan or grant, it'll take you to our loan page of the changed loan. If you click on Grant, it'll take you to our grant page so you can see what may have changed, the grant amount that may have changed since the last time you reviewed it. Now, once you actually review one of those, it actually drops down to the bottom on the alert page to say that you have already reviewed that particular alert. So, it's a valuable tool, whether you participate online or whether you do it by batch, and we want all of you to participate in Transfer Student Monitoring because that is the way you are able to find out if information has changed since, let's say, you reviewed a student for ______ eligibility.

So, I thank all of you for the first part of this. There will be more exercises, and Oliver is gonna take over from here and walk us through the enrollment section, which is very important because there's some key stuff he wants to go over with, especially the new GE screens that we have, and also he's gonna walk you through the update section, okay? So, thank you for your attention, and we're gonna keep going with this, and Oliver is gonna take over from this point, okay?

Oliver: Okay. Can everyone hear me all right? You guys having fun so far? Okay, so as you all know, you're required by the Department of Education to report enrollment information. Even if you have a third-party servicer, you should know how to do this, and we're gonna try to teach you the skills today to do some of the things. So, under the Enroll tab, we have several different pages. We have Enrollment Summary, where there's summary level enrollment information. We have Enrollment Add, as Judy's showing us. You can add students. I'm not sure, is it up to 20 students at a time, or –

Judy: I think it's ______.

Oliver: – 30 students at a time. You enter in the SSN, the first name, and the date of birth. You also have the Enrollment Update page, and here are the different search options. You can type in a last name, the beginning of the SSN, or even the whole SSN, other information, or you just click Retrieve, and all your enrollment information comes up. And so with this enrollment information, you can click on the linkable number and get the detailed enrollment information for that particular student and see where they're enrolled, the OPEID, their status, the effective date, the anticipated completion date, which is ACD, the certification date, and also the certification method. So, we'll navigate back up to the top, and there's a couple other things that we're not gonna go over today. There's an enrollment reporting schedule, where you can set up your schedule for enrollment reporting. Pretty straightforward. There's exit counseling submittal, and then we're gonna get back to the gainful employment stuff as the last exercise.

So, what I'd like you guys to do is Exercise 3-A, and I'm not gonna read it to you, but raise your hand if you need any help and we'll help you get there. I'll give you a hint. You can start right there on the Enrollment Summary page and type in the three identifiers that are listed on your sheet. So, just raise your hand if you need some help.

[Break in audio]

Okay, so we're gonna go ahead and walk through Exercise 3-A just so everybody can be on the same page. So, Judy, please put in some student identifiers.

Judy: ____________.

Oliver: Okay, so Judy has retrieved the student and she's gonna go to Enrollment Maintenance. This is the student that she wants to change the enrollment status for, so she's gonna change the enrollment code to W for withdrawn, change the effective date to today's date, certify that student – too fast? Okay. She'll then confirm, after she's checked the box.

Unknown Female: *[Inaudible comment]*

Oliver: Okay.

Audience: *[Inaudible comment]*

Oliver: The ACD is the anticipated completion date.

Audience: *[Inaudible comment]*

Oliver: It would fall off.

Audience: It would fall off?

Oliver: Mm hmm. Okay. Judy? Judy?

Judy: Yes?

Oliver: Will you move ________?

Audience: *[Inaudible comment]*

Oliver: Huh?

Audience: *[Inaudible comment]*

Oliver: Not yet. We're still on A. We're about to move to B in just one second. So, she's gonna certify that student, confirm the student, and you see right at the top where the I is, it says, "Successfully added or updated." That's how you know that you completed the exercise correctly. So, we're gonna go ahead and move on to Exercise 3-B, and it's about a transfer student being enrolled at your school but did not need a loan to attend your school. They've had a loan from a previous school and would like the loan holder to know of the in-school status so they don't enter into repayment. So, we want you to add the student that's on your sheet under Exercise 3-B to your roster.

[Side conversation]

Okay. Give it a try, and actually raise your hand if it doesn't work.

[Laughter]

All right. Well, sorry about that. I guess we're not gonna add the student. So, we can't add a student, but this is the page where you would add a student if we had the correct identifiers for you. So, you would add as many students up to 30 on this page. You would go to the bottom, with your SSN, first name, and date of birth. Okay. You can actually just put in the SSN, if you'd like. Just start by putting in the SSN on that enrollment add page.

Audience: *[Inaudible comment]*

Oliver: Mm hmm, you can take out the identifiers, the first name and date of birth. So, you can put in the SSN.

Audience: *[Inaudible comment]*

Oliver: It worked?

Audience: It worked, ________.

Oliver: Okay. So, if you just put in a Social, you'll get that and it'll come up.

[Break in audio]

Okay. So, basically, there was a little problem with the name function when we were setting up these exercises, but if you put in the SSN you'll get a different name but the same date of birth. So, what you want to do is you'll want to check that little box right here, and you'll notice that the certification date will automatically fill, and you'll want to go to the enroll code and change that status to F, which is fulltime. You'll then go to the effective date.

Audience: *[Inaudible comment]*

Oliver: How did you know what?

Audience: *[Inaudible comment]*

Oliver: Well, there's help pages right here, up in the corner, and that will tell you information that's on the page. Also, on the first page that we were at, the Enrollment Update page, all the enrollment codes are defined, so you can also find them there. So, there's also the enrollment codes. So, whenever you don't understand something on NSLDS, make sure you first refer to the help pages. There's a lot of good information there. All right.

[Break in audio]

Okay, so you'll want to fill out this information. You can kind of make up an anticipated completion date, and then certify your student. Okay, so I think we're gonna go ahead and move on to the next exercise, or the next tab, actually. We'll come back to the enrollment tab for gainful employment, but right now we're gonna go to the Org tab, so please navigate to the Org tab on your screen, and your Org contact list will come up. This is how both the department and other schools, in case you need to contact other schools, this is where you put your telephone number and e-mail, and other schools can reach you. So, it's very, very important that you have this information filled out. So, if you'd go ahead, and since you were all so excellent at doing that last enrollment exercise, you can go ahead and do the next one, where an administrator at your school wants you to be the enrollment contact, so please fill out the contact information. You can just put a first name, last name, phone number, e-mail, and any other information you'd like. It doesn't have to be real. It's up to you.

[Break in audio]

So, just raise your hand if you need help. It looks like you guys are all doing an excellent job of entering in your contact information.

[Break in audio]

Okay, so does everyone have their contact information in? You can raise your hand if you need help. Everybody okay? Yeah?

[Break in audio]

Okay, so it sounds like a lot of you guys have that enrollment, or excuse me, the contact information in there, as I'm looking at your screen, so we're gonna go back to the enrollment tab and do a little bit of gainful employment. You're going to want to navigate to the GE list page. GE list, and this screen should pop up on your screen. Okay? Here, you'll be able to search for gainful employment records that you've reported. If you just hit Retrieve, it'll be every single gainful employment record that you've reported will come up, as we have here, and since I know you guys have all reported your gainful employment information, we're gonna go ahead and update a record in case you need to make a correction.

So, I'm gonna want you to click on a linkable number. I don't know if some of you guys have gone ahead or not, but the information on your sheet, again, isn't correct. Polly Pocket was not successfully reported. So, just select one of the links on your GE list page and hit the – okay, so once you have your gainful employment records, you're gonna want to click – okay, you're gonna want to click on somebody who hasn't completed. If you see the attendance status, either enrolled or withdrawn, so click on one of the enrolled ones. Okay, and you can follow the exercise on your sheet, and if you need help, please raise your hand.

[Break in audio]

Okay. Please raise your hand if you've had trouble updating the tuition and fees amount. Okay.

[Break in audio]

So, if you've completed the tuition and fees and updated it, you're good to go. One more thing I did want to mention is that when you log into NSLDS, if you don't see GE list, reporting list, any of the GE stuff, that means that you don't have enrollment update capabilities, which you need to report gainful employment. So, what you'll need to do is ask your PDPA to get that on your form, and you just check the box that says Enrollment Update, and you'll have GE permissions. If you've completed the exercise, we'd like to thank you for joining us today and sticking with us. Sorry about the couple mishaps that we had, but we hope you learned a lot about NSLDS. You can come to the PC lab if you need help, and that's all. Do you want to put the contact information up? The contact information for the NSLDS Help Desk will be on the screen in just a second.