

Downloading NSLDS Exit Counseling Submittal Template Spreadsheet from the FSAdownload Web Site

The NSLDS Exit Counseling Submittal Template spreadsheet is available for download from the FSAdownload Web site, located at fsadownload.ed.gov, in Excel format. You can download it to your workstation's local hard drive and access it by double-clicking it or by launching the MS-Excel application, then opening the template spreadsheet.

To Download the NSLDS Exit Counseling Submittal Template Spreadsheet:

1. Go to the address field located at the top of your Web browser's window and type fsadownload.ed.gov. You may need to press the **Enter** key or click the **Go** button.
2. Click the **Software** link on the left side of the page or the **Software and Associated Documents** link at the top of the page.
3. Click the **NSLDS Exit Counseling Submittal Template spreadsheet** link. You are taken to the download site.
4. Click the **XLS Format** link in the software section to Download/Save the file. At the File Download dialogue box, click the **Save as** button. Then designate the folder/location on your local hard drive and click **Save**. Note: After selecting the drive and folder/location, use the default filename or save it as a unique and meaningful filename, if desired.

Navigate to the folder/location with Windows Explorer and double-click the spreadsheet OR launch the MS-Excel application. Then select **File|Open** and navigate to the folder/location to open the spreadsheet. You can start entering your Exit Counseling records. You may enter up to 2,500 records per spreadsheet, up to a maximum file size of 1,000 KB. File size varies depending on version of software used. Save the spreadsheet after entering your data. Refer to the Instructions worksheet of the spreadsheet for data content valid values and reporting requirements.

- a. If you are given the option to open the spreadsheet with MS-Excel, then select **File|Save As**, saving a copy to a folder/location on your local hard drive. You must save in .xls or .xlsx (Excel™) format. Note: After selecting the drive and folder/location, provide a filename. You can start entering your Exit Counseling records. Save the spreadsheet after entering your data.
- b. If the File Download dialogue box does not prompt you to save the spreadsheet, or your software application does not launch, then click your Web browser's back button. Navigate back to the **XLS Format** link, right-click it, and then select **Save Target As...** to designate the folder/location you want to save the spreadsheet to on your local hard drive. Select **Save**. Note: After selecting the drive and folder/location, provide a filename.