



Technical Update LLS-2012-04

July 6, 2012

NSLDS Enrollment Reporting Including Lender/Lender Servicer 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 [LLS-2012-03: Enhancements to NSLDS Enrollment Reporting Including Lender/Lender Servicer Enrollment Notification File Access](#). The purpose of this Technical Update is to explain the process by which lenders and lender servicers may sign up to receive weekly school certified enrollment data directly from NSLDS. This update will also explain the use of two new functionalities lenders and lender services may use to enhance the loan servicing process – Address History and Enrollment Push to Roster.


Student Aid Internet Gateway (SAIG) Enrollment

As stated in the previous 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.”

Lenders and lender servicers that wish to receive enrollment data directly from NSLDS and use it as their source of certified data must sign up for the Enrollment Reporting service on the [SAIG Enrollment Web site](#) Mailbox (TG number). To set up this mailbox, lenders and lender services will enroll for NSLDS Batch service by visiting the [SAIG Enrollment Web site](#). If the organization does not currently have a Primary Destination Point Administrator (PDPA) and access to NSLDS or FMS, the application process begins by selecting Initial Enrollment for Services. For organizations with current access, the PDPA will use the PDPA Access to add this new NSLDS Batch enrollment file service.

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

Initial Enrollment Process

SAIG Enrollment Information	<h1>Welcome to the SAIG Enrollment Site</h1> 
SAIG Info	<p>The Student Aid Internet Gateway (SAIG) is the tool that allows Federal Student Aid trading partners to securely exchange batch data with Federal Student Aid Application Systems.</p>
Who Is Eligible	<p>Organizations are eligible to enroll to exchange and access data for the following systems:</p>
What You Need to Enroll	<ul style="list-style-type: none">• CPS (ISIR batch data, FAA Access to CPS Online services)• COD (Exchange Direct Loan, Pell, Iraq Afghanistan Service Grant, ACG, National SMART and TEACH Grant batch data)• FISAP (eCampus-based access)• NSLDS (Enrollment Rosters, Electronic Cohort Default Rate (eCDR), NSLDS Online services)• FMS (Lender Reporting System/Guaranty Agency Financial Reports)• CSB (Direct Loan Delinquency Reports, Borrower Services)
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 Administrator Access:

Select this option if you are the Primary Destination Point Administrator (Primary DPA) or designated Secondary Destination Point Administrator (Secondary DPA) for your organization to manage your organization's enrollment services. Primary DPAs and Secondary DPAs may:

- Add and Modify SAIG mailboxes (TG Numbers)
- Enroll users for NSLDS Online services
- Add and Remove services for user accounts

Initial Enrollment for Services:

Select this option if your organization is not currently enrolled for any SAIG services in order to:

- Establish an initial SAIG mailbox (TG Number)
- Assign batch data services to be exchanged
- Identify your organization's Primary Destination Point Administrator (Primary DPA)


Review Your Organization's SAIG Mailboxes (TG Numbers)

Select this option to:

- View a list of the SAIG Mailboxes (TG numbers) assigned to your organization
- Determine your organization's Primary Destination Point Administrator (Primary DPA)

Review Services Assigned to Your SAIG Mailboxes (TG Numbers) / Activate Your New SAIG Mailbox (TG Number)

After selecting Initial Enrollment for Services, the lender or lender servicer will be directed to indicate their type of organization and provide organizational and demographic information.



START HERE
GO FURTHER
FEDERAL STUDENT AID

SAIG Enrollment

[Home](#)
[Information for Financial Aid Professionals](#)
[Help/FAQ](#)
[Contact Us](#)
[About Us](#)
[Exit](#)

Enter Demographic Information for the new Organization and Destination Point
Demographic Information

Please provide the following information about your Organization.

Please indicate your type of organization.

What is the name of your organization?

Who should receive all organization documents?

First Name

Last Name


Mailing Address

Optional Address

City



State

FFELP Lender/Lender Servicer
Click Here
Postsecondary School
Third Party Servicer
FFELP Lender/Lender Servicer
FFELP Guaranty Agency/Guaranty Agency Servicer
FLS - TIVAS
FLS - NFP
State Scholarship and Grant Agencies
Department of Education User
Department of Education Contractor
FAFSA Completion Pilot Participant
Test Mailbox



Once organization and demographic information has been added, the lender or lender servicer will be directed to “Step Two: Destination Point services at your organization” to select application system(s)/service(s) to add.


Clicking on the Next button after choosing the application system(s)/service(s) to add, the lender or lender servicers must enter their FSA assigned Lender/Servicer ID number, indicating if the ID number selected is the destination point for receiving files from NSLDS, and choosing an effective date of action.

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	<h3>Add a new service for the new Destination Point</h3> <p>NSLDS Batch Service</p> <p>For which Lender/Lender Servicer do you want this destination point to receive NSLDS batch files?</p> <p>Lender/Servicer ID Number: <input type="text"/> </p> <hr/> <p>NSLDS Enrollment</p> <p>Will this destination point receive enrollment files from NSLDS? <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>If yes, enter the effective date of action*: <input type="text"/></p> <p><i>*Please enter this date in "mmddyyyy" format.</i></p>
--	--

Follow the remaining instructions for printing and providing the Signature Page that includes the signature of the destination point administrator completing the application as well as the CEO or President of the organization. After the paperwork is signed, SAIG will e-mail the PDPA the user access information including an FSA User ID, instructions for initial authentication of the ID, and TG mailboxes associated with the approved services.

PDPA Access to Add Service

For organizations with current NSLDS access, the PDPA will log in to the SAIG Enrollment Site and choose "Manage Electronic Services".



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 \(TG number/mailbox\) ?](#)



**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

Select the services for the new Destination Point

Step Two: Destination Point services at your organization.

Select the application system(s)/services(s) to add.

Note: This will not change any current enrollment information for batch services unless noted in the enrollment


FMS
Do you want to add a Lender ID Number to this destination point to receive data from the Lender Reporting System? ☐ Yes ☒ No

NSLDS Batch
Do you want to add a Lender ID Number to this destination point to receive NSLDS enrollment batch files? ☒ Yes ☐ No

NSLDS On-line
Do you want to add a Lender ID Number to this destination point to have access to on-line Default Service information? ☒ Yes ☐ No

[Previous](#) [Next](#)

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



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

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 appropriate signature.)

Result of SAIG Enrollment

Regardless of the method used to add the NSLDS Batch, once SAIG assigns the service to your organization, they will notify NSLDS of the TG number approved for the enrollment batch process. The organization will then be established to receive notification files. A file will be delivered weekly to the designated mailbox using the file format discussed in the prior Technical Update and available in the NSLDS Record Layouts section on the IFAP Web site. Generally, these files are processed every Monday, following any data provider loads received over the weekend.

New NSLDS 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.

MenuAidEnrollOrgReport

[Enrollment Summary](#) | [Enrollment Reporting Profile](#) | [Foreign School Reporting](#) | [Enrollment Notification Override List](#)

SSN: First Name: DOB: (MMDDCCYY)

FSA ID: NSL.LETST4.FSA logged on as: LETST4 LENDER ID FOR TESTING from [SECOND STAR BANK](#) / TG54560 / LETST4

KAREN LEWIS
***-**-9999 + DOB: 10/03/1986

Enrollment Summary

	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 Summary](#) | [Enrollment Reporting Profile](#) | [Foreign School Reporting](#) | [Enrollment Notification Override List](#)


FSA ID: NSL.LETST4.FSA logged on as: LETST4 LENDER ID FOR TESTING from [SECOND STAR BANK](#) / TG54560 / LETST4

KAREN LEWIS
***-**-9999 + DOB: 10/03/1986

Enrollment Push to Roster

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

KAREN P LEWIS
***-**-9999 + DOB: 10/03/1986



Student successfully pushed to roster.

Enrollment Summary

Once the school receives their roster or updates 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. Lenders 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”).

NSLDS

Menu Aid Enroll Org Report

Loan History | Overpayment List | Exit Counseling History | Student Access Interface | **Address History** | SSN Conflict

SSN: [] First Name: [] DOB: [] (MM/DD/YYYY) Retrieve

FSA ID: NSLLETST4.FSA logged on as: LETST4 LENDER ID FOR TESTING from [SECOND STAR BANK](#) / TG54560 / LETST4

KAREN LEWIS
***.**-9999 DOB: 10/03/1986

Address History

Display Only: All Submit

Sort By: Effective Date

	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 STATES Postal Code: 12365	STUDENT

When more than one source has provided a permanent address for the student, all addresses in 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.