



Number 29

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Summary

This newsletter describes new functionality we have added to the National Student Loan Data System (NSLDS) and the [NSLDS Professional Access Web site](#).

- A new school portfolio report has been created to provide schools with information about William D. Ford Federal Direct Loan (Direct Loan) and/or Federal Family Education Loan (FFEL) program loans originated or certified by the school, including identifying information about the loan holder and loan servicer associated with each loan.
- A new password rule has been implemented to comply with Federal Student Aid's password policy.

At the end of the newsletter we provide an important reminder about the annual NSLDS training and Security Acknowledgement requirement.

New School Portfolio Report (SCHPR1)

The **School Portfolio Report** (SCHPR1) is available to schools by request under the Report Tab on the [NSLDS Professional Access Web site](#) and is delivered via the Student Aid Internet Gateway (SAIG).

The School Portfolio Report provides school users with information about all Direct Loan and/or FFEL program loans for the school code associated with the user's ID. This report includes loans that are serviced by all servicers, including the Department of Education's federal loan servicers, and provides identifying information about the servicer for each loan.

The user may select parameters for the report that include a repayment begin and end date range, loan status, and loan program type. The report output is sorted by SSN or Last/First Name and is available in extract format only.

START HERE
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FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Report List | Web Report List

Logged on as: SCTST5 ONLINE SCHOOL TESTING from ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY

ID: SCHPR1 Type: Extract
Name: SCHOOL PORTFOLIO REPORT

Return to Report List Go to Report Log

Report Parameters

SCHOOL ID: 001002
SCHOOL BRANCH ID: 99
ENTER REPAY BEGIN DT: 01/01/0001 MM/DD/CCYY
ENTER REPAY END DT: 12/31/2998 MM/DD/CCYY
LOAN STATUS: ALL
LOAN PROGRAM TYPE: BOTH
Sort By: --Select--
Output Medium: SAIG

Submit

The School Portfolio Report (SCHPR1) provides school users with Federal Direct Loan (DL) and/or Federal Family Education Loan (FFEL) program information for the school code associated with the user's ID. The school user can enter a repayment begin and end date of no more than three years. The user may choose to receive all the data at the six-digit OPEID level (leave the asterisk (*) in the branch ID) or enter a branch location by including the last two digits of the eight-digit OPEID. The report output is sorted by SON or LastFirst Name and is available as an extract only. The file layout for the extract file is available on the [NSLDS Reference Materials - NSLDS Record Layouts](#) section of the IFAP web site. School users receive the extract in the SAIG mailbox associated with their user ID.

PRIVACY ACT OF 1974 (AS AMENDED)

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The [NSLDS Record Layouts for the extract file](#) is available in the [NSLDS Reference Materials section](#) of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered to the SAIG mailbox (TG number) associated with the User ID that requested the report.

NSLDS Password Rule Change

Beginning December 26, 2010, passwords for the [NSLDS Professional Access Web site](#) will require the inclusion of one of three special characters (@, #, or \$) and a number. This change was made to comply with Federal Student Aid's password policy. All new passwords will require the additional character. Passwords created prior to December 26, 2010 must comply with this new rule when the user's password expires and a new password is created.

The following is an updated list of the password rules for the [NSLDS Professional Access Web site](#):

- Passwords must be exactly eight characters in length.
- The first character of the password must be a letter (a – z). The password must contain at least one number (0 – 9) and one of three special characters (@, #, or \$).
- Passwords are not case sensitive.
- A new password must be different from the user's previous five passwords.
- After the user resets the password, it cannot be reset again for at least five days.
- Passwords are valid for 90 days and must be changed before 90 days expire.
- After three unsuccessful logon attempts, a user's access to the [NSLDS Professional Access Web site](#) will be revoked.

	<p>If you have any problems accessing the NSLDS Professional Access Web site, contact the Customer Support Center using the contact information provided at the end of this newsletter.</p> <p>As a reminder, sharing NSLDS User IDs and passwords is a violation of the Rules of Behavior and will result in the individual, and potentially the school and/or servicer, permanently losing access to NSLDS.</p> <ul style="list-style-type: none"> • The User ID is assigned to an individual, not the school and/or servicer. • Only the individual to whom the User ID is assigned can use that User ID to access the NSLDS Professional Access Web site. • Each individual is responsible for protecting his or her access, password, and the data in NSLDS. • At no time should an individual be asked to provide his or her NSLDS User ID and password to anyone. <p>If there is someone at your school that needs a User ID to access the NSLDS Professional Access Web site, the Primary Destination Point Administrator (PDPA) for the organization may add additional users at fsawebenroll.ed.gov Contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov for assistance.</p>
Annual Security Acknowledgment Training Reminder	<p>To ensure that all NSLDS Professional Access Web site users are aware of the security requirements for accessing and using NSLDS data, every user must complete the annual training and online Security Acknowledgment requirement. Users will receive a reminder of this annual responsibility 10 days before the prior year's training expires.</p> <p>The security training is tailored to the type of access associated with the user's organization (e.g., School, Lender, Guaranty Agency, or State Agency) and whether or not the NSLDS user is a PDPA.</p> <p>New users must complete the security training and confirm the Security Acknowledgement during their initial NSLDS Professional Access session. For current users, the system will prompt the user when it is time to complete the security training and Security Acknowledgment.</p> <p>Completion of the Security Acknowledgment is tracked by individual user ID. If a user has multiple online user IDs, the Security Acknowledgement must be completed for each one.</p> <p>The initial completion date will become the anniversary date for the annual process. The estimated time to complete the training and Security Acknowledgment is between five to fifteen minutes.</p>
Customer Support Reminder	<p>Please remember to keep your NSLDS Professional Access Web site ORG contacts current and always list at least a Primary Contact for your organization.</p> <p>The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8:00 A.M. to 9:00 P.M. (ET). You may also contact Customer Support by e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).</p>