Technical Update PK-2012-02

July 6, 2012

Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification 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 PK-2012-01: Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification File Access. The purpose of this Technical Update is to explain how Federal Perkins Loan (Perkins Loan) data providers may establish NSLDS as their weekly source of certified enrollment data.

Enrollment Notification Setup

Perkins Loan data providers who wish to receive enrollment data directly from NSLDS must provide an organization-specific Student Aid Internet Gateway (SAIG) Mailbox (TG number). NSLDS will use the specified TG Number to send a weekly file of student enrollment certifications received in the past week for the Perkins Loan students in your portfolio. The file will contain any students that your school has certified as well as records of your former students if they are attending other institutions.

Schools may use the mailbox that is currently established for Perkins Loan submissions or another mailbox specifically to receive Enrollment Notification files. (Refer to the SAIG Enrollment Web site for an explanation of how to obtain and use an SAIG TG Mailbox.) To establish this process you must notify NSLDS of the TG Mailbox for these files.

Using the NSLDS Professional Access Web site to log in, the user will select the Enroll tab to navigate to the Enrollment Reporting Profile. Click on Set Up Perkins Notification.

The SAIG TG Mailbox entered may be:

- Authorized for any NSLDS batch process, (e.g., enrollment reporting, eCDR, Perkins Reporting)
    OR
- Assigned to an individual NSLDS User
    OR
- Assigned to a servicer the institution will be using to provide the data on its behalf.

Enter the Mailbox in the SAIG Mailbox field and click on "Submit."

You will now be set up to receive your notification files sent weekly to this designated mailbox. 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 of a school from which you would like confirmation of attendance through a certified enrollment record in your notification file. 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.

Enter the OPEID on the next page:

Click on Submit and you will see that the student was successfully added to the roster of the school you entered:

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

ℹ️ 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. Perkins Loan holders 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").

| Menu | Aid | Enroll | Org | Report | Tran |

History | Overpayment List | Grants | Delinquent Borrowers | Exit Counseling History | Student Access Interface | **Address History** | SSN (

SSN: [_____]   First Name: [_____]   DOB: [_____] (MMDDCCYY)   [Retrieve]
FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

THOMAS C GOLD
***-**-9999 ✚   DOB: 05/16/1987

Address History

[Add Address]

Display Only: [All ▼]   [Submit]
Sort By: [Effective Date ▼]

	Good	Effective Date	Address		Source
1	☑	05/01/2011	**Street Line 1:** 123 MAIN ST **Line 2:** APT 5C **City:** GOODTOWN **State:** VA **Country:** UNITED STAT ✚ **Postal Code:** 12345		00301000

[Update]

With access to NSLDS you or another user at your school can also provide updated address information. Using the Add Address button and submitting new information the data you provide will be available on line for other organizations with a relationship to the borrower.

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.