

## Table of Contents

|                                                     | page |
|-----------------------------------------------------|------|
| 8.1 INTRODUCTION .....                              | 8-1  |
| 8.1.1 Conceptual Overview .....                     | 8-1  |
| 8.1.2 Purpose .....                                 | 8-1  |
| 8.1.3 Process Chart and Description .....           | 8-2  |
| 8.2 ORGANIZATION CONTACT SCREENS .....              | 8-4  |
| 8.2.1 Organization Contact Information .....        | 8-4  |
| 8.2.2 Organization Contact Information Detail ..... | 8-10 |
| 8.2.3 Organization Function Selection .....         | 8-14 |
| 8.2.4 Organization Address Change Support .....     | 8-17 |
| 8.2.5 Organization Type List .....                  | 8-19 |
| 8.2.6 Organization Search Selection .....           | 8-21 |



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## Chapter 8: Organization Contact

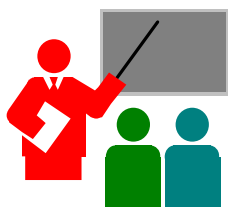
### 8.1 INTRODUCTION

Welcome to Organization Contact, one of the functions within NSLDS.

The Organization Contact function benefits school users by allowing them to view all available contact information for every NSLDS function at other schools, lenders, and guaranty agencies. This information helps users contact other organizations, such as guaranty agencies and schools, to resolve conflicting information about a student, such as name, social security number, date of birth, or enrollment status. The Organization Contact function allows you to search for organization contact information by organization name or organization code.

The Organization Contact function also allows users to update their own user profile.

#### 8.1.1 Conceptual Overview



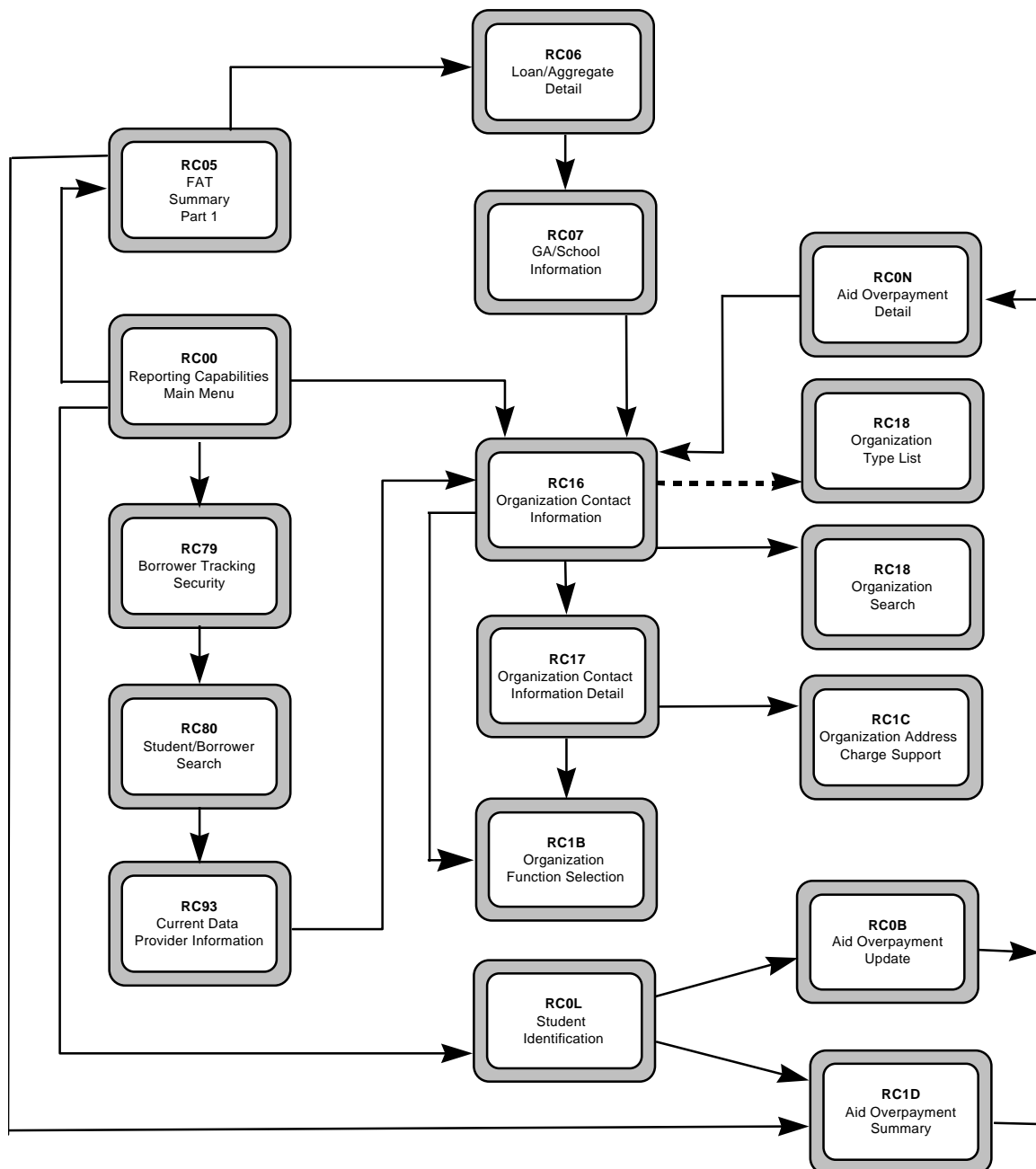
The Organization Contact function includes two screens that provide contact information. One screen provides more detail information than the other. In addition, there are three prompt screens that allow you to search for organization contact information by organization name or organization code. There is an additional screen that gives you information on how to change your organization's address.

#### 8.1.2 Purpose

The Organization Contact online screens allow users to view contact information for other institutions and agencies. They also allows users to set up and update the contact information for their own institution.

## 8.1.3 Process Chart and Description

The chart below illustrates the connections between the screens that compose the Organization Contact function.



**8.1.3  
Process Chart and  
Description  
(continued)****Note:**

The screens have action codes that allow you to reach your desired destination. Organization action codes are:

- D = Display
- U = Update
- A = Add
- O = Organization address change support

The following table is intended for reference. Throughout the chapter, screens are identified by screen titles, numbers, and action codes. These are the action codes associated with the action bar on each screen.

| NSLDS Financial Aid Transcript Summary Screen Identification |                                         |                      |
|--------------------------------------------------------------|-----------------------------------------|----------------------|
| Screen #                                                     | Screen Title                            | Related Action Codes |
| RC16                                                         | Organization Contact Information        | D, U*, A*            |
| RC17                                                         | Organization Contact Information Detail | U, O                 |
| RC1B                                                         | Organization Function Selection         | —                    |
| RC18                                                         | Organization Type List                  | —                    |
| RC18                                                         | Organization Search                     | —                    |
| RC1C                                                         | Organization Address Change Support (O) | —                    |

\* U(Update) and A(Add) will display only if the user has update capability.



## 8.2 ORGANIZATION CONTACT SCREENS

This section contains detailed instructions on how to access and use all screens within the Organization Contact function.

### 8.2.1

#### **Organization Contact Information (RC16)**



#### **What Does the Organization Contact Information Screen Do?**

The “*Organization Contact Information*” (RC16) screen is the highest level screen for the Organization Contact function. This screen displays all available organization contact information for every NSLDS functions at a given organization. This screen can be accessed from the following screens: “*Reporting Capabilities Main Menu*” (RC00), “*Data Provider Information*” (RC93), “*Overpayment Detail Information*” (RC0N), or “*GA/School Information*” (RC07).

Only users accessing this screen from *Reporting Capabilities Main Menu*” (RC00) can update contact information for their organization on the “*Organization Contact Information*” (RC16) screen. If you access this screen from any other screen, it will be for display purposes only, and the only action code available will be D for display. You can search for organizations no matter how you enter the Organization Contact function.



#### **Note:**

In order to update your organization’s contact information, you must enter the “*Organization Contact Information*” (RC16) screen from the NSLDS “*Reporting Capabilities Main Menu*” (RC00).

The “*Organization Contact Information*” (RC16) screen displays the following information:

- Organization Type
- Organization Code
- Organization Name
- Function
- First Name
- Last Name
- Phone
- Extension

In the process of logging on, you will view the following two screens leading up to the Organization Contact.

#### **SS04 NSLDS Main Menu**


|                                                  |                                                                                                |
|--------------------------------------------------|------------------------------------------------------------------------------------------------|
| SS04                                             |                                                                                                |
| NSLDS<br>NSLDS Main Menu                         | 11-21-1997<br>14:22:43                                                                         |
| Input the number of your choice and press ENTER. |                                                                                                |
| 2                                                | 1. System Support Main Menu<br>2. Reporting Capabilities Main Menu<br>3. Exit NSLDS and LOGOFF |
| F3=EXIT                                          |                                                                                                |




### RC00 Reporting Capabilities Main Menu

|                                                  |                                     |
|--------------------------------------------------|-------------------------------------|
| RC00                                             |                                     |
| <hr/>                                            |                                     |
| NSLDS                                            | 11-21-1997                          |
| Reporting Capabilities Main Menu                 | 14:20:30                            |
| Input the number of your choice and press ENTER. |                                     |
| <u>8</u>                                         | 1. Aggregate Inquiry Main Menu      |
|                                                  | 2. Default Rate Main Menu           |
|                                                  | 3. Report Selection Menu            |
|                                                  | 4. Borrower Tracking Security       |
|                                                  | 5. Financial Aid Transcript Summary |
|                                                  | 6. Student Status Confirmation Menu |
|                                                  | 7. Aid Overpayment                  |
|                                                  | 8. Organization Contact             |
| F3=EXIT                                          |                                     |



| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex-grow: 1;"> <b>Organization Contact Information - (RC16)</b> </div> <div style="text-align: right;">  </div> </div> |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP                                                                                                                                                                                                                                                                                                     | ACTION                                                                                                                                                                                            | RESULT                                                                                                                                                                                                                                                     |
| <b>1</b>                                                                                                                                                                                                                                                                                                 | From the “ <i>NSLDS Main Menu</i> ” (SS04):<br>Type <b>2</b> for “ <i>Reporting Capabilities Main Menu</i> ”.<br>Press <b>ENTER</b> .                                                             | The following screen will display: “ <i>Reporting Capabilities Main Menu</i> ” (RC00).                                                                                                                                                                     |
| <b>2</b>                                                                                                                                                                                                                                                                                                 | From the “ <i>Reporting Capabilities Main Menu</i> ” (RC00):<br>Type <b>8</b> for “ <i>Organization Contact</i> ”.<br>Press <b>ENTER</b> .                                                        | The following screen will display:<br>“ <i>Organization Contact Information</i> ” (RC16).<br><The first time you enter “ <i>Organization Contact Information</i> ” (RC16) you will need to set up organization contact information for your organization.> |
| <b>3</b>                                                                                                                                                                                                                                                                                                 | From “ <i>Organization Contact Information</i> ” (RC16):<br>Enter organization type code in Organization Type field.<br>Type <b>S</b> on ‘+’ and press <b>F4</b> to search for organization type. | The following screen will display:<br>“ <i>Organization Type List</i> ” (RC18).                                                                                                                                                                            |
| <b>4</b>                                                                                                                                                                                                                                                                                                 | From “ <i>Organization Type List</i> ” (RC18):<br>Type <b>S</b> next to desired choice.<br>Press <b>ENTER</b> .                                                                                   | The “ <i>Organization Contact Information</i> ” (RC16) screen will redisplay.                                                                                                                                                                              |

| Organization Contact Information - (RC16) |                                                                                                                                                                                                                                                                                            |                                                                                                                                            |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP                                      | ACTION                                                                                                                                                                                                                                                                                     | RESULT                                                                                                                                                                                                                        |
| 5                                         | <p>From “<i>Organization Contact Information</i>” (RC16):</p> <p>Enter organization code in the Organization Code field.</p> <p>Enter organization branch code in the Organization Branch Code field (needed only for schools, lenders and FDLP servicers).</p> <p>Press <b>ENTER</b>.</p> | <p>If you entered an organization code with an exact match, the following screen will display: “<i>Organization Contact Information</i>” (RC16) populated with data.</p> <p>If there is no match, a message will display.</p> |

## RC16 Organization Contact Information

(a) without update authority

```

RC16      _      Display(D)

                                     NSLDS                      11-18-1997
                                Organization Contact Information    12:47:16

Organization Type.: Sch      + Name: School
Organization Code.: 001332  + Name: UNIV OF THE PACIFIC ST MICHAELS COL  +
Organization Branch: 00

For Detail Contact information make a Selection(S) and press ENTER.

Sel Function      First Name  Last Name      Phone      Extn
_ Primary Contact  SUSAN        SMITH          319-336-3333 00001
_ SSN/IS Issues   ELIEZAR      WHEELock      319-336-8998
_ IS Technical Issues  TED          TECHFIELD     319-336-9990
_ SSCR Issues     ELIZABETH    DAY           902-222-4613
_ FAT/ISIR Issues  JAMES        LARGE         902-222-3444 09999
_ Default Issues   FIONA        FORTH         319-336-9399
_ Overpayment Issue JASON        UNDERSTREET   319-336-9088
_ Pell Grant Issues AVERIL       CAMERON       319-336-9003
_ Cohort Default Rate Iss CALVIN       COFORTH       319-336-9099

F3=EXIT F4=PROMPT F7=BACKWARD F8=FORWARD
  
```

**RC16 Organization Contact Information**

(b) with update authority


|                                                                           |                         |            |             |                    |
|---------------------------------------------------------------------------|-------------------------|------------|-------------|--------------------|
| RC16                                                                      | _                       | Display(D) | Update (U)  | Add (A)            |
| NSLDS                                                                     |                         |            | 11-18-1997  |                    |
| Organization Contact Information                                          |                         |            | 12:47:16    |                    |
| Organization Type.: Sch + Name: School                                    |                         |            |             |                    |
| Organization Code.: 001332 + Name: UNIV OF THE PACIFIC ST MICHAELS COL +  |                         |            |             |                    |
| Organization Branch: 00                                                   |                         |            |             |                    |
| For Detail Contact information make a Selection(S) and press ENTER.       |                         |            |             |                    |
| For Update type in U at action code, make a Selection(S) and press ENTER. |                         |            |             |                    |
| Sel                                                                       | Function                | First Name | Last Name   | Phone Extn         |
| -                                                                         | Primary Contact         | SUSAN      | SMITH       | 319-336-3333 00001 |
| -                                                                         | SSN/IS Issues           | ELIEZAR    | WHEELock    | 319-336-8998       |
| -                                                                         | IS Technical Issues     | TED        | TECHFIELD   | 319-336-9990       |
| -                                                                         | SSCR Issues             | ELIZABETH  | DAY         | 902-222-4613       |
| -                                                                         | FAT/ISIR Issues         | JAMES      | LARGE       | 902-222-3444 09999 |
| -                                                                         | Default Issues          | FIONA      | FORTH       | 319-336-9399       |
| -                                                                         | Overpayment Issue       | JASON      | UNDERSTREET | 319-336-9088       |
| -                                                                         | Pell Grant Issues       | AVERIL     | CAMERON     | 319-336-9003       |
| -                                                                         | Cohort Default Rate Iss | CALVIN     | COFORTH     | 319-336-9099       |
| F3=EXIT F4=PROMPT F7=BACKWARD F8=FORWARD                                  |                         |            |             |                    |


**8.2.2****Organization Contact Information Detail (RC17)****What Does the Organization Contact Information Detail Screen Do?**

The “*Organization Contact Information Detail*” (RC17) screen displays all available contact information for every NSLDS function at the organization you select. You can also use the “*Organization Contact Information Detail*” (RC17) screen to update your own organization’s contact information.

The “*Organization Contact Information Detail*” (RC17) screen displays the following information:

- Organization Code
- Organization Name
- Address
- City
- State
- Zip Code
- Phone Number
- Function
- Contact Name
- Title
- Phone Number
- Fax Number
- E-Mail Address
- Address
- City
- State
- Zip Code
- Update User ID
- Update Date

| <b>Organization Contact Information Detail<br/>(RC17)</b>            |                                                                                                                                            |                                             |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP #</b>                                                        | <b>ACTION</b>                                                                                                                              | <b>RESULT</b>                                                                                                                  |
| <b><i>To view Organization Contact Information Detail (RC17)</i></b> |                                                                                                                                            |                                                                                                                                |
| <b>1</b>                                                             | From “ <i>Organization Contact Information</i> ” (RC16):<br>Type <b>S</b> for Select next to the desired function.<br>Press <b>ENTER</b> . | The following screen will display:<br>“ <i>Organization Contact Information Detail</i> ” (RC17) populated with updated data.   |
| <b><i>To add organization contact information</i></b>                |                                                                                                                                            |                                                                                                                                |
| <b>2</b>                                                             | From <i>Organization Contact Information</i> ” (RC16):<br>Type <b>A</b> for add in Action Code field.<br>Press <b>ENTER</b> .              | The following screen will display:<br>“ <i>Organization Function Selection</i> ” (RC1B).                                       |
| <b>3</b>                                                             | From “ <i>Organization Function Selection</i> ” (RC1B):<br>Type <b>S</b> for Select next to desired function.<br>Press <b>ENTER</b> .      | The following screen will display with desired function listed: “ <i>Organization Contact Information Detail</i> ” (RC17).     |
| <b>4</b>                                                             | Press <b>F8</b> to scroll forward.<br>Then <b>F7</b> to scroll back.                                                                       | “ <i>Organization Function Selection</i> ” (RC1B) will scroll to an additional information screen with the same screen number. |

| <b>Organization Contact Information Detail<br/>(RC17)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    |  |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>STEP #</b>                                             | <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>RESULT</b>                                                                                                                      |                                                                                     |
| <b>5</b>                                                  | <p>From “<i>Organization Contact Information Detail</i>” (RC17) enter:</p> <ul style="list-style-type: none"> <li>• &lt;Contact Name&gt;</li> <li>• &lt;Title&gt;</li> <li>• &lt;Phone&gt;</li> <li>• &lt;Fax&gt;</li> <li>• &lt;E-Mail&gt;</li> <li>• &lt;Address&gt;</li> <li>• &lt;City&gt;</li> <li>• &lt;State&gt;</li> <li>• &lt;Zip Code&gt;</li> </ul> <p>Type <b>U</b> for Update in Action Code field.</p> <p>Press <b>ENTER</b>.</p> | <p>The following screen will display:<br/>“<i>Organization Contact Information Detail</i>” (RC17) populated with data.</p>         |                                                                                     |
| <b>To update organization contact information</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    |                                                                                     |
| <b>6</b>                                                  | <p>From “<i>Organization Contact Information</i>” (RC16):</p> <p>Type <b>S</b> for Select next to the contact function that you wish to update.</p> <p>Type <b>U</b> for Update in Action Code field.</p> <p>Press <b>ENTER</b>.</p>                                                                                                                                                                                                            | <p>The following screen will display:<br/>“<i>Organization Contact Information Detail</i>” (RC17).</p>                             |                                                                                     |
| <b>7</b>                                                  | <p>Type in the updated information.</p> <p>Type <b>U</b> for Update in Action Code field.</p> <p>Press <b>ENTER</b>.</p>                                                                                                                                                                                                                                                                                                                        | <p>The following screen will display:<br/>“<i>Organization Contact Information Detail</i>” (RC17) populated with updated data.</p> |                                                                                     |

**RC17 Organization Contact Information Detail without update access**

|                                            |  |                                       |  |
|--------------------------------------------|--|---------------------------------------|--|
| RC17                                       |  | _ Organization address change support |  |
| NSLDS                                      |  | 10-31-1997                            |  |
| Organization Contact Information Detail    |  | 11:00:57                              |  |
| Organization Code.: 0018306000             |  |                                       |  |
| Organization Name.: CASE SCHOOL            |  |                                       |  |
| Address.....: 3535 TURKEY TROT LANE        |  |                                       |  |
| City.....: YAHOO                           |  | State.: VA Zip Code.: 22204           |  |
| Phone.....: 888-701-9798                   |  |                                       |  |
| Function.....: PRIMARY NSLDS CONTACT       |  | +                                     |  |
| Contact Name First: GLORIA                 |  | Update User ID.....: XZU              |  |
| Last.: MCDONALD                            |  | Update Date.....: 10-31-97            |  |
| Title.....: COUNSELOR                      |  |                                       |  |
| Phone.....: 888-701-9999                   |  | Ext.: 4444                            |  |
| Fax.....: 888-701-1721                     |  |                                       |  |
| E Mail.....: GMCDONALD@TURKEYTROT.CASE.EDU |  |                                       |  |
| Address.....: 3535 TURKEY TROT LANE        |  |                                       |  |
| ROOM 568C                                  |  |                                       |  |
| City.....: YAHOO                           |  | State.: VA Zip Code.: 22204-7394      |  |
| F3= EXIT F4 = PROMPT F4 = RETURN           |  |                                       |  |

**RC17 Organization Contact Information Detail with update access**

|                                            |  |                                                      |  |
|--------------------------------------------|--|------------------------------------------------------|--|
| RC17                                       |  | _ Organization address change support (O) Update (U) |  |
| NSLDS                                      |  | 10-31-1997                                           |  |
| Organization Contact Information Detail    |  | 11:00:57                                             |  |
| Organization Code.: 0018306000             |  |                                                      |  |
| Organization Name.: CASE SCHOOL            |  |                                                      |  |
| Address.....: 3535 TURKEY TROT LANE        |  |                                                      |  |
| City.....: YAHOO                           |  | State.: VA Zip Code.: 22204                          |  |
| Phone.....: 888-701-9798                   |  |                                                      |  |
| Function.....: PRIMARY NSLDS CONTACT       |  | +                                                    |  |
| Contact Name First: GLORIA                 |  | Update User ID.....: XZU                             |  |
| Last.: MCDONALD                            |  | Update Date.....: 10-31-97                           |  |
| Title.....: COUNSELOR                      |  |                                                      |  |
| Phone.....: 888-701-9999                   |  | Ext.: 4444                                           |  |
| Fax.....: 888-701-1721                     |  |                                                      |  |
| E Mail.....: GMCDONALD@TURKEYTROT.CASE.EDU |  |                                                      |  |
| Address.....: 3535 TURKEY TROT LANE        |  |                                                      |  |
| ROOM 568C                                  |  |                                                      |  |
| City.....: YAHOO                           |  | State.: VA Zip Code.: 22204-7394                     |  |
| F3= EXIT F4 = PROMPT F4 = RETURN           |  |                                                      |  |


**8.2.3****Organization Function Selection (RC1B)****What Does the Organization Function Selection Screen Do?**

The Organization Function Selection screen displays the Organization Function list available in NSLDS. From this screen you can select the NSLDS function whose contact information you want to view or update. You can make one selection at a time. Multiple selections are invalid.

The functions available are:

- Primary Contact
- SSN/ID Issues
- IS Technical Issues
- SSCR Issues
- FAT/ISIR Issues
- Overpayment Issues
- Perkins Issues
- FFEL Issues
- Direct Loan Issues
- Pell Grant Issues
- Cohort Default Rate Issues
- Perkins Data Provider Contact
- Guaranty Agency Contact
- Lender NSLDS Contact



| Organization Function Selection (RC1B)      |                                                                                                                                                     |                                                                                                                      |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP #                                      | ACTION                                                                                                                                              | RESULT                                                                                                                                                                                                  |
| <i>To view other organization functions</i> |                                                                                                                                                     |                                                                                                                                                                                                         |
| 1                                           | From “ <i>Organization Contact Information Detail</i> ” (RC17):<br>Type <b>S</b> for Select on ‘+’ next to Function.<br>Press <b>F4</b> for prompt. | The following screen will display:<br>“ <i>Organization Function Selection</i> ” (RC1B).                                                                                                                |
| 2                                           | Type <b>S</b> for Select next to desired function.<br>Press <b>ENTER</b> .                                                                          | The following screen will display:<br>“ <i>Organization Contact Information Detail</i> ” (RC17) populated with data, if contact information is available in the database for the organization selected. |



### RC1B Organization Function Selection


|                                             |            |
|---------------------------------------------|------------|
| RC1B                                        |            |
| NSLDS                                       | 04-27-1998 |
| Organization Function Selection             | 10:29:59   |
| Please make a Selection(s) and press ENTER. |            |
| Sel Functions                               | MORE: +    |
| - Primary Contact                           |            |
| - SSN/ID Issues                             |            |
| - IS Technical Issues                       |            |
| - SSCR Issues                               |            |
| - FAT/ISIR Issues                           |            |
| - Default Issues                            |            |
| - Overpayment Issues                        |            |
| - Federal Perkins Issues                    |            |
| - FFEL Issues                               |            |
| - Direct Loan Issues                        |            |
| - Pell Grant Issues                         |            |
| - Cohort Deflt Rate Issues                  |            |
| PRIVACY ACT OF 1974(AS AMENDED)             |            |
| F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN   |            |

### RC1B Organization Function Selection MORE: screen

|                                             |            |
|---------------------------------------------|------------|
| RC1B                                        |            |
| NSLDS                                       | 04-27-1998 |
| Organization Function Selection             | 10:32:00   |
| Please make a Selection(s) and press ENTER. |            |
| Sel Functions                               | MORE: -    |
| - Perkins Data Prov Contact                 |            |
| - Guaranty Agency Contact                   |            |
| - Lender NSLDS Contact                      |            |
| PRIVACY ACT OF 1974(AS AMENDED)             |            |
| F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN   |            |

**8.2.4****Organization Address Change Support (RC1C)****What Does the Organization Address Change Support Do?**

The “*Organization Address Change Support*” screen provides users with the addresses of ED locations to which schools, GAs, and lenders must send address change information.

| Organization Address Change Support (RC1C)                         |                                                                                                                                |                                                                                       |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP #                                                             | ACTION                                                                                                                         | RESULT                                                                                                                                                                   |
| <i>To obtain information on how to change organization address</i> |                                                                                                                                |                                                                                                                                                                          |
| 1                                                                  | From “ <i>Organization Contact Information Detail</i> ” (RC17):<br>Type <b>O</b> in Action Code field.<br>Press <b>ENTER</b> . | The following screen will display:<br>“ <i>Organization Address Change Support</i> ” (RC1C) populated with information on who to contact to change organization address. |


## RC1C Organization Address Change Support

|                                                             |                                  |               |
|-------------------------------------------------------------|----------------------------------|---------------|
| RC1C                                                        |                                  |               |
| NSLDS                                                       |                                  | 04-23-1998    |
| Organization Address Change Support                         |                                  | 18:03:59      |
| 1. For Guaranty Agency Address Change send your changes to: |                                  |               |
|                                                             | Mr. George Z. Chung              |               |
|                                                             | 4297-A Business Loop             |               |
|                                                             | Forester                         | NY 98761-7811 |
| 2. For School/Branch Address Change send your changes to:   |                                  |               |
|                                                             | Ms. Vicki Schoolmarm             |               |
|                                                             | 1010 Red Schoolhouse Way         |               |
|                                                             | Universal Town                   | WA 23456-1009 |
| 3. For Lender Address Change send your changes to:          |                                  |               |
|                                                             | Mr. Pat Greene                   |               |
|                                                             | 8745 Shagbark Boulevard, Suite 2 |               |
|                                                             | Chicago                          | IL 76501-8028 |
| 4. For Lender Servicer Address Change send your changes to: |                                  |               |
|                                                             | Ms. Elizabeth Shipman            |               |
|                                                             | 22 Waterfront Street             |               |
|                                                             | Oceania                          | CA 19583-0001 |
| F3=EXIT                                                     |                                  |               |

**8.2.5****Organization Type List (RC18)****What Does the Organization Type List Screen Do?**

The “*Organization Type List*” (RC18) lets you select the type of organization for which you want to search. The organization types are:

- FDLP Servicer
- ED Region
- Guaranty Agency
- Lender
- Lender Branch Servicer
- School

| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>Organization Type List<br/>(RC18)</b> </div> <div>  </div> </div> |                                                                                                                                                              |                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| STEP #                                                                                                                                                                                                                                                                      | ACTION                                                                                                                                                       | RESULT                                                                                                                           |
| 1                                                                                                                                                                                                                                                                           | From a populated “ <i>Organization Contact Information</i> ” (RC16),<br><br>Type <b>S</b> on ‘+’ next to Organization Type<br><br>Press <b>F4</b> for prompt | The following screen will display:<br>“ <i>Organization Type List</i> ” (RC18).                                                  |
| 2                                                                                                                                                                                                                                                                           | Type <b>S</b> for Select next to the desired choice<br><br>Press <b>ENTER</b>                                                                                | The following screen will display:<br>“ <i>Organization Contact Information</i> ” (RC16) with selected organization type listed. |

### RC18 Organization Type List

RC18

---

NSLDS  
Organization Type List

10-31-1997  
07:22:27

Select Organization Type, then press ENTER

| Sel | Code | Name                   | MORE: |
|-----|------|------------------------|-------|
| —   | DLS  | FDLP SERVICER          |       |
| —   | EDR  | ED REGION              |       |
| —   | GA   | GUARANTY AGENCY        |       |
| —   | LEN  | LENDER                 |       |
| —   | LNS  | LENDER BRANCH SERVICER |       |
| —   | SCH  | SCHOOL                 |       |

PRIVACY ACT OF 1974 (AS AMENDED)

F3=EXIT    F7=BACKWARD    F8=FORWARD


**8.2.6****Organization Search Selection (RC18)****What does the Organization Search Selection Do?**

The “*Organization Search Selection*” (RC18) screens allows you to search for other organizations by organization code or name.


From “*Organization Search Selection*” (RC18), you can change your search criterion by entering an organization code and pressing **ENTER**, if your original search was by organization code, or by entering a different organization name and pressing **ENTER**, if your original search was by organization name.

“*Organization Search Selection*” (RC18) will display organization codes and names that fit your criteria with as many matching characters as specified. If there is a ‘+’ sign in the More field, press **F8** to see more information and press **F7** to scroll back.

You may only make one selection. Multiple selections are invalid.

| <b>Organization Search Selection (RC18)</b>  |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP #</b>                                                                                                                   | <b>ACTION</b>                                                                                                                                                                                                                                                                                               | <b>RESULT</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>1</b>                                                                                                                        | From “ <i>Organization Contact Information</i> ” (RC16):<br>Type <b>S</b> on ‘+’ next to Organization Type.<br>Type <b>F4</b> for prompt.                                                                                                                                                                   | The following screen will display:<br>“ <i>Organization Type List</i> ” (RC18).                                                                                                                                                                                                                                                                                                                                     |
| <b>2</b>                                                                                                                        | From “ <i>Organization Type List</i> ” (RC18):<br>Type <b>S</b> for Select next to desired organization.<br>Press <b>ENTER</b> .                                                                                                                                                                            | The following screen will display:<br>“ <i>Organization Contact Information</i> ” (RC16) with selected organization type listed.                                                                                                                                                                                                                                                                                    |
| <b>To search by full or partial organization code</b>                                                                           |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3</b>                                                                                                                        | From “ <i>Organization Contact Information</i> ” (RC16):<br>Enter the full or partial organization code in the Organization Code field.<br>Enter Organization Branch in the Organization Branch code field<br>Type <b>S</b> on the ‘+’ sign next to Organization Code field.<br>Press <b>F4</b> for prompt. | The following screen will display:<br><i>Lender List</i> (RC18), <i>Guaranty Agency List</i> (RC18), <i>Lender Branch Servicer List</i> (RC18), <i>School List</i> (RC18), <i>School Branch Servicer List</i> (RC18), or <i>FDLP Servicer List</i> (RC18). The screen name that displays will depend on the organization type selected. (Branch code is only displayed for lender list, school list, or FDLP list.) |
| <b>3a</b>                                                                                                                       | Look in the More field to see if there is additional information for this particular search screen.<br>If there is a ‘+’ sign,<br>Press <b>F8</b> to see more information.<br>Press <b>F7</b> to scroll back.                                                                                               | “ <i>Organization Search Selection</i> ” (RC18) will scroll to an additional information screen with the same screen number.                                                                                                                                                                                                                                                                                        |
| <b>3b</b>                                                                                                                       | From “ <i>Organization Search Selection</i> ” (RC18):<br>Type <b>S</b> next to desired organization.                                                                                                                                                                                                        | The following screen will display:<br>“ <i>Organization Contact Information</i> ” (RC16) populated with data.                                                                                                                                                                                                                                                                                                       |



| Organization Search Selection (RC18)                  |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP #                                                | ACTION                                                                                                                                                                                                        | RESULT                                                                                                                                                                                                                                                                                                                                 |
| <i>To search by full or partial organization name</i> |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                        |
| <b>4</b>                                              | From “ <i>Organization Contact Information</i> ” (RC16):<br>Enter full or partial organization name in the Name field.<br>Type <b>S</b> on the ‘+’ next to Name field.<br>Press <b>F4</b> for prompt.         | The following screen will display:<br><i>Lender List</i> (RC18), <i>Guaranty Agency List</i> (RC18), <i>Lender Branch Servicer List</i> (RC18), <i>School List</i> (RC18), <i>School Branch Servicer List</i> (RC18), or <i>FDP Servicer List</i> (RC18). The screen name that displays will depend on the organization type selected. |
| <b>4a</b>                                             | Look in the More field to see if there is additional information for this particular search screen.<br>If there is a ‘+’ sign,<br>Press <b>F8</b> to see more information.<br>Press <b>F7</b> to scroll back. | RC18 will scroll to an additional information screen with the same number.                                                                                                                                                                                                                                                             |
| <b>4b</b>                                             | From “ <i>Organization Search Selection</i> ” (RC18):<br>Type <b>S</b> next to desired organization.                                                                                                          | The following screen will display:<br>“ <i>Organization Contact Information</i> ” (RC16) populated with data.                                                                                                                                                                                                                          |



### RC18 FDLP Servicer List

RC18

NSLDS  
FDLP Servicer List

03-20-1998  
15:45:30

Input Search criteria OR Select a FDLP Servicer, then press ENTER  
Search Code : \_\_\_\_\_  
Search Name : \_\_\_\_\_

| Sel | Code | Br Code | Name | MORE: |
|-----|------|---------|------|-------|
| -   | 001  | 00      | CDSI |       |

F3=EXIT F7=BACKWARD F8=FORWARD

### RC18 ED Region List

RC18

NSLDS  
ED Region List

11-23-1997  
12:13:05

Input Search criteria OR Select a Region, then press ENTER  
Search Code : 0\_\_\_\_\_  
Search Name : HEADQUARTERS\_\_\_\_\_

| Sel | Code | Name              | MORE: |
|-----|------|-------------------|-------|
| -   | 0    | HEADQUARTERS      | +     |
| -   | 1    | BOSTON, MA        |       |
| -   | 2    | NEW YORK, NY      |       |
| -   | 3    | PHILADELPHIA, PA  |       |
| -   | 4    | ATLANTA, GA       |       |
| -   | 5    | CHICAGO, IL       |       |
| -   | 6    | DALLAS, TX        |       |
| -   | 7    | KANSAS CITY, MO   |       |
| -   | 8    | DENVER, CO        |       |
| -   | 9    | SAN FRANCISCO, CA |       |

F3=EXIT F7=BACKWARD F8=FORWARD



### RC18 Guaranty Agency List

```
RC18
-----
                        NSLDS                               11-24-1997
                        Guaranty Agency List                 13:58:30

Input Search criteria OR Select a Guaranty Agency, then press ENTER
  Search Code : _____
  Search Name: _____

Sel   Code      Name                                     MORE:
-     555      FFEL ASSIGNED TO ED
-     611      HEAF, DISTRICT OF COLUMBIA
-     620      HEAF, KANSAS REGION
-     627      HEAA, MINNESOTA REGION
-     631      HEAF, NEBRASKA REGION
-     654      HEAF, WEST VIRGINIA REGION
-     656      HEAF, WYOMING
-     701      ALABAMA COMMISSION ON HIGHER EDUCATION

F3=EXIT  F7=BACKWARD  F8=FORWARD
```

### RC18 Lender List

```
RC18
-----
                        NSLDS                               11-24-1997
                        Lender List                         14:01:03

Input Search criteria OR Select a Lender, then press ENTER
  Search Code : _____
  Search Name: _____

Sel   Code      Br Code  Name                                     MORE:
-     800000     0000     FIRST OF AMERICA BANK-WHITESIDE COU
-     800001     0000     BANK OF COMMERCE
-     800002     0000     AMSOUTH BANK
-     800002     0011     LENDER NAME WILL BE LENDER RECORD NAME 1
-     800003     0000     SOUTHTRUST BANK DBA ALABAMA CITY BK
-     800004     0000     ALBERTVILLE NATIONAL BANK
-     800005     0000     SOUTHTRUST BANK OF CENTRAL ALABAMA
-     800006     0000     WEST ALABAMA BANK & TRUST
-     800007     0000     THE AMERICAN BANK

F3=EXIT  F7=BACKWARD  F8=FORWARD
```



### RC18 Lender Branch Servicer List

```
RC18
-----
                                NSLDS                                11-24-1997
                                Lender Branch Servicer List          14:04:19

Input Search criteria OR Select a Lender Branch Servicer, then press ENTER
  Search Code : _____
  Search Name: _____

Sel   Code   Name                                     MORE:
-     700001  ALABAMA COMMISSION ON HIGH ED
-     700002  CONN. ASSISTANCE FOR LOAN SERVICING
-     700003  NYSHESC NEW YORK STATE HIGHER EDU
-     700004  STUDENT LOAN MARKETING ASSOCIATION
-     700005  OHIO PAYMENT SERVICES
-     700006  ACADEMIC FINANCIAL SERVICES ASSOCIA
-     700007  ADP
-     700008  SOUTHWEST STUDENT SERVICES CORP.
-     700009  BANK OF NORTH DAKOTA
-     700010  BANK ONE, COLUMBUS

F3=EXIT  F7=BACKWARD  F8=FORWARD
```

### RC18 School List

```
RC18
-----
                                NSLDS                                11-24-1997
                                School List                          14:07:14

Input Search criteria OR Select a School, then press ENTER
  Search Code : 001____
  Search Name: _____

Sel   Code   Br Code   Name                                     MORE:
-     001001  00      AIR UNIVERSITY
-     001002  00      ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
-     001003  00      FAULKNER UNIVERSITY
-     001003  01      ADDITIONAL LOCATION BIRMINGHAM CENTER
-     001003  02      ADDITIONAL LOCATION FLORENCE CENTER
-     001003  03      ADDITIONAL LOCATION HUNTSVILLE CENTER
-     001003  04      ADDITIONAL LOCATION MOBILE CENTER
-     001004  00      UNIVERSITY OF MONTEVALLO

F3=EXIT  F7=BACKWARD  F8=FORWARD
```