**FOREWORD**

The NSLDS training packet includes the following:

- User Guide,
- Quick Reference Guide, and
- Computer Based Training (CBT) diskette.

We hope that you find this training packet provides your institution with the necessary training tools to meet NSLDS reporting requirements.

Feel free to make additional copies of this packet (including the CBT diskette) for other departments within your institution who will be utilizing NSLDS.  If your institution decides to disseminate the individual chapters between the departments, please include Chapter 2: Getting Started, which covers the log on/log off process.