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CHAPTER 6: USING THE NSLDS ONLINE SSCR FUNCTIONS

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USING THE NSLDS ONLINE SSCR FUNCTIONS

This chapter tells you how to use the online functions associated with SSCR. It presents an overview of the purposes and constraints of online processing, followed by a step-by-step description of accessing and operating each SSCR online function.

6.1 OVERVIEW OF NSLDS ONLINE OPERATIONS

Most SSCR data is processed in a batch environment, either through files transmitted over the Title IV Wide Area Network (the transmission is online, but the updating is batch), or files exchanged on magnetic tape. You can, however, perform a number of functions online with a PC. Figure 6-1 shows the flow of the NSLDS screens for the SSCR functions. You can only view or update students who are associated with your school. The following subsections describe the primary uses and limitations of online SSCR processing.
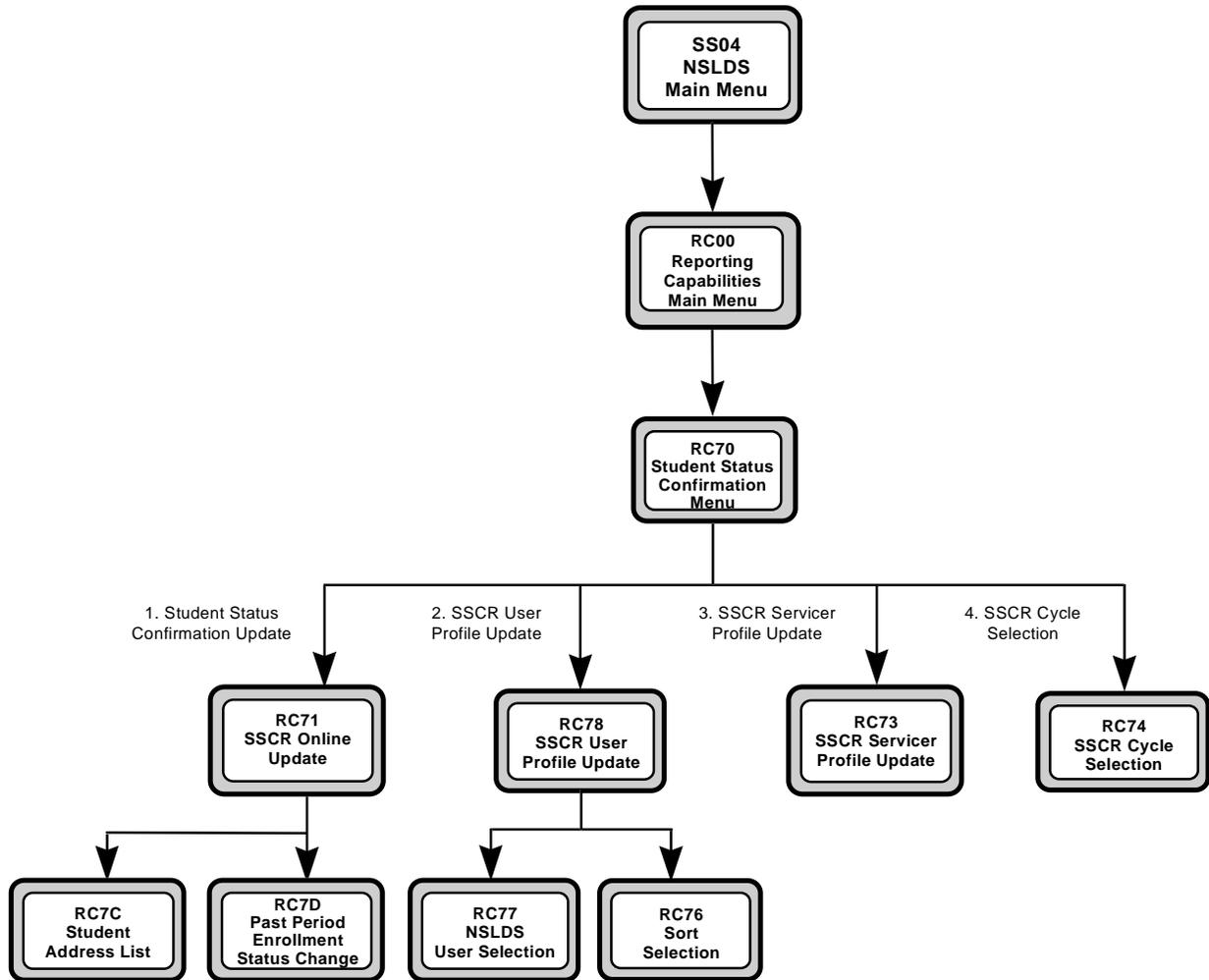
Figure 6-1, SSCR Hierarchy Chart

6.1.1 PURPOSES OF ONLINE PROCESSING

You might want to process SSCR data online for either of two reasons:

1. **Real-time Updating of School Operations Options**—You can update certain elements of your school's profile online. You can determine the SSCR transmittal recipients, select the electronic media to be used, specify the sort sequences to be applied, and select the reporting cycles.

2. **Updating a Small Number of Student Records**—When you need to correct a few student records on a previously submitted SSCR, or make an ad hoc report for a change in student status, online updating is appropriate. Remember, though, that the EDExpress module of the Title IV WAN lets you update and build a Submittal File on your PC off-line (that is, without being connected to NSLDS) and transmit it using EDConnect. Since online access is more expensive, please use it sparingly.

For security and privacy reasons, schools can access individual student's records online only if they know the SSN, first name, and date of birth. All three are required.

6.1.2 ONLINE ACCESS

You can access NSLDS from your personal computer (PC) by selecting the NetConnect option from the Window menu in EDConnect and running NET*CONNECT.

6.1.3 NSLDS (DISCLOSURE SCREEN) LOGON

Select the NSLDS option from the NET*CONNECT menu. The System Logon screen is displayed as shown in Figure 6-2.

```
NSLP PRODUCTION CICS REGION VERSION 4.1 MIGRATE                    CICSNSLP
                                                                   TCPNS007
     USERID:                  or "LOGOFF" to disconnect               S007
     PASSWORD:                NEW PASSWORD (Optional):

                              Disclosure Statement
  The user understands that the Department of Education, its agents and
  sub-contractors have signed up to meet the requirements of the "PRIVACY ACT of
  1974" (as amended).  As such, by entering this system, the user hereby
  verifies that he/she has read the "PRIVACY ACT of 1974" (as amended), that the
  user understands the requirements of the act, and that the user has no
  remaining unanswered questions.


                              Monitoring Notice
  This system is for the use of authorized users only.  Individuals using this
  computer system without authority, are subject to having all of their
  activities on this system monitored and recorded by system personnel.  In the
  course of monitoring individuals improperly using this system or in the course
  of system maintenance, the activities of authorized users may also be
  monitored.  Anyone using this system expressly consents to such monitoring
  and is advised that if such monitoring reveals possible evidence of criminal
  activity, system personnel may provide the evidence of such monitoring to law
  enforcement officials.
  Enter your RACF Userid and Password to sign onto CICS
```

Figure 6-2, System Logon Screen

The CICS System Logon screen displays the NSLDS Disclosure Statement and Monitoring Notice. All information contained in NSLDS is protected by federal regulations under the Privacy Act of 1974 (as amended). **It is your responsibility under federal law to comply with Privacy Act regulations governing the protection of information in this database.**

To log on to NSLDS, use the following steps:

1. Type your NSLDS user ID at the prompt. Your user ID is mailed to you shortly after you sign up for Title IV WAN access.

2. Press **TAB** to advance your cursor to the PASSWORD field.

3. Type your NSLDS password. Your password does not display as you type, but the cursor advances across the screen.

4. Press **ENTER.** The cursor advances to a prompt in the lower left portion of the screen.

When you log on to CICS for the first time, your initial password expires. The system displays the message **Password Expired**, as shown in Figure 6-3, and prompts you to enter a new password. You must change your password at this time.

```
Password Expired - enter new password
.........................................................................
MBn    a   02/019
```

Figure 6-3, Password Expired Message

6.1.3.1 Changing Your Password in CICS

To change your password in CICS, use the following steps:

1. Type your user ID (e.g., ED0000) at the cursor.

2. Press **TAB** to advance to the PASSWORD field.

3. Type your current password. It does not display as the cursor moves across the field.

4. Press **TAB** to advance your cursor to the NEW PASSWORD field.

5. Type your new password. Your password does not display as you type, but the cursor advances across the screen.

6. Press **ENTER.**

7. A screen message displays requesting your new password to be entered again. Retype your new password as you did before for verification. Your password is not displayed as the cursor moves across the field.

8. Press **ENTER.**

6.1.3.2 Invalid User ID or Password in CICS

If you entered an invalid User ID or password, the system displays an error message at the bottom of the screen as shown in Figure 6-4.

```
Invalid Sign-on attempt  /  RC=0016
MBn    a    02/019
```
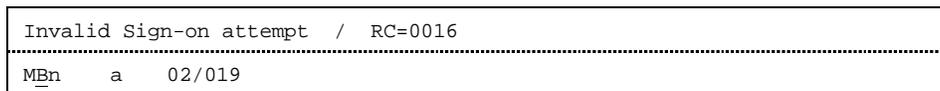
Figure 6-4, Invalid Sign-On Attempt Message

After three unsuccessful logon attempts, the NSLDS Customer Service Center (CSC) activates a lockout but continues to display the **Invalid Sign-on Attempt** message if you try to log on to CICS. You must contact the CSC (1-800-999-8219) to request that your user ID and password be reset. To log on again, you must repeat the steps in Section 6.1.3.1, "Changing Your Password in CICS."

6.1.3.3 Successful Logon to CICS

After you logon to CICS, the NSLDS CICS Sign-On Complete screen displays for several seconds, as shown in Figure 6-5.

```
     NNN     NNN   SSSSSSSSS    LLL              DDDDDDDDD     SSSSSSSSS
      NNN     NNN   SSSSSSSSSSS   LLL             DDDDDDDDDD   SSSSSSSSSSS
      NNNN    NNN   SSS     SSS   LLL             DDD    DDD   SSS     SSS
     NNNNN    NNN   SSS           LLL             DDD    DDD   SSS
    NNN NNN NNN   SSSSSSSSSSS    LLL             DDD    DDD   SSSSSSSSSSS
     NNN   NNNNN          SSS   LLL             DDD    DDD          SSS
     NNN    NNNN  SSS     SSS   LLL             DDD    DDD   SSS     SSS
    NNN     NNN   SSSSSSSSSSS   LLLLLLLLLLL   DDDDDDDDDD   SSSSSSSSSSS
   NNN     NNN   SSSSSSSSS     LLLLLLLLLLL   DDDDDDDDD     SSSSSSSSS

                    Raytheon E-Systems Airborne Systems
                     Information Technology Services

              CICSNSLP Signon complete for LAST NAME, FIRST NAME

              USERID:  ZZZ        OPID:       ZZZ    DATE:  01/16/1998
              NETNAME: TCPNS007   TERMINAL ID: S007  TIME:  07:59:00
```

Figure 6-5, CICS Sign-On Complete Screen

6.2 ACCESSING SSCR FUNCTIONS

You can access all SSCR functions through the NSLDS Main Menu (SS04) and the Reporting Capabilities Main Menu (RC00), as shown in Figure 6-6.

```
SS04
_____
                            NSLDS                    01-16-1998
                       NSLDS Main Menu               08:00:00


   Input the number of your choice and press ENTER.

 Select 2  1. System Support Main Menu
           2. Reporting Capabilities Main Menu
           3. Exit NSLDS and LOGOFF
```

```
RC00
_____
                            NSLDS                    01-16-1998
                  Reporting Capabilities Main Menu    08:00:30


    Input the number of your choice and press ENTER.

  Select 6  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
```

```
RC70
_____
                            NSLDS                    01-16-1998
                 Student Status Confirmation Menu     08:01:00

     Input the number of your choice and press ENTER.

           1. Student Status Confirmation Update
           2. SSCR User Profile Update
           3. SSCR Servicer Profile Update
           4. SSCR Cycle Selection




        F3=EXIT
```
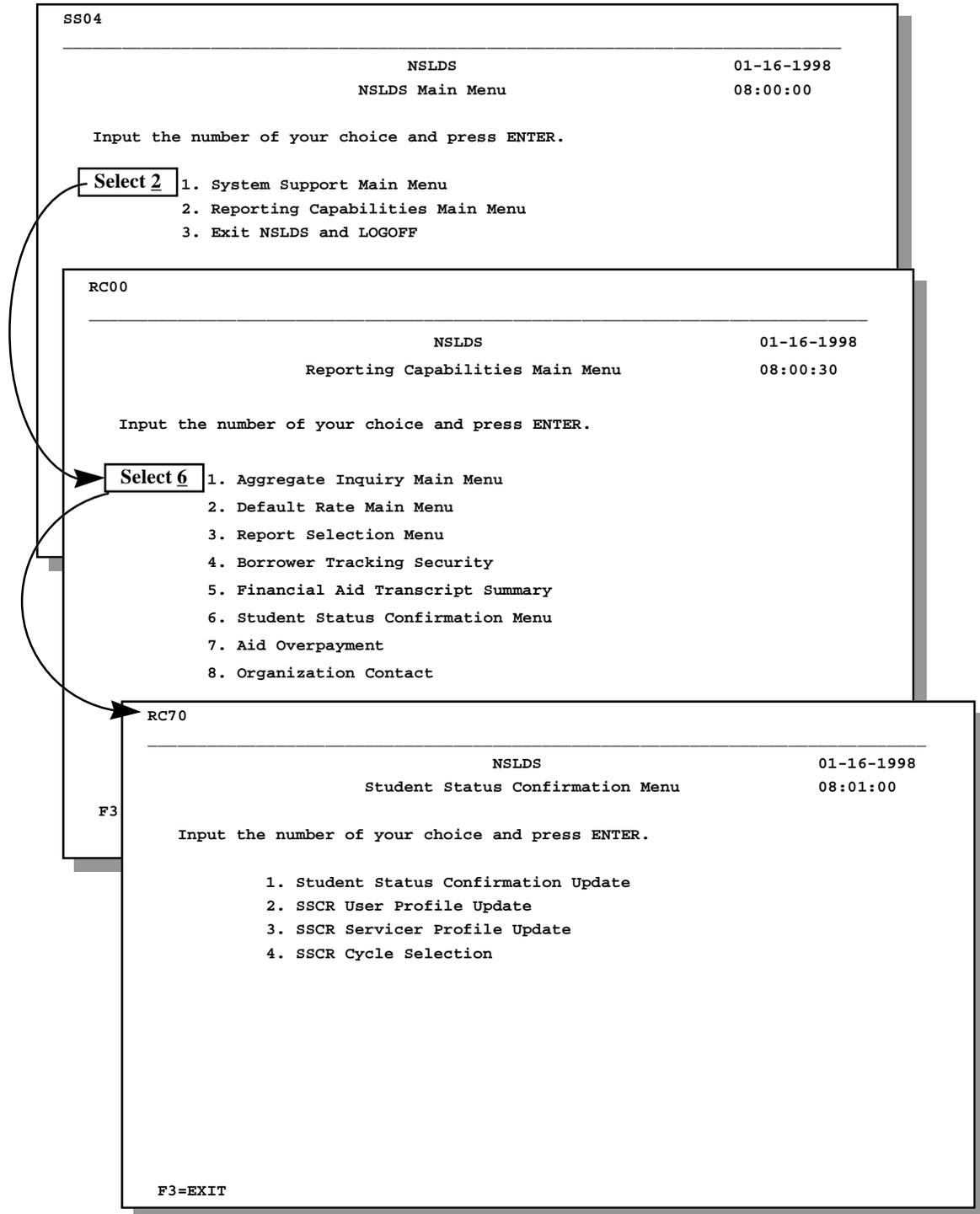
Figure 6-6, SSCR Access Navigation Schematic

Function keys or bottom line functions let you move from screen to screen. The following primary function keys are shown in Figure 6-7 below:

Key	Function
F3=EXIT	Exits current screen and returns to the previous screen.
F4=PROMPT	Shows detail information for fields with a "+".
F7=BACKWARD	Pages backwards from a screen with a "-" in the MORE field.
F8=FORWARD	Pages forward from a screen with a "+" in the MORE field.
F12=RETURN	Exits this screen and returns to the SSCR Menu.

Figure 6-7, Function Keys

6.2.1 NSLDS MAIN MENU (SS04)

When your NSLDS session begins after your password is accepted by the system security process, the NSLDS Main Menu (SS04) displays automatically, as shown in Figure 6-8.

```
SS04
_____
                               NSLDS                          01-16-1998
                           NSLDS Main Menu                     08:00:00

     Input the number of your choice and press ENTER.

             _   1. System Support Main Menu
                 2. Reporting Capabilities Main Menu
                 3. Exit NSLDS and LOGOFF
_____
        Msg#   User Messages                                   MORE +
        99000  ** Use F8 to see all messages **
        10600  *****THIS IS MESSAGE 10600*****
        10600  ********************NOTICE*******************************
        10600  This is a sample of how a message would appear to a user.
        10600  F8 will scroll you forward to see more message information.
        10600  F7 will scroll to back to the beginning of message listings.




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

Figure 6-8, NSLDS Main Menu (SS04)

The NSLDS Main Menu lists the following options:

- **System Support Main Menu**—Provides authorized system maintenance users access to system support information. You do not have access to this option.

- **Reporting Capabilities Main Menu**—Lets authorized users access aggregates, default rate calculations, report selections, and SSCR functions. Select this option to access SSCR.

- **Exit NSLDS and LOGOFF**—Ends the NSLDS session and logs you off the system.

To select the Reporting Capabilities Main Menu (RC00) as shown in Figure 6-9, use the following steps:

1. Type **2**.
2. Press **ENTER**.

6.2.2 REPORTING CAPABILITIES MAIN MENU (RC00)

Use the Reporting Capabilities Main Menu (RC00) to access the NSLDS functions that are available to schools, as shown in Figure 6-9. This document focuses on Option 6, Student Status Confirmation Menu, which allows you to access the primary SSCR functions.

```
RC00
_____
                            NSLDS                        01-16-1998
                  Reporting Capabilities Main Menu        08:00:30

      Input the number of your choice and press ENTER.

            _  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
```

Figure 6-9, Reporting Capabilities Main Menu (RC00)

To select the Student Status Confirmation Menu from the Reporting Capabilities Main Menu (RC00), use the following steps:

1. Type **6**.
2. Press **ENTER**.

6.3 SELECTING AND OPERATING THE SSCR FUNCTIONS

The Student Status Confirmation Menu (RC70) lets you access the SSCR functions, as shown in Figure 6-10.

```
RC70
_____
                                  NSLDS                      01-16-1998
                       Student Status Confirmation Menu      08:01:00

        Input the number of your choice and press ENTER.

              1  1. Student Status Confirmation Update
                 2. SSCR User Profile Update
                 3. SSCR Servicer Profile Update
                 4. SSCR Cycle Selection










      F3=EXIT
```

Figure 6-10, Student Status Confirmation Menu (RC70)

The Student Status Confirmation Menu lists the following options:

- **Student Status Confirmation Update**—Update enrollment status and related SSCR information online.

- **SSCR User Profile Update**—Displays your school's profile including information your school provided when you registered for Title IV WAN and NSLDS.

- **SSCR Servicer Profile Update**—If your school uses a servicer, displays the servicer.

- **Cycle Selection**—Designate your desired mandatory and optional SSCR cycles.

Type **1**, **2, 3**, or **4**, and press **ENTER**. The respective function screen displays. Each of these school functions is fully described in the following subsections.

6.3.1 SSCR ONLINE UPDATE (RC71)

The Student Status Confirmation Update—Option 1
on the Student Status Confirmation Menu (RC70)
shown to the right—lets you update enrollment
status and related SSCR information online.
Although most SSCR data is updated by the batch
processing which is part of the regular SSCR
reporting cycles described earlier, online updating
supports the following:

```
RC70
                      NSLDS
            Student Status Confirmation Menu

   Input the number of your choice and press ENTER.

       1  1. Student Status Confirmation Update
          2. SSCR User Profile Update
          3. SSCR Servicer Profile Update
          4. SSCR Cycle Selection


    F3=EXIT
```

- Correction of previously submitted data.

- Regular SSCR reporting for schools with a small number of students.

- Ad hoc reporting of enrollment status changes that occur between scheduled reporting
  cycles. You must submit an ad hoc report (online or batch) for such changes within 30
  days of their occurrence, unless there is a scheduled reporting cycle within 60 days.

To select the SSCR Online Update (RC71) screen, use the following steps:

1. Type **1**.
2. Press **ENTER**.

As shown in bold in Figure 6-11, the SSCR Online Update (RC71) screen displays with the
School/Branch Code and School Name automatically filled in and the Action Code field in the
Action Bar at the top of the screen set to **D**.

```
RC71        D_  Display student(D)  Update sscr(U)  List Address(LA)
                   Past enrollment Status change(PS)
_____
                           NSLDS                        01-16-1998
                       SSCR Online Update               08:02:00
School/Branch Code ..: 00332900 PENNSYLVANIA STATE UNIVERSITY
SSN...... _____ First Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
Last Name:                                  Curr SSN.:
          ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. __ - __ - ____ (MM-DD-YYYY)
Enrollment Code.. _ Enrollment Code Effect Date.... __ - __ - ____ (MM-DD-YYYY)
                   Certification Date............. __ - __ - ____ (MM-DD-YYYY)
Student Designator.. _____ (Optional)
             ---- Student Information Change (Optional) ----
SSN........ _____ First Name.. _____ Middle Initial.. _
Last Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
             --- Permanent Address Information (Optional)---
Address line 1.. _____
Address line 2.. _____
City............ _____ State.. __ Zip Code... _____
Country.. _____ Effective Date.. __ - __ - ____ (MM-DD-YYYY)
                   PRIVACY ACT OF 1974(AS AMENDED)
 RC004-I: Please enter key fields and press ENTER
  F3=EXIT
```

Figure 6-11, SSCR Online Update (RC71), Initial Screen

The Action Bar for SSCR Online Update (RC71) gives you the following options:

- **Display Student (D)**—Display the SSN, first name, and date of birth for a selected student.

- **Update SSCR (U)**—Update non-identifier fields and posts them immediately to the database. Proposed changes to student identifier data must be approved by the data provider.

- **List Address (LA)**—List student's previous addresses.

- **Past Enrollment Status Change (PS)**—Update a student's past enrollment status or the dates of the enrollment period.

6.3.1.1 Display Student (D)

You can begin the online update process by using the following steps to enter the SSN, first name, and date of birth of a student. The screen cursor is initially located at the SSN field.

1. Type the student's SSN in the SSN field; for example, type **043882658**. Do *not* type hyphens.

2. The cursor advances to the First Name field after you type the last number of a nine-digit SSN.

3. Type the student's first name; for example, type **Corey**.

4. Press **TAB** to advance to the DOB field.

5. Type the student's date of birth; for example, type **12061974**. The date must be in MMDDYYYY format. Do not type hyphens.

6. Press **ENTER**.

If there is a match in the database, the student and associated information are displayed ready for updating on the SSCR Online Update screen as shown in bold in Figure 6-12.

```
RC71       U_  Display student(D)  Update sscr(U)  List Address(LA)
                 Past enrollment Status change(PS)
_____
                              NSLDS                       01-16-1998
                         SSCR Online Update               08:02:30
School/Branch Code ..: 00332900 PENNSYLVANIA STATE UNIVERSITY
SSN...... 043882658 First Name.. COREY_____ DOB.. 12 - 06 - 1974 (MM-DD-YYYY)
Last Name: REED                            Curr SSN.: 043882658
           ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. 05 - 24 - 1998 (MM-DD-YYYY)
Enrollment Code.. F Enrollment Code Effect Date.... 09 - 05 - 1994 (MM-DD-YYYY)
                  Certification Date............. 09 - 15 - 1997 (MM-DD-YYYY)
Student Designator.. _____ (Optional)
             ---- Student Information Change (Optional) ----
SSN........ _____ First Name.. _____ Middle Initial.. _
Last Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
           --- Permanent Address Information (Optional)---
Address line 1.. _____
Address line 2.. _____
City........... _____ State.. __ Zip Code... _____
Country.. _____ Effective Date.. __ - __ - ____ (MM-DD-YYYY)
                    PRIVACY ACT OF 1974(AS AMENDED)
 RC704-I: Please make changes and press ENTER
  F3=EXIT
```

Figure 6-12, SSCR Online Update (RC71), Update Screen

If you wish to display but not update student information, follow steps 1–5 above, and then do the following:

6. Use the **HOME** key to navigate to the Action Code field of the Action Bar at the top of the screen.

7. Type **D** over the existing D.

8. Press **ENTER**.

If there is a match in the database, the student and associated information are displayed on the SSCR Online Update screen as shown in Figure 6-13.

```
RC71       D_  Display student(D)  Update sscr(U)  List Address(LA)
                Past enrollment Status change(PS)
_____
                              NSLDS                        01-66-1998
                          SSCR Online Update               08:02:45
School/Branch Code ..: 00332900 PENNSYLVANIA STATE UNIVERSITY
SSN...... 043882658 First Name.. COREY_____ DOB.. 12 - 06 - 1974 (MM-DD-YYYY)
Last Name: REED                          Curr SSN.: 043882658
          ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. 05 - 24 - 1998 (MM-DD-YYYY)
Enrollment Code.. F Enrollment Code Effect Date.... 09 - 05 - 1994 (MM-DD-YYYY)
                   Certification Date............. 09 - 15 - 1997 (MM-DD-YYYY)
Student Designator.. _____ (Optional)
             ---- Student Information Change (Optional) ----
SSN........ _____ First Name.. _____ Middle Initial.. _
Last Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
             --- Permanent Address Information (Optional)---
Address line 1.. _____
Address line 2.. _____
City............ _____ State.. __ Zip Code... _____
Country.. _____ Effective Date.. __ - __ - ____ (MM-DD-YYYY)
                     PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT
```

Figure 6-13, SSCR Online Update (RC71), Display Student

6.3.1.2 Update SSCR (U)

You can also use the SSCR Online Update screen to update the SSCR information in any field not preceded by a colon. For example, the Curr SSN field cannot be updated, but the Anticipated Completion Date field can be. Note that some fields, such as Last Name, cannot be updated in the display location, but can be proposed for change in the Student Information Change section shown in bold near the bottom of Figure 6-14. Changes to student identifier data must be approved by the data provider. Just as in the batch process, these proposed updates are not effective immediately.

```
 RC71       U_  Display student(D)  Update sscr(U)  List Address(LA)
                Past enrollment Status change(PS)
 _____
                                  NSLDS                          01-16-1998
                             SSCR Online Update                  08:03:30
 School/Branch Code ... 00332900 PENNSYLVANIA STATE UNIVERSITY
 SSN...... 043882658 First Name.. COREY_____ DOB.. 12 - 06 - 1974 (MM-DD-YYYY)
 Last Name: REED                          Curr SSN.: 043882658
            ------ Current Student Status Change (Mandatory) ------
 Anticipated Completion Date.. 05 - 24 - 1998 (MM-DD-YYYY)
 Enrollment Code.. F Enrollment Code Effect Date.... 09 - 05 - 1994 (MM-DD-YYYY)
               Certification Date.............. 09 - 15 - 1997 (MM-DD-YYYY)
 Student Designator.. _____ (Optional)
              ---- Student Information Change (Optional) ----
 SSN........ _____ First Name.. _____ Middle Initial.. _
 Last Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
             --- Permanent Address Information (Optional)---
 Address line 1.. _____
 Address line 2.. _____
 City........... _____ State.. __ Zip Code... _____
 Country.. _____ Effective Date.. __ - __ - ____ (MM-DD-YYYY)
                      PRIVACY ACT OF 1974(AS AMENDED)

   F3=EXIT
```

Figure 6-14, SSCR Online Update (RC71), Update SSCR

To update non-identifier fields and save them to the database at the end of the transaction, use the following steps:

1. Display the student record you wish to update.

2. **TAB** to the field(s) you want to change.

3. Type all desired changes.

4. Check that the **U** appears in the Action Code field. If it does not, use the **HOME** key to navigate to the Action Code field, and then type **U**.

5. Press **ENTER.**

The SSCR Online Update screen displays a confirmation message, as shown in bold at the bottom of Figure 6-15. Notice in the same figure that the Anticipated Completion Date field has been changed from **05-24-1998** to **12-15-1998**. This date was extended because of the change in the student's enrollment code from **F** to **H** in the spring term, effective in January (**01-01-1998**) and certified a few days later. Proposed changes to identifier data are entered using the same procedure.

```
RC71      U_  Display student(D)  Update sscr(U)  List Address(LA)
                Past enrollment Status change(PS)
_____
                            NSLDS                        01-16-1998
                        SSCR Online Update               08:04:00
School/Branch Code ..: 00332900 PENNSYLVANIA STATE UNIVERSITY
SSN...... 043882658 First Name.. COREY_____ DOB.. 12 - 06 - 1974 (MM-DD-YYYY)
Last Name: REED                        Curr SSN.: 043882658
          ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. 12 - 15 - 1998 (MM-DD-YYYY)
Enrollment Code.. H Enrollment Code Effect Date.... 01 - 01 - 1998 (MM-DD-YYYY)
                   Certification Date............. 01 - 05 - 1998 (MM-DD-YYYY)
Student Designator.. _____ (Optional)
           ---- Student Information Change (Optional) ----
SSN........ _____ First Name.. _____ Middle Initial.. _
Last Name.. _____ DOB.. __ - __ - ____ (MM-DD-YYYY)
              --- Permanent Address Information (Optional)---
Address line 1.. _____
Address line 2.. _____
City........... _____ State.. __ Zip Code... _____
Country.. _____ Effective Date.. __ - __ - ____ (MM-DD-YYYY)
                    PRIVACY ACT OF 1974(AS AMENDED)
 AA022-I: Successfully UPDATED
  F3=EXIT
```

Figure 6-15, SSCR Online Update (RC71), Successful Update

6.3.1.3 List Address (LA)

When a student's address changes, you must update that information for NSLDS. Before typing the new address, you may confirm that it was not previously reported. If it was, you can retrieve that previous address from the database and make it the new address.

To display the Student Address List screen from the SSCR Online Update (RC71) screen, use the following steps:

1. Use the **HOME** key to navigate to the Action Code field at the top of the screen.
2. Type **LA** (for List Address).
3. Press **ENTER**.

The Student Address List (RC7C) screen is displayed as shown in Figure 6-16.

```
RC7C
_____
                              NSLDS                        01-16-1998
                        Student Address List               08:04:30
First name: COREY       Last name: REED                    SSN: 043882658
 Sel         Please make a selection(S) and press ENTER          MORE:  +
  _ Address line 1: 1234 HICKERY STREET
    Address line 2:
    City..........: ROSEMONT                State: PA Zip.: 19836-2243
    Country.......: UNITED STATES OF AMERICA  Effective Date: 11-15-1997
  _ Address line 1: 1910 CHERRY LANE
    Address line 2:
    City..........: CHANTILLY               State: VA Zip.: 22031-7466
    Country.......: UNITED STATES OF AMERICA  Effective Date: 01-01-1997
  _ Address line 1: 423 WILSON BOULEVARD
    Address line 2: APARTMENT 15
    City..........: DALE CITY               State: VA Zip.: 23861-2944
    Country.......: UNITED STATES OF AMERICA  Effective Date: 03-31-1996
  _ Address line 1: 1906 GALLOWS ROAD
    Address line 2:
    City..........: MERRIFIELD              State: VA Zip.: 24301-4221
    Country.......: UNITED STATES OF AMERICA  Effective Date: 09-01-1995


  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-16, Student Address List Screen (RC7C)

All addresses previously reported to NSLDS are displayed. If one of the addresses is now the current address, you do not have to retype it. To make a previously reported address the current address, use the following steps:

1. **TAB** to the Select column (marked "Sel") to the left of the address you want to change.

2. Type **S** in the Select column.

3. Press **ENTER**.

The SSCR Online Update (RC71) screen redisplays, populated with the address information you have just selected from the Student Address List screen. To save that information to the database, do the following:

1. Type **U** in the Action Code field on the SSCR Outline Update screen.
2. Press **ENTER**.

Remember, if there is a "+" in the More field of the Student Address List screen, there are additional addresses not displayed. You can view them by pressing the **F8** Key to scroll forward.

6.3.1.4 Past Enrollment Status Change (PS)

NSLDS stores all enrollment periods and the corresponding status that your school has submitted. This information is particularly helpful to lenders when they have to calculate student

deferments. If you have information that a student's past enrollment status or the dates of the enrollment period need to be corrected, you can use this screen.

To access the Past Enrollment Status Change screen from the SSCR Online Update (RC71) screen:

1. Use the **HOME** key to navigate to the Action Code field at the top of the screen.
2. Type **PS** (for Past Enrollment Status change).
3. Press **ENTER**.

Past Enrollment Status Change (RC7D) is displayed as shown in Figure 6-17:

```
RC7D       __   Add(A)   Change(C)   DElete(DE)
_____
                              NSLDS                         01-16-1998
                    Past Enrollment Status Change           08:05:00
Sch/Br Code.: 00332900 PENNSYLVANIA STATE UNIVERSITY
Student Name: COREY  REED                              SSN: 043882658
Anticipated Compl Date: 12-15-1998  (MM - DD - YYYY)        (MM - DD - YYYY)
Enrollment Code.. _ Effective Date.. __ - __ - ____  Cert Date.. __ - __ - ____
---------------------------- Current Status ----------------------------
Enroll Code: H Effec Date: 01-01-1998  Cert Date: 01-05-1998  Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
   Enroll                                                     MORE:
Sel Code          Description                    Effec Date  Certi Date
 _   F   FULL TIME                               09-05-1994  09-15-1997
 _   L   LESS THAN HALF TIME                     01-01-1994  02-15-1994




                    PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-17, Past Enrollment Status Change (RC7D), Initial Screen

To add an enrollment period that is not reported:

1. Type **A** in the Action Code field.

2. Fill in the Enrollment Code, Effective Date, and Certification Date fields, shown in bold in Figure 6-18, with data for the period you want to add.

```
RC7D     A_  Add(A)  Change(C)  DElete(DE)
_____
                          NSLDS                        01-16-1998
                   Past Enrollment Status Change        08:05:00
Sch/Br Code.: 00332900 PENNSYLVANIA STATE UNIVERSITY
Student Name: COREY      REED                          SSN: 043882658
Anticipated Compl Date: 12-15-1998  (MM - DD - YYYY)    (MM - DD - YYYY)
Enrollment Code.. A Effective Date.. 10 - 01 - 1997 Cert Date.. 10 - 15 - 1997
----------------------------- Current Status ----------------------------
Enroll Code: H Effec Date: 01-01-1998  Cert Date: 01-05-1998  Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
   Enroll                                                    MORE:
Sel Code          Description                 Effec Date Certi Date
 _   F  FULL TIME                             09-05-1994 09-15-1997
 _   L  LESS THAN HALF TIME                   01-01-1994 02-15-1994




                    PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-18, Past Enrollment Status Change (RC7D), Add Data Entered

3. Press **ENTER**.

The new enrollment period is automatically displayed in chronological order in the Current Status section. A confirmation message is displayed as shown in bold in Figure 6-19.

```
RC7D     __  Add(A)  Change(C)  DElete(DE)
_____
                          NSLDS                        01-16-1998
                   Past Enrollment Status Change        08:05:15
Sch/Br Code.: 00332900 PENNSYLVANIA STATE UNIVERSITY
Student Name: COREY      REED                          SSN: 043882658
Anticipated Compl Date: 12-15-1998  (MM - DD - YYYY)    (MM - DD - YYYY)
Enrollment Code.. _ Effective Date.. __ - __ - ____ Cert Date.. __ - __ - ____
----------------------------- Current Status ----------------------------
Enroll Code: H Effec Date: 01-01-1998  Cert Date: 01-05-1998  Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
   Enroll                                                    MORE:
Sel Code          Description                 Effec Date Certi Date
 _   A  APPROVED LEAVE OF ABSENCE             10-01-1997 10-15-1997
 _   F  FULL TIME                             09-05-1994 09-15-1997
 _   L  LESS THAN HALF TIME                   01-01-1994 02-15-1994




                    PRIVACY ACT OF 1974(AS AMENDED)
AA017-I: Successfully ADDED
  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-19, Past Enrollment Status Change, Successful Addition

To change an enrollment period that is currently reported:

1. Type **C** in the Action Code field.

2. Fill in the Enrollment Code, Effective Date, and Certification Date fields with data for the period you want to correct.

3. **TAB** to the Enrollment Period section.

4. Type **S** in the Selection field of the line you want to change.

5. Press **ENTER**.

The changes are entered on the line where you entered the **S**, and a confirmation message is displayed at the bottom of the screen as shown in Figure 6-20.

```
RC7D      __   Add(A)  Change(C)  DElete(DE)
_____
                            NSLDS                        01-16-1998
                  Past Enrollment Status Change          08:05:30
Sch/Br Code.: 00332900 PENNSYLVANIA STATE UNIVERSITY
Student Name: COREY       REED                         SSN: 043882658
Anticipated Compl Date: 12-15-1998  (MM - DD - YYYY)      (MM - DD - YYYY)
Enrollment Code.. _ Effective Date.. __ - __ - ____ Cert Date.. __ - __ - ____
------------------------------ Current Status ----------------------------
Enroll Code: H Effec Date: 01-01-1998  Cert Date: 01-05-1998  Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
   Enroll                                                      MORE:
Sel Code           Description                    Effec Date  Certi Date
 _   A  APPROVED LEAVE OF ABSENCE                  10-01-1997  10-15-1997
 _   F  FULL TIME                                  09-05-1994  09-15-1997
 _   L  LESS THAN HALF TIME                        09-09-1993  10-15-1993




                    PRIVACY ACT OF 1974(AS AMENDED)
 AA022-I: Successfully UPDATED
  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-20, Past Enrollment Status Change, Successful Update

To delete an enrollment period:

1. Type **DE** in the Action Code field.
2. **TAB** to the Enrollment Period section.
3. Type **S** in the Selection field of the line you want to delete.
4. Press **ENTER**.

The changes are entered on the line where you typed the **S**, and a confirmation message is displayed at the bottom of the screen, as shown in Figure 6-21.

```
RC7D      __  Add(A)  Change(C)  DElete(DE)
_____
                            NSLDS                     01-28-1998
                  Past Enrollment Status Change       07:11:26
Sch/Br Code.: 00332900 PENNSYLVANIA STATE UNIVERSITY
Student Name: COREY      REED                        SSN: 043882658
Anticipated Compl Date: 12-15-1998 (MM - DD - YYYY)    (MM - DD - YYYY)
Enrollment Code.. _ Effective Date.. __ - __ - ____ Cert Date.. __ - __ - ____
---------------------------- Current Status ----------------------------
Enroll Code: H Effec Date: 01-01-1998  Cert Date: 01-05-1998  Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
   Enroll                                                  MORE:
Sel Code          Description                  Effec Date Certi Date
 _   A  APPROVED LEAVE OF ABSENCE              10-01-1997 10-15-1997
 _   F  FULL TIME                              09-05-1994 09-15-1997




                    PRIVACY ACT OF 1974(AS AMENDED)
 AA018-I: Successfully DELETED
  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

Figure 6-21, Past Enrollment Status Change (RC7D), Successful Deletion

6.3.2 SSCR USER PROFILE UPDATE (RC78)

```
RC70
_____
               NSLDS
        Student Status Confirmation Menu

Input the number of your choice and press ENTER.

   2  1. Student Status Confirmation Update
      2. SSCR User Profile Update
      3. SSCR Servicer Profile Update
      4. SSCR Cycle Selection


  F3=EXIT
```

You can display your school's profile for receiving SSCR data by using the SSCR User Profile Update (Option 2) of the Student Status Confirmation Menu (RC70) shown to the right.

To select the SSCR User Profile Update (RC78) screen, use the following steps:

1. Type **2**.
2. Press **ENTER**.

The SSCR User Profile Update (RC78) screen displays as shown in Figure 6-22. The screen displays the information your school provided when you registered for Title IV WAN and NSLDS.

```
RC78        __   Update(U)  List Users(LU)  DIsassociate users(DI)
_____
                              NSLDS                        01-16-1998
                       SSCR User Profile Update             08:06:00
                          Output Distribution

 School/Branch Code ... 00332900
 Name................: PENNYLVANIA STATE UNIVERSITY

 First Name: CARLA     Last Name: STRONG
 Title.....: ASSISTANT REGISTRAR
 User Organization....:
 Mailing Address......: 421 HARPER VALLEY HALL

 City................: UNIVERSITY PARK     State..: PA  Zip..: 37907-2200
 Phone...............: (317) 555-1212
 Sort Sequence.. 2 + SCHOOL, SCHOOL BRANCH, STUD SSN
 Desired Output Media.. W (T = Cartridge/Tape, W = Title IV WAN)
 Selected Format......: T16 (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C=CARTRIDGE)
 Title IV WAN Dest ID.: TG53820


 RC7817-I: Default SSCR user displayed.
  F3=EXIT  F4=PROMPT
```

Figure 6-22, SSCR User Profile Update (RC78), Initial Screen

SSCR User Profile Update lets you do the following:

- **Update (U)**— Update your school's SSCR report sequence.

This function is described in detail in the following subsection.

6.3.2.1 Update (U)

You can update one field on the SSCR User Profile Update (RC78) screen: Sort Sequence. If
you know the available sort sequence options for SSCR, move the cursor to the Sort Sequence
field and enter the sequence number of choice. Otherwise change the sort sequence by referring
to Figure 6-22 and using the following steps:

1. Press **TAB** to advance your cursor to the "+" sign immediately after the Sort Sequence
   number.

2. Type **S** over the "+" sign.

3. Press **F4**.

The system displays the SSCR Sort Selection (RC76) screen as shown in Figure 6-23. Currently,
only two sort selection options are available, one by name and one by SSN. (Since you can get
SSCR records only for students whose records contain your school's code, the School and School
Branch sorts are automatic.)

```
RC76
_____
                               NSLDS                        01-16-1998
                         SSCR Sort Selection                08:06:30

 Select(S) Desired Sort Criteria and press ENTER
Sel Seq  Description
 S   1   SCHOOL, SCHOOL BRANCH, STUD LAST, STUD FIRST, STUD SSN
 _   2   SCHOOL, SCHOOL BRANCH, STUD SSN













   F3=EXIT  F12=RETURN
```

Figure 6-23, SSCR Sort Selection Screen (RC76)

To change the sort sequence for the Output Sort Selection, use the following steps:

1. **TAB** to the Selection field for the sort sequence your school wants.
2. Type **S**.
3. Press **ENTER**.

The SSCR User Profile Update (RC78) screen redisplays with the sort sequence you have selected, as shown in Figure 6-24.

```
RC78       U_  Update(U)  List Users(LU)  DIsassociate users(DI)
_____
                              NSLDS                        01-16-1998
                      SSCR User Profile Update              08:07:00
                         Output Distribution


 School/Branch Code ..: 00332900
 Name.................: PENNSYLVANIA STATE UNIVERSITY


 First Name: BATCH USER   Last Name: Initial SSCR
 Title.....:
 User Organization....: PENNSYLVANIA STATE UNIV
 Mailing Address......:
                        13100 WORLDGATE DRIVE
 City.................: UNIVERSITY PARK      State..: PA  Zip..: 16802
 Phone................:
 Sort Sequence.. 1 + SCHOOL, SCHOOL BRANCH, STUD LAST, STUD FIRST, STUD SSN
 Desired Output Media.. W (T = Cartridge/Tape, W = Title IV WAN)
 Selected Format......:    (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C=CARTRIDGE)
 Title IV WAN Dest ID.: TG53820



 RC794-W: Press ENTER to update or PF3 to exit without update
  F3=EXIT  F4=PROMPT
```

Figure 6-24, SSCR User Profile Update (RC78)

To confirm and update your new sort selection, do the following:

1. Make sure the U appears in the Action Code field at the top of the screen. If it does not, use the **HOME** key to navigate to the Action Code field and type **U**.

2. Press **ENTER**.

The system redisplays the SSCR User Profile Update (RC78) screen with a successfully updated message at the bottom, as shown in bold in Figure 6-25.

```
RC78      U_  Update(U)  List Users(LU)  DIsassociate users(DI)
_____
                              NSLDS                      01-28-1998
                       SSCR User Profile Update          07:17:59
                         Output Distribution


 School/Branch Code ..: 00332900
 Name.................: PENNSYLVANIA STATE UNIVERSITY


 First Name: BATCH USER   Last Name: Initial SSCR
 Title.....:
 User Organization....: PENNSYLVANIA STATE UNIV
 Mailing Address......:
                        13100 WORLDGATE DRIVE
 City.................: UNIVERSITY PARK      State..: PA  Zip..: 16802
 Phone................:
 Sort Sequence.. 1 + SCHOOL, SCHOOL BRANCH, STUD LAST, STUD FIRST, STUD SSN
 Desired Output Media.. W (T = Cartridge/Tape, W = Title IV WAN)
 Selected Format......:    (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C=CARTRIDGE)
 Title IV WAN Dest ID.: TG53820



 AA022-I:  Successfully UPDATED
  F3=EXIT  F4=PROMPT
```

Figure 6-25, SSCR User Profile Update (RC78), Successful Update

6.3.3 SSCR CYCLE SELECTION (RC74)

To schedule your SSCR cycles, use the SSCR Cycle
Selection (Option 4) from the Student Status
Confirmation Menu (RC70), shown to the right.

To access SSCR Cycle Selection (RC74), use the
following steps:

```
RC70
_____
              NSLDS
      Student Status Confirmation Menu

 Input the number of your choice and press ENTER.

    4  1. Student Status Confirmation Update
       2. SSCR User Profile Update
       3. SSCR Servicer Profile Update
       4. SSCR Cycle Selection


  F3=EXIT
```

1. Type **4**.
2. Press **ENTER**.

The SSCR Cycle Selection screen displays as shown in Figure 6-26.

```
RC74        __   Update(U)
_____
                                NSLDS                      01-16-1998
                          SSCR Cycle Selection             08:09:00
School/Branch Code ... 00332900  PENNSYLVANIA STATE UNIVERSITY
Select the School Category
_ 1. Quarter
  2. Semester
  3. Others                                      Required
Cycle Number    Month            Last Generated  Indicator(Y)
     1          JANUARY                               _
     2          FEBRUARY                              _
     3          MARCH                                 _
     4          APRIL                                 _
     5          MAY                                   _
     6          JUNE                                  _
     7          JULY                                  _
     8          AUGUST                                _
     9          SEPTEMBER                             _
    10          OCTOBER                               _
    11          NOVEMBER                              _
    12          DECEMBER                              _

  F3=EXIT
```

Figure 6-26, SSCR Cycle Selection (RC74), Initial Screen

To schedule the mandatory and optional SSCR cycles for your school, use the following steps:

1. Press **TAB** to advance the cursor to the Selection field for School Category.

2. Type the number of the school category you wish to select (Quarter, Semester, or Others).

3. The cursor advances to the Required Indicator column to the right of January. Press **TAB** to advance to other months.

4. Type **Y** where appropriate. Repeat the entry for at least two, but not more than six cycles.

If you select only two cycles, they must be at least four months, but no more than six months, apart. If you select additional cycles, they must be at least 60 days apart. Schools that are on a term schedule must select one cycle for each term, excluding the summer session(s). For example, schools on a quarter calendar must schedule at least three SSCR cycles. The sample in Figure 6-27 is for a traditional semester-based calendar and meets these criteria. It also provides a schedule without ad hoc reporting being required by the institution, since the next cycle is never more than 60 days away.

```
RC74        __    Update(U)
_____
                               NSLDS                        01-16-1998
                         SSCR Cycle Selection               08:09:30
School/Branch Code ... 00332900  PENNSYLVANIA STATE UNIVERSITY
Select the School Category
1 1. Quarter
  2. Semester
  3. Others                                        Required
Cycle Number    Month              Last Generated  Indicator(Y)
     1          JANUARY                                  Y
     2          FEBRUARY                                 _
     3          MARCH                                    Y
     4          APRIL                                    _
     5          MAY                                      Y
     6          JUNE                                     _
     7          JULY                                     _
     8          AUGUST                                   _
     9          SEPTEMBER                                Y
    10          OCTOBER                                  _
    11          NOVEMBER                                 Y
    12          DECEMBER                                 _

  F3=EXIT
```

Figure 6-27, SSCR Cycle Selection (RC74), Update Selection

After you have selected the desired school category and months, use the following steps to post the update to the database:

1. Press the **HOME** key to advance the cursor to the Action Code field at the top of the screen.

2. Type **U**.

3. Press **ENTER**.

Your SSCR schedule is updated, and a confirmation message is displayed at the bottom of the screen.

6.4 LEAVING NSLDS AND TITLE IV WAN

You can exit any SSCR screen and return to the previous menu by pressing **F3**. Doing so repeatedly returns you to the NSLDS Main Menu. Type 3 at the command line and press **ENTER** to exit NSLDS and disconnect from the network.