

Report List

Purpose of this page

The Report List page displays a list of reports available for your retrieval. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. A search feature is also included on this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report List table

The Report List table displays the following information:

- Report ID--A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, GAERRS represents a report for Guaranty Agencies (GA) that lists their loan error rates and top 10 errors (ERRS).

Acronym	Report Category
APR	Audit and Program Review Planning
DRC	Default and Notional Reports Rate Calculations
GA	Guaranty Agency
MBR	Monitoring Guaranty Agency and Lender Billings for Reasonability
RCS	Refund Cancellation Support
SCH	School

- Names--Titles of the reports.
- Log Page--A link to the Report Log page. The Report Log displays detailed information pertaining to the specific report including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page.

How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the Search Report ID box, enter your desired report ID (or partial ID).
2. Click Submit.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

How to request a report

In the Report ID column, click the highlighted number of the report you wish to request. The Report Parameters page displays.

To submit a request for a report:

- Select the Type from the dropdown box beside the Report ID. Select Report or Extract.
 - Report results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
 - Extract results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- Make your selections in the Report Parameters box.
- Click Submit.
- After the page redisplay and you verify your parameters, click Confirm.

After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

How to print a report

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click Format, then Font in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click Ok.
4. Click File, then Page Setup. Select the Margins tab.
5. Change the margins to:
 - Top = 1"
 - Bottom = 1"
 - Left = 0.7"
 - Right = 0.7"
 - Gutter = 0"
6. Click the Paper Size tab. Select the Landscape radio button.
7. Click Ok.

How to view the Log Report

To review a Log Report:

- In the Log Page column, click a Log Page icon (this appears as a scroll graphic).

Last updated: July 24, 2011

close

Report Log

Purpose of this page

The Report Log keeps a record of each report requested by your organization. Each time a user requests a report, NSLDS registers the following information: the requestor's name, the output medium, the sort option selected, report parameters, the date and time the report was requested and completed, and the report type.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report Log

The report's ID and Name display at the top of the page.

The Report Log tracks the following information each time your organization requests the report:

- Requested By-- The requestor's name.
- Output Medium-- The output device the user selected for the report. (The output medium options vary depending on the selected report and user profile.) If only one output medium option is available, the default output medium option displays.
- Sort-- The number corresponding to the sort option selected. (The sort options vary depending on the selected report.) If only one sort option is available, the default sort option displays.
- Parameters-- The variables selected that determined the report's results (separated by commas).
- Begin Date/Time-- The date and time the report was requested.
- End Date/Time-- The date and time the report was completed. (N/A means that the report has not completed processing.)
- Report Type-- This identifies whether the report was requested to be sent in a Report format or an Extract file. If only one report type option is available, the default report type option displays.

Note: The most recent request appears at the top of the page. A maximum of 50 log reports display on one page. If the report includes more than 50 logs, click the Next Group arrow.

Last updated: July 24, 2011

close

Report Parameters

Purpose of this page

The Report Parameters page allows you to choose report parameters before requesting a report.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to request a Report

The Report ID box appears at the top of the page and displays the ID, a Type selection drop down box, and Name of the report.

To request a report:

1. Select Type from the dropdown list, click Extract or Report. (Some reports will already have this field pre-populated.)
2. In the Sort By list, click an option, if available. (Some reports will already have this field pre-populated.)
3. In the Output Medium list, click an option, if available. (Some reports will already have this field pre-populated.)
4. Click Submit.
5. After the page redisplay and you verify your parameters, click Confirm.

If an error occurs, your page redisplay requesting that you type the required data.

The Report Description box appears at the bottom of the page and provides the name of the report and a brief description.

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
 - Report, which results in an organized, easily readable document. Processed report results are pre-formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
 - Extract, which results in a raw data document. Processed output results generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- The Output Medium is an option based on user profile.
- Users are only able to view or print their report/extract after receiving it from the Student Aid Internet Gateway (SAIG) network TG# mailbox using the transmission software EDConnect and/or TDClient. The report/extract is delivered to SAIG mailbox assigned to the TG number associated with the NSLDS User ID. Each online user ID has a separate TG number and therefore can find the requested report/extract output in that specific mailbox.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Reports use the following message classes:

DELQFFOP = Fixed width extract format of Delinquent Borrower (schools only)

DELQCMOP = Comma delimited extract format of Delinquent Borrower (schools only)

DELQFMOP = Report format of Delinquent Borrower (schools only)

SHCDREOP = Extract format of LRDR

SHCDRROP = Report format of LRDR

SHNOTROP = Report format of Repayment Information

SHNOTEOP = Extract format of Repayment Information

AHSLDSOP = Other Web reports in pre-formatted report output

AHSLDEOP = Other Web reports in extract format (for those Web reports that have Extract as an option Type)

If an error occurs, your page redisplay requests that you type the required data.

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to nslds@ed.gov.

Last updated: March 4, 2012

close

Web Report List

Purpose of this page

The Web Report List page displays a list of reports available for you to view as a PDF file, MS Excel spreadsheet for some reports, SAIG, or download. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. The page also includes a search feature.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Web Report List table

The Web Report List table displays the following information:

- Report ID- A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, SECUS1 represents a security monitoring report for (SEC) that provides a usage summary (US).

Acronym	Report Category
EX	Exit Counseling
PLP	Participation Loan Program
SEC	Security Monitoring

- Names- Titles of the reports.
- Log Page- A link to the Report Log page. The Report Log displays detailed information on requests to be delivered as an extract file including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page. The Report Log will not list a record of reports requested as PDF or MS Excel.

How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the Search Report ID box, enter your desired report ID (or partial ID).
2. Click Submit.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

How to request a report

In the Report ID column, click the highlighted number of the report you wish to request. The Report Parameters page displays.

To submit a request for a report:

- Select the Type from the dropdown box beside the Report ID. Select Report or Extract.
 - Report results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and

other aids so they can be viewed or printed without further explanation.

- o Extract results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- Make your selections in the Report Parameters box.
- In the Output Medium list, click one of the following options:
 - o PDF- Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "BOTH". The Report Log will not list a record of the PDF output medium.
 - o XLS- Selecting the Output Medium of XLS allows the requestor to quickly view the results as an MS Excel report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "XLS&SAIG". The Report Log will not list a record of an XLS output.
 - o SAIG- User will receive the processed data in the TG mailbox associated with the User ID that requested the report. The report data will include the full SSN.
 - o BOTH (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
 - o XLS&SAIG (when available)- Report can be viewed as an MS Excel file and will also be sent to SAIG to be retrieved from the TG Mailbox.
 - o PDF&SAIG (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
 - o DOWNLOAD- ED user will receive processed data via TSO Download.
- Click Submit.
- After the page redisplay and you verify your parameters, click Confirm.

After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox. If you requested PDF, XLS, BOTH, XLS&SAIG, or PDF&SAIG as the Output Medium, allow a few seconds or minutes for the Adobe Portable Document Format TM version of the report or the MS Excel report to display in a browser window.

How to print a report

To print your report if you chose PDF as the Output Medium:

1. Click File, then Print in the Menu bar.

Note: Your Web browser or Adobe PDF reader may be slightly different.

To print your report if you chose XLS as the Output Medium:

1. Select the Print option in MS Excel

Note: Your Web browser or MS Excel may be slightly different.

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click Format, then Font in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click Ok.
4. Click File, then Page Setup. Select the Margins tab.
5. Change the margins to:
 - o Top = 1
 - o Bottom = 1
 - o Left = 0.7
 - o Right = 0.7
 - o Gutter = 0
6. Click the Paper Size tab. Select the Landscape radio button.
7. Click Ok.

How to view the Log Report

To review a Log Report:

- In the Log Page column, click a Log Page icon (this appears as a scroll graphic).

Last updated: July 24, 2011

close

Web Report Parameters

Purpose of this page

The Web Report Parameters page allows you to choose report parameters before requesting a report.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to request a Report

The Report ID box appears at the top of the page and displays the ID, a Type selection drop down box, and Name of the report.

To request a report:

1. Select Type from the drop down list, click Extract or Report.
2. Complete other parameters specific for the report being requested.
3. In the Sort By list, click an option if available. (Some reports will already have this field pre-populated.)
4. In the Output Medium list, click an option.
5. Click Submit.
6. After the page redisplay and you verify your parameters, click Confirm.

If an error occurs, your page redisplay requesting that you type the required data.

The Report Description box appears at the bottom of the page and provides the name of the report and a brief description.

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
 - Report, which results in an organized, easily readable document. Processed report results are pre-formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
 - Extract, which results in a raw data document. Processed output results generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- The Output Medium options are:
 - PDF- Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "BOTH". The Report Log will not list a record of the PDF output medium.
 - XLS- Selecting the Output Medium of XLS allows the requestor to quickly view the results as an MS Excel report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "XLS&SAIG". The Report Log will not list a record of an XLS output.
 - SAIG- User will receive the processed data in the TG mailbox associated with the User ID that requested the report. The report data will include the full SSN.
 - BOTH (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox. Note: The Report Log will show SAIG and will not keep a record of the PDF output medium.
 - XLS&SAIG (when available)- Report can be viewed as an MS Excel file and will also be sent to SAIG to be retrieved from the TG Mailbox.
 - PDF&SAIG (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
 - DOWNLOAD- ED user will receive processed data via TSO Download.
- If you requested PDF, XLS, BOTH, XLS&SAIG, or PDF&SAIG as the Output Medium, allow a few seconds or minutes for the Adobe Portable Document Format TM version of the report or the MS Excel file to display in a browser window.
- Users are only able to view or print their report/extract after receiving it from the Student Aid Internet Gateway (SAIG) network TG# mailbox using the transmission software EDConnect and/or TDClient. The report/extract is delivered to SAIG

mailbox assigned to the TG number associated with the NSLDS User ID. Each online user has a separate TG number and therefore can find the requested report/extract output in that specific mailbox. After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Reports use the following message classes:

AHSLDSOP = Other Web reports in pre-formatted report output

AHSLDEOP = Other Web reports in extract format (for those Web reports that have Extract as an option Type)

EXNSFFOP = NSLDS fixed width extract format of Loan Exit Counseling Completion Results (schools, GAs, ED Servicers, lenders and lender servicers)

EXNSCMOP = NSLDS comma delimited extract format of Loan Exit Counseling Completion Results (schools only)

EXITFFOP = Direct Loan (DL) fixed width extract format of Loan Exit Counseling Completion Results (schools only)

EXITCMOP = DL comma delimited extract format of Loan Exit Counseling Completion Results (schools only)

EXITFMOP = Report format of Loan Exit Counseling Completion Results (schools, GAs, ED Servicers, lenders and lender servicers)

EXSMFFOP = Fixed width extract format of Loan Exit Counseling Summary (schools, GAs, ED Servicers, lenders and lender servicers)

EXSMCMOP = Comma delimited extract format of Loan Exit Counseling Summary (schools only)

EXSMFMOP = Report format of Loan Exit Counseling Summary (schools, GAs, ED Servicers, lenders and lender servicers)

EXNTFFOP = NSLDS fixed width extract format of TEACH Grant Exit Counseling Completion (schools and ED Servicers)

EXNTCMOP = NSLDS comma delimited extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHFFOP = DL fixed width extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHCMOP = DL comma delimited extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHFMOP = Report format of TEACH Grant Exit Counseling Completion (schools and ED Servicers)

EXTSFFOP = Fixed width extract format of TEACH Grant Exit Counseling Summary (schools and ED Servicers)

EXTSCMOP = Comma delimited extract format of TEACH Grant Exit Counseling Summary (schools only)

EXTSFMOP = Report format of TEACH Grant Exit Counseling Summary (schools and ED Servicers)

If an error occurs, your page redisplay requesting that you type the required data.

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to nslds@ed.gov.

Last updated: March 4, 2012

close

Organization Search Popup

Purpose of this page

The Organization Search Pop-up Window page is a quick and easy tool for you to find an organization's name or code. It lists organization names and codes of schools, guaranty agencies, lenders, lender branch servicers, ED Servicer, or U. S. Department of Education regions.

How to search for an organization

To search for an organization:

1. Type either the Name or the Code of the organization you wish to search for in the corresponding search boxes. Type a partial name or code, and the closest matches will be displayed.
2. Click Submit.
3. To clear search criteria, click Clear.

How to select an organization

The results of the search include the organization names and codes that match your requested criteria or the closest matched organizations. This list displays a maximum of 50 organizations.

To select the desired organization:

- Click the numbered bullet next to the organization name. The Organization Search Pop-up window page automatically closes, and the organization code appears in the code box.

To filter the search results:

1. In the City box, type in a city.
2. In the State box, select a state by clicking the down-arrow.
3. Click Retrieve.
4. Click Clear to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA

CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO

OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: March 20, 2011

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