# 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, links to the Log Page and links to scheduled reports for School, Guaranty Agency, and Federal Loan Servicer users. 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:

- **Schedule -** Not all reports can be scheduled, but those that can be are indicated by an "S" next to the corresponding Report ID. For your convenience, a red icon is displayed to indicate scheduling has not been established. A green icon displayed indicates scheduling has been set up.
- **Report ID -** A six-character identifier for each report.
- **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 scheduled report (School, Guaranty Agency, and Federal Loan Servicer users only)

To create, update or view the parameters of a scheduled report for which scheduling is available:

- Click the red or green "S" icon in the **Scheduled** column next to the report for which you wish to schedule or change designated parameters.
- You will be directed to Scheduled Report Update page where you can set or update scheduled report options.

## How to request an ad hoc 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 redisplays 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: November 17, 2019

close

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# 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 redisplays and you verify your parameters, click **Confirm.**

If an error occurs, your page redisplays 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. Some reports will have this field pre-populated if the report is available only in one type. 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 FSA User ID. Each online user ID has a separate TG number and therefore can find the requested report/extract output in that specific mailbox.
- If an error occurs, your page redisplays requesting that you re-enter the required data.
- Reports are delivered using a variety of message classes. Please refer to the documentation specific to the report you are requesting to identify the message class for the report. For a list of all message classes, please refer to the Message Class Table found on https://ifap.ed.gov.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

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

Last updated: July 21, 2019

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, links to the Log Page and links to scheduled reports for School, Guaranty Agency, and Federal Loan Servicer users. 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:

- **Schedule**- Not all reports can be scheduled, but those that can be are indicated by an "S" next to the corresponding Report ID. For your convenience, a red icon is displayed to indicate scheduling has not been established. A green icon displayed indicates scheduling has been set up.
- **Report ID**- A six-character identifier for each report.
- **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 scheduled report (School, Guaranty Agency, and Federal Loan Servicer users only)

To create, update or view the parameters of a scheduled report for which scheduling is available:

- Click the red or green "S" icon in the **Scheduled** column next to the report for which you wish to schedule or change designated parameters.
- You will be directed to the Scheduled Report Profile Update page where you can set or update scheduled report options.

## How to request an ad hoc 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.
- In the **Output Medium** list, click one of the following options:
  - **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.
  - **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.
- Click **Submit**.
- After the page redisplays 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:
   - 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).

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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**. (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 redisplays and you verify your parameters, click **Confirm.**

   If an error occurs, your page redisplays 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. Some reports will have this field pre-populated if the report is available only in one type. 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 FSA User ID. Each online user has a separate TG number and therefore can find the requested report/extract output in that specific mailbox.
- Reports are delivered using a variety of message classes. Please refer to the documentation specific to the report you are requesting to identify the message class for the report. For a list of all message classes, please refer to the Message Class Table found on https://ifap.ed.gov.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

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

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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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