

# How to Request an Electronic LRDR from NSLDS

**Step 1:**  
Log on to the NSLDS website by entering the NSLDS User ID and password and clicking “Logon.”

**Step 2:**  
Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking “I Agree.”

**Step 3:**  
Once logged on to NSLDS, select the “Report” tab from the main menu at the top of the screen. The OPE ID that is associated with the NSLDS user ID will appear.

**Step 4:**  
Under the “Report” tab, click on the blue box under the Report ID column that reads, “DRCO 35, School Cohort Default Rate Hist Rpt.”

**Step 5:**  
Select either “Extract” or “Report” under the “Type” option. This will determine the format of the file that is provided. An extract allows a school to query the cohort default rate data based on the school's needs. A report is representative of the hardcopy LRDR and can be accessed using standard word processing software.

**Step 6:**  
Select the “Sort By” option. This option will determine the order of the borrowers if the school elects to receive a report file.

However, an option must be entered even if the school has requested an extract file.

- ▶ The selection “SSN” will sort the borrowers in Social Security Number (SSN) order.
- ▶ The selection “CLAIM CODE, SSN” will sort the borrowers by claim reason code and then by SSN.
- ▶ The selection “LOAN STATUS, SSN” will sort the borrowers by loan status code and then by SSN.

**Step 7:**  
Place checkmarks in the “Select” column beside the cohort fiscal year and cohort default rate type (draft or official) for each of the reports or extracts requested.

A user can select multiple cohort fiscal years and cohort default rate types. However, if the user wants to request both extracts and reports, the user must first complete one type of request before the second type of request can be made.

If one of the following codes appears in the “Select” column, the loan record detail report request will not be made:

- ▶ **NA.** This code indicates that the LRDR cannot be requested through the website. These loan record detail reports must be requested through Default Management. If this code appears, a link to Default Management’s email address will also appear.

- ▶ **UC.** This code indicates that the requesting school (the school with the OPE ID associated with the NSLDS User ID) is involved in a change of status and its cohort default rates are combined with some other school’s cohort default rates. The requesting school cannot obtain the LRDRs for the other school’s cohort default rates through the website. These LRDRs must be requested through Default Management. If this code appears, a link to Default Management’s email address will also appear.

- ▶ **UR.** This code indicates that another NSLDS user has already requested this LRDR.

**Step 8:**  
Click “Submit” to enter the request. Only one request may exist at a time. A request exists until the LRDR is delivered. Once the LRDR is delivered, a new request can be made.

**Step 9:**  
Verify that the information is correct and click “Confirm.”

**Step 10:**  
A message will appear indicating the request was successfully submitted.

*After completing these steps, a school can return to Step 5 and select the other option if the school so wishes. That is, a school that selects “Extract” at Step 5 can return to that step and then select “Report.”*

*If the LRDR is requested before 10 a.m. EST, the file should be available by the end of that business day. If the LRDR is requested after 10 a.m. EST, the file should be available by the next business day. If the user selects a cohort default rate that has been calculated as an average rate, the user will automatically receive the LRDRs for the three cohort fiscal years that were used to calculate the cohort default rate.*

# Using EDCONNECT to Retrieve Files Requested from NSLDS

**Step 1:**

Before downloading the electronic LRDR from the SAIG mailbox, ensure the ID you used when logging on to the NSLDS website is set up in the EDconnect software (see sidebar).

**Step 2:**

Log onto the EDconnect software using the User ID associated with the NSLDS User ID that made the request for the electronic loan record detail report.

**Step 3:**

Select **Now** from the **Transmission** menu.

**Step 4:**

Once EDconnect has finished processing the Transmission Now request, select "Mailbox Query" from the **New** option on the **File** menu.

**Step 5:**

EDconnect will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the electronic LRDR that was requested.

The electronic LRDRs will be listed using SAIG message classes. The message classes for the electronic LRDRs consist of eight characters: 4SHCDREOP for extract files  
4SHCDRROP for report files

**Step 6:**

Place a check mark in the **Move to TQ** column, next to the message class associated with the requested electronic LRDR.

**Step 7:**

Select **Now** from the **Transmission** menu. EDconnect will download the file to the designated directory. At this point, a school can rename the file prior to saving it. A school may wish to name a file for the date the file was downloaded.

**Step 8:**

Access the file.

*Requests for an average rate will have three cohort fiscal years of data in the message class.*

*If you have questions about the SAIG mailbox, setting up your SAIG user ID, or downloading files, contact CPS/WAN Technical Support at 1-800-330-5947.*