



# FEDERAL STUDENT AID, NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS):

You will need to create an account to access your loan information in the NSLDS:

**Please submit the loan “summary sheet” and the “detailed pages” of each loan (providing both will prevent further delay).**

Step 1: Click on this [link to access the NSLDS website](#).

Step 2: Enter username and password.

Step 3: Click “**My Aid**” (far right-hand side menu under Download).

Step 4: Aid Summary page- click on “**View Breakdown**” beside the # of loans.

Step 5: In the light blue shaded area at the bottom of the page, click on “**View Loan Details**” to obtain the Summary Page that is required. **Click Ctrl+P, the Printer Dialogue box will pop-up, change the Destination to “Save as PDF” then click the blue “Save” button.**

(Note: When saving the Summary from the print que, create a New Folder on your Desktop, then save the Summary in that folder because you will have to add the Detailed page of each loan to it in the next steps. You will need to access this folder to upload it in the EDRP’s APP record.)

Step 6: Click on “**View Loan Details**” for each loan individually (even if the balance is zero) and save it (using the **Ctrl+P** method described in Step 4) in the folder you created and put the Summary in.

Step 7: Click on “**Next Loan**” and follow the same steps (using the **Ctrl+P** method) until you have obtained a detailed page for each loan you have listed on the summary page.

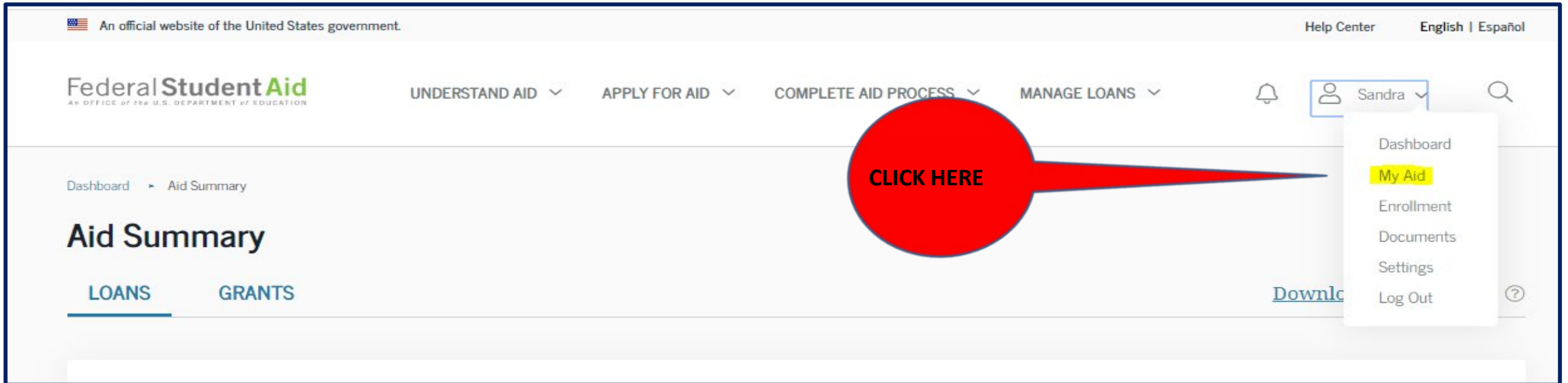
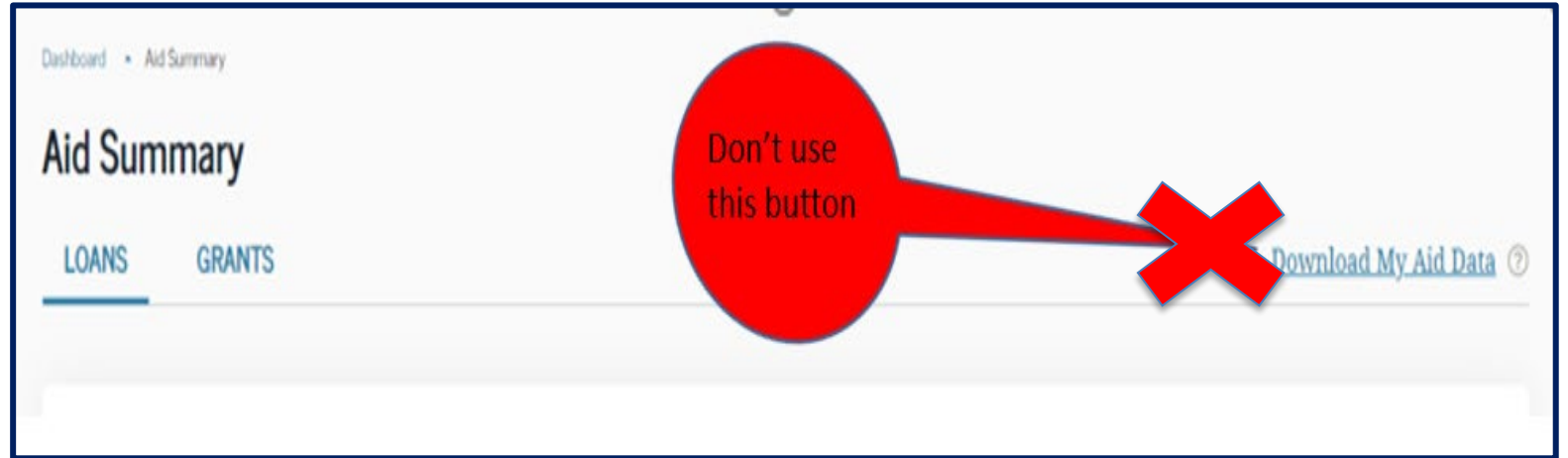
Step 8: Next, upload the Summary and Detailed pages to your EDRP APP record by clicking on the green “**Click Here**” button below.

**See the following slides for snips of each step:**



# NEW EDRP COORDINATOR TRAINING

Once you have logged in to your account:  
First, obtain the Summary Page.  
Follow the Red Icon Below.






# NEW EDRP COORDINATOR TRAINING

Click on “View Breakdown”  
(see the red arrow).


Dashboard > Aid Summary

## Aid Summary

[LOANS](#) [GRANTS](#) [Download My Aid Data](#) ?

**2 Loans** [View Breakdown](#) 

1 Servicers | Total Original Amount Awarded: \$4,000



Your Total Loan Balance is \$0.00

**HELPFUL LINKS**

- [Explore Repayment Options](#)
- [Try Loan Simulator](#)
- [Learn About Public Service Loan Forgiveness \(PSLF\)](#)
- [Explore Income-Driven Repayment Options](#)
- [Learn About Loan Consolidation](#)

**STUDENT AID TIP**  
Not all of your loans are Direct Loans. If you're interested in the Public Service Loan Forgiveness Program and/or certain income-driven repayment options, consider [consolidating your loans](#).



# NEW EDRP COORDINATOR TRAINING

Click “View Loan Details”  
to obtain the Summary  
List of all loans disbursed  
for your education history.

(see the red arrow).

### Loan Types


■ 2 Subsidized Loans	\$0	⌵
TOTAL BALANCE	\$0	

### Loan Breakdown

LOANS SERVICED BY  
**Dept of ED/Debt Resolution**

REPAYMENT PLAN :

TOTAL BALANCE	NEXT PAYMENT ON
\$0	N/A

**VIEW LOAN DETAILS** ⌵ 



# NEW EDRP COORDINATOR TRAINING

Now that you have clicked on “View Loan Details”  
In the previous slide, your screen should look like this:

Please click on Ctrl+P at the same time on your keyboard.

Proceed to the next slide.

LOANS SERVICED BY

Dept of ED/Debt Resolution

REPAYMENT PLAN :

TOTAL BALANCE  
\$0

NEXT PAYMENT ON  
N/A

HIDE DETAILS ^

Sort By  
Select

Subsidized Loan	LOAN DATE	LOAN STATUS	REPAYMENT PLAN	INTEREST RATE	TOTAL BALANCE
[REDACTED] COLLEGE	9/4/85	Paid-in-Full		8.00%	\$0
<a href="#">VIEW LOAN DETAILS &gt;</a>					

Subsidized Loan	LOAN DATE	LOAN STATUS	REPAYMENT PLAN	INTEREST RATE	TOTAL BALANCE
[REDACTED] COLLEGE	8/29/84	Paid-in-Full		8.00%	\$0
<a href="#">VIEW LOAN DETAILS &gt;</a>					



# NEW EDRP COORDINATOR TRAINING

Your page should appear like this:

With the Printer Dialogue Box. In that Pop-up change the Printer Destination to "Save as PDF"

See the red arrow, change to "Save as PDF".

Proceed to the next slide.

The screenshot displays the Federal Student Aid website interface. On the right side, a print dialog box is open, showing settings for printing 2 sheets of paper. The 'Destination' dropdown menu is highlighted with a red box, and a red arrow points to it, indicating that it should be changed to 'Save as PDF'. The main content area shows the 'Aid Summary' page with a total loan balance of \$0.00.

**Print** 2 sheets of paper

Destination: PT107146 (113-WILDV)

Pages: All

Copies: 1

Color: Color

More settings

**Print** Cancel

**Aid Summary**

2 Loans [View Breakdown](#)

1 Servicers | Total Original Amount Awarded: \$4,000

**Your Total Loan Balance is \$0.00**

**STUDENT AID TIP**  
Not all of your loans are Direct Loans. If you're interested in the Public Service Loan Forgiveness Program and/or certain income-driven repayment options, consider [consolidating your loans](#).

**Loan Types**

2 Subsidized Loans	\$0
<b>TOTAL BALANCE</b>	<b>\$0</b>

Federal Student Aid | UNDERSTAND AID | APPLY FOR AID | COMPLETE AID PROCESS | MANAGE LOANS | Sandra



# NEW EDRP COORDINATOR TRAINING

When saving the file,

Create a New Folder to your desktop.

Then save this Summary page and all of the Detail pages to the same folder with the instructions that follow.

The screenshot shows the 'Aid Summary' page for a user named Sandra. The page displays '2 Loans' with a total original amount awarded of \$4,000. A prominent message states 'Your Total Loan Balance is \$0.00' with a birthday cake icon. Below this, there are 'HELPFUL LINKS' such as 'Explore Repayment Options', 'Try Loan Simulator', 'Learn About Public Service Loan Forgiveness (PSLF)', 'Explore Income-Driven Repayment Options', and 'Learn About Loan Consolidation'. A 'STUDENT AID TIP' is also present. At the bottom, a 'Loan Types' table shows '2 Subsidized Loans' for a total balance of \$0. The print dialog is open on the right, showing '2 pages' and 'Destination' set to 'Save as PDF'. A red arrow points to the 'Save' button in the dialog.

Loan Type	Amount
2 Subsidized Loans	\$0
<b>TOTAL BALANCE</b>	<b>\$0</b>



# NEW EDRP COORDINATOR TRAINING

Click on the “View Loan Details” for each loan (all of those listed on the Summary page you just saved).

Then save each detail page for that loan to the folder that you made for the “Summary” page(s) in the previous slides.

Every loan detail is required:

- Including those with a zero balance.
- If there was a consolidation, we still need the detail page for every loan that was included in that consolidation.

LOANS SERVICED BY

Dept of ED/Debt Resolution

TOTAL BALANCE \$0

REPAYMENT PLAN :

NEXT PAYMENT ON N/A

HIDE DETAILS ^

Sort By

Select

Subsidized Loan	LOAN DATE	LOAN STATUS	REPAYMENT PLAN	INTEREST RATE	TOTAL BALANCE
[REDACTED] COLLEGE	9/4/85	Paid-in-Full		8.00%	\$0
<a href="#">VIEW LOAN DETAILS &gt;</a> ←					
Subsidized Loan	LOAN DATE	LOAN STATUS	REPAYMENT PLAN	INTEREST RATE	TOTAL BALANCE
[REDACTED] COLLEGE	8/29/84	Paid-in-Full		8.00%	\$0
<a href="#">VIEW LOAN DETAILS &gt;</a>					





# NEW EDRP COORDINATOR TRAINING

Your page should appear like this:

With the Printer Dialogue Box. In that Pop-up change the Printer Destination to “Save as PDF”

See the red arrow, change to “Save as PDF”.

Proceed to the next slide.

The screenshot displays the Federal Student Aid website interface. The main content area shows an "Aid Summary" for a user with 2 loans and a total loan balance of \$0.00. A red arrow points to the printer destination dropdown menu in the print dialog box, which is currently set to "PT107146 (113-WILDV)". The print dialog box also shows options for pages (All), copies (1), and color (Color). The "Print" button is highlighted in blue.

**Print** 2 sheets of paper

Destination: **PT107146 (113-WILDV)**

Pages: All

Copies: 1

Color: Color

More settings

**Print** Cancel



# NEW EDRP COORDINATOR TRAINING

Now click on the blue “Save” button shown with the red arrow.

Ensure that you are saving the detail page of each loan in the same folder as you did the Summary page. This is the location you will add all of the detail pages to.

The screenshot displays the EDRP interface. On the left, the 'Aid Summary' page is visible, showing '2 Loans' and a 'Your Total Loan Balance is \$0.00' with a birthday cake icon. On the right, a 'Print' dialog box is open, showing '2 pages' and a 'Destination' dropdown menu set to 'Save as PDF'. A red box highlights the 'Destination' dropdown, and a red arrow points down to the 'Save' button at the bottom of the dialog.



# NEW EDRP COORDINATOR TRAINING

Use the “Next Loan” to move to the next detail page and save.

Repeat for all loans including those with a zero balance.

Once you have completed this for all loans, you should now have multiple files in the Folder you created.

You will want to combine all files into a single pdf then upload that on the Documents tab of your APP record.

### FFELP Stafford Subsidized

Loans

**\$0**

Total Balance ⓘ

- \$0 Principal ⓘ
- \$0 Interest ⓘ

LOAN PERIOD ⓘ  
08/26/ [REDACTED] 05/17/ [REDACTED]

LOAN STATUS ⓘ  
● Paid In Full  
[View loan status history](#)

INTEREST RATE ⓘ  
8.00% (fixed)

REAFFIRMATION DATE ⓘ  
N/A

PSLF CUMULATIVE MATCH MONTHS ⓘ  
N/A  
[Learn more about loan forgiveness](#)

*Loan Information as of 07/26/1996*

#### Disbursements

Disbursement Date ⓘ	Amount ⓘ
01/02/ [REDACTED]	\$2,000
<b>TOTAL AMOUNT DISBURSED ⓘ</b>	<b>\$2,000</b> Out of \$2,000

#### Contact Your Servicer

Student Loan Guaranty Fndtn. Of Arkansas

The Guaranty Agency has been closed.

For answers to questions concerning this loan please contact the Public Inquiry Contractor at 1-800-4FEDAID.

Next Loan >