



F E D E R A L
S T U D E N T A I D

We Help Put America Through School

FSA Modernization Partner

NSLDS II Reengineering
Screens Detail Design:
Student Transfer Monitoring

DRAFT

Version 1.0

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Document Control

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1 General Information

1.1 Background

The National Student Loan Data System (NSLDS) was established as part of the Higher Education Act of 1965, as amended, to provide a comprehensive repository of information about Title IV recipients and their loans, grants, lenders, guaranty agencies, servicers, and schools. Currently, NSLDS is hampered by a number of challenges related to discrepancies between the quality and timeliness of data feeds and the system of record, and its operating costs.

Given these challenges, a project to modernize the system – NSLDS Reengineering – has been undertaken to improve financial and data integrity, reduce operational costs, and improve customer satisfaction. At the heart of the design for a reengineered NSLDS solution are five “big ideas” for radically changing the underlying processes, data structures, and technical platforms supporting the existing system:

- Data Warehousing
- Internal FSA (Federal Student Aid) Direct Access
- Outsourced Enrollment Tracking
- Financial Partner Data Feed Reengineering
- Common Record Extension

The first phase of the NSLDS Reengineering effort is called NSLDS II. NSLDS II Release 1 will focus on the Data Warehousing and Internal FSA Direct Access opportunities, as well as assessing ways to support existing requirements through NSLDS II or other modernized systems. Later releases of work will focus on the remaining three ideas and enhancements.

1.2 NSLDS Points of Entry Overview

There are three main applications in the legacy NSLDS technical architecture that serve as the gateway for accessing and modifying Title IV data online. The applications include the Financial Aid Professional (FAP) website, Student Access Financial Aid Review website, and the Customer Information Control System (CICS). As part of the NSLDS II replatforming initiative, CICS will be retired and its functionality will be transferred to the FAP website. The User Interface Inventory Matrix (**Reference Appendix B**) documents a comprehensive list of screens for the FAP and Student Access websites and the NSLDS functional area(s) they support.

The FAP website, which can be found at <http://www.nsldsfap.ed.gov>, will be the main user access point for NSLDS II data by Department of Education (ED) personnel, guaranty agencies (GAs), lenders, and schools. It provides support for users by tracking the financial aid and enrollment history for Title IV aid recipients, organizational information for Title IV aid financial partners, access to predefined reports with the ability of executing ad hoc queries, and the monitoring of student transfers. A lender or school may also allow a servicer to access the website and provide online updates on their behalf. Each user must be registered with the website and can only log on with a valid User ID and Password.

The two major areas of enhancement for the FAP website will consist of the following:

1. Reengineering the existing reporting architecture
2. Retiring CICS

Reengineering the Reporting Architecture

Reports are currently accessed through the Main Menu, which allows users to execute predefined reports and receive the results either in their SAIG mailbox or download them directly (depending on the users permission level). If a user requires data that is not supported by a predefined report, they are limited to either developing their own query or contacting the support center to develop a query for them. In order to create a query, a user must be familiar with Structured Query Language (SQL), which is the code used to develop a query, the NSLDS data model, whose data elements are used within the SQL, and the Query Management Facility (QMF) tool, which is the application used to execute the query. In order to empower users and improve the customer experience for executing ad hoc queries, a MicroStrategy reporting tool will be implemented. The MicroStrategy reporting tool is a commercial off-the-shelf (COTS) package that has the capability to filter and analyze massive volumes of data to the transaction level. In addition, the MicroStrategy application server has a full range of query optimization algorithms designed to ensure that data is extracted from a database in the most efficient and least demanding way.

The new ad hoc reporting functionality will continue to be accessible through the Main Menu and Report screens in the FAP website. The detailed design regarding the report screen changes can be found in the Report Detail Design document.

Retiring CICS

CICS is IBM software that allows ED personnel to connect to the NSLDS mainframe and perform online transactions. Users have the ability to update or access data online from ED Headquarters or Regional offices. The majority of the CICS functionality has already been transitioned to the FAP website in response to user demand for a more user-friendly and

flexible tool. The remaining functionality, which includes screens from the System Administration, Default Rate, and Student Status Confirmation menus will be transferred to the FAP website as part of the NSLDS II reengineering initiative. This will complete the transition to the FAP website by the legacy contractor, therefore, clearing the path for retiring CICS. Once CICS has been retired, the FAP website will serve as the default application for ED personnel to access NSLDS II data.

The Student Access website, which can be accessed at <http://www.nsls.ed.gov>, allows students to securely view and track their financial aid history. They have the ability to view their Title IV loans at a summary or at a detailed loan level. The summary loan level data allows a student to view all Title IV loans they are responsible for in a consolidated format. The detailed loan level data tracks the history of each loan throughout its lifecycle. Each student must be registered with the website and must have a valid User ID and FSA PIN to logon. This is a read only website and does not have any update capabilities associated with it.

The following diagram displays the CICS application being retired due to functionality being transferred to the FAP website during the NSLDS replatforming initiative.

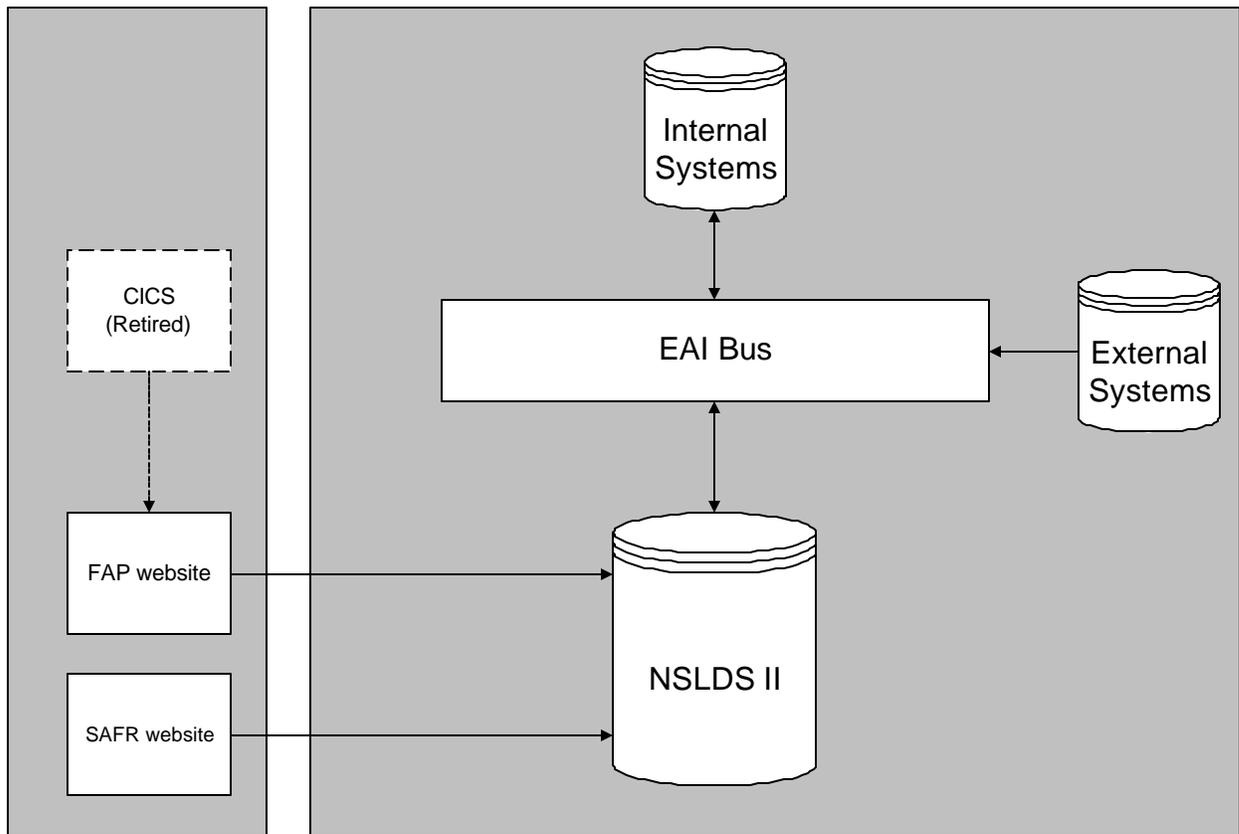


Figure 1, NSLDS II User Interface Diagram

1.3 Screens Detail Design Document Layout

The screens detail design document provides a blueprint for developing each screen that will support the FAP and Student Access websites. The screens detail design document is separated into the following modules:

Financial Aid Professional website

- Login-Menu – Contains the detail design for the Logion-Menu screens.
- Financial Aid– Contains the detail design for the Financial Aid screens.
- Enrollment – Contains the detail design for the Enrollment screens.
- Organization – Contains the detail design for the Organization screens.
- Reports – Contains the detail design for the Reports screens.
- Student Transfer Monitoring – Contains the detail design for the Student Transfer Monitoring screens.

- Support – Contains the detail design for the Support screens.
- Appendix A – Global Attributes for FAP Website– Lists common icons that may be displayed in the Login-Menu, Financial Aid, Enrollment, Organization, Student Transfer Monitoring, and Support modules.

Student Access Financial Aid Review website

- Student Access– Contains the detail design for the Student Access screens

This detail design document will contain the following information for each screen:

1.4 Name of the Screen

Description	Defines the purpose of the screen.
New or Existing	New – Identifies the screen is new to the website. Existing- Identifies the screen previously existed on the website.
User Group (Screen Level)	Identifies which user group will have access to the screen. The intent of this section is not to define the security groups for the screens.
Requirements Traceability	Maps the detail design for the screen to the detailed requirements.
Reference(s)	Lists references that provide additional detail for each screen.
Business Object	Lists the business object the screen will utilize for development purposes.

1.4.1 Software Unit Logic

ASP File Name:	Lists the ASP file name for each screen that was used if the screen previously existed.
Pre-Status:	Lists the screen names and their links that will allow a user to access a specific screen.
Post-Status:	Lists the screen names that are accessible from a specific screen (and the links that will allow a user to navigate to that screen).
Gif Name:	List of Gif files used in the screen.

1.4.2 Design Details

The following screenshot highlights the functionality of the screen:

Provides a design layout of the screen.

1.4.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Name of the Data Element on the screen	
Element	Type of data element (e.g., label, pushbutton, checkbox, textbox).
Definition/Business Rules	Description of the data element and any business rules associated with it.
Actions to be performed	Describes any action associated with the data element.
User Group (Element Level)	Identifies which user group will have access to the data element. The intent of this section is not to define the security groups for the data element.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Describes the validation that will be performed. <i>Message:</i> Describes the message that will appear to the user. <i>Location:</i> Describes where the validation will occur (i.e., Client or Server) <i>Additional Information:</i> Describes any additional information related to the validation (e.g., gif files appearing with error messages).

Note:

Section 508 of the Rehabilitation Act of 1998 mandates a website accessibility review. Section 508 requires that electronic and information technology developed, procured, maintained, or

used by Federal government agencies must be accessible to persons with disabilities. The system must allow a person with a disability to have comparable access to and use of information as a person without a disability.

The Assistive Technology Group within the FSA Technology Center is responsible for performing Section 508 reviews. During the Detailed Design and Build phases, the NSLDS II Modernization Partner team will work with the Assistive Technology Group to verify that the design of the online screens meets Section 508 requirements. The FAP and Student Access websites are currently not Section 508 compliant. The formal accessibility review for NSLDS II will then be conducted during the Test phase.

2 Screen Workflow

2.1 NSLDS II FAP Student Transfer Monitoring

The following diagram depicts the logical flow for the Student Transfer Monitoring screens discussed within this section:

Section	Screen Name	New/ Existing	Description
3.1	School Transfer Profile Add	Existing	Allows a user to add a student to the Transfer Monitoring List.
3.2	School Transfer Profile	Existing	Displays information about the school contact for the Transfer Monitoring process
3.3	School Transfer Profile Update	Existing	Allows a user to update the School Transfer Profile information.
3.4	Student/PLUS Borrower Name Search	Existing	Allows a user to search for records in the NSLDS II database by complete or partial name, rather than SSN.
3.5	Student Monitoring Add	Existing	Allows a user to add a student to the Transfer Monitoring List.
3.6	Transfer Monitoring List	Existing	Lists all transfer students submitted by the school to be monitored by NSLDS II for reported changes.
3.7	Student Monitoring Detail	Existing	Displays detailed transfer monitoring student information that can be updated or deleted.
3.8	Student Monitoring Update	Existing	Allows a user to update the student's Transfer Monitoring Detail information.
3.9	Student Monitoring Delete	Existing	Allows a user to delete the student from their school's Transfer Monitoring List.
3.10	Monitoring Alert Review	Existing	Lists all transfer students on a school's transfer monitoring list to which changes have been reported.

2.2 Update/Inquiry Diagram

The following diagram depicts the Update/Inquiry screen of the FAP website.

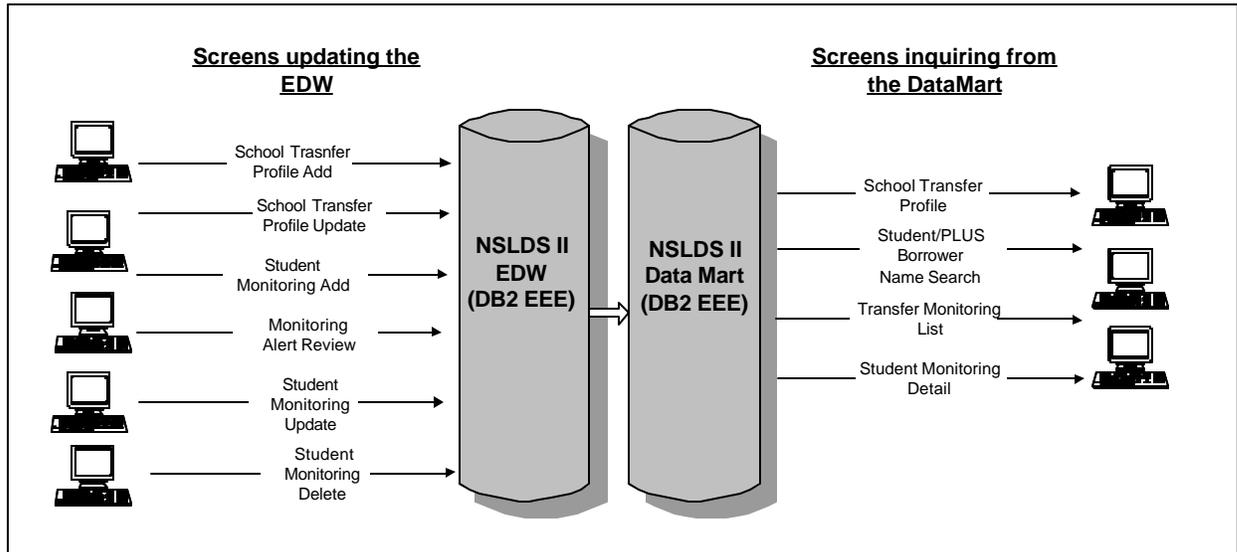


Figure 3, NSLDS II FAP Student Transfer Monitoring

3 Screen Details

3.1 School Transfer Profile Add

Description	<p>Allows a user to add a student to the Transfer Monitoring List.</p> <p>The School Transfer Profile Add page is the first page a school must complete before using the Transfer Monitoring process.</p> <p>If a school attempts to add a student to its Transfer Monitoring List via batch before completing this page, the NSLDS will send back an error file.</p> <p>If a school attempts to add a student to its Transfer Monitoring List via online before establishing a School Transfer Profile, the user will be directed to the School Transfer Profile Add page.</p> <p>If a school tries to access any of the Transfer Monitoring functions from the Tran tab when a School Transfer Profile has not been established, the user will be directed to the School Transfer Profile Add page.</p> <p>This page will only display once. After the information on this page is completed, if the school wishes to make any changes, it must use the School Transfer Profile Update page.</p>
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.055
Reference(s)	SCHTRPRA.ASP, WB2H_SCHOOL_TRANS_PROFL_ADD_SVR
Business Object	School, Servicer

3.1.1 Software Unit Logic

ASP File Name:	SCHTRPRA.ASP
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Pre-Status:	<p>This screen is accessible from all the screens in the FAP website except the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Change Password • System Requirements • Contact Us • FAQ • Download Help • Security <p>*If a school has not created a School Transfer Profile, this will be the default page for the Tran tab.</p>
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link: Transfer Monitoring List) • School Transfer Profile (Pushbutton: Submit) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Reports Tab) • External Contact List (Support Tab)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif

3.1.2 Design Details

The following screenshot highlights the functionality of the School Transfer Profile Add screen.

Figure 4, School Transfer Profile Add

3.1.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link

Monitoring Alert Review	
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the first name of the school contact.
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the last name of the school contact.
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Title	
Element	Textbox
Definition/Business Rules	Allows a user to enter the title of the school

Title	
	contact.
Actions to be performed	As the user enters the Title, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Phone	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number of the school contact. Upon data entry in the Phone Number field Enable the Phone Extension field Upon deleting data in the Phone Number field Delete any data in the Phone Extension field Disable Phone Extension field
Actions to be performed	As the user enters the phone number, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Ext.	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number extension of the school contact. Upon entry of School Transfer Profile Add screen Disable Phone Extension
Actions to be performed	As the user enters the phone number extension, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

E-Mail	
Element	Textbox

E-Mail	
Definition/Business Rules	<p>Allows a user to enter the email address of the school contact.</p> <p>The email address is used for Alert notifications. It can also be set up as a group email.</p>
Actions to be performed	As the user enters the email address, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Inform	
Element	Textbox and Checkbox
Definition/Business Rules	<p>Allows a user to identify whether the school designated a servicer to submit its Inform batch files through SAIG.</p> <p>Anyone with a user ID that can be associated to this school can submit an Inform file via Batch. If the school wants an agency outside the school, a servicer for example, to submit Inform files as well as, or instead of the school, the school must provide a TG# from which those files will be sent.</p> <p>If a TG# is provided, the user must identify if this is the Servicer for Transfer Monitoring. This is accomplished through selecting the Yes or No checkbox located after the question "Is this your Servicer for Transfer Monitoring?"</p> <p>Upon entry of School Transfer Profile Add screen Disable Inform Servicer checkboxes</p> <p>Upon data entry of the SAIG mailbox in the Inform field Enable the Inform Servicer Indicator check boxes</p>

Inform	
	<p>Upon delete of the data in the SAIG mailbox in the Inform field</p> <ul style="list-style-type: none"> Uncheck the Alert Servicer Indicator check boxes Disable the Inform Servicer Indicator check boxes
Actions to be performed	<p>As the user enters the TG#, it is displayed in the textbox in editable format.</p> <p>As the user selects the Yes or No option, a checkmark appears in the selected checkbox.</p>
User Group (Element Level)	TBD
Validation	None.

Alert	
Element	Checkbox and Textbox
Definition/Business Rules	<p>Allows a user to designate whether they want Alert information via the Web Only or via Web and Batch file.</p> <p>A user must check either the Web Only or Web and Batch File checkbox. If Web and Batch is checked, the school must provide a TG#.</p> <p>Upon selecting the Web Only Alert checkbox</p> <ul style="list-style-type: none"> Uncheck Web and Batch Alert checkbox Delete Alert Destination ID Disable Alert Destination ID Uncheck Alert Servicer Indicator check boxes Disable the Alert Servicer Indicator check boxes Uncheck Batch Alert Method checkboxes Disable Batch Alert Method checkboxes <p>Upon selecting the Web and Batch Alert checkbox</p>

Alert	
	<p>Uncheck Web Only Alert checkbox Enable Alert Destination ID Enable Batch Alert Method checkboxes</p> <p>Upon deselecting Web and Batch Alert checkbox Delete Alert Destination ID Disable Alert Destination ID Uncheck Alert Servicer Indicator check boxes Disable the Alert Servicer Indicator check boxes Uncheck Batch Alert Method checkboxes Disable Batch Alert Method checkboxes</p>
Actions to be performed	<p>As the user selects the Web Only or Web and Batch File option, a checkmark appears in the selected checkbox.</p> <p>As the user enters the TG#, it is displayed in the textbox in editable format.</p>
User Group (Element Level)	TBD
Validation	None.

Batch Alert Method	
Element	Checkbox
Definition/Business Rules	<p>Allows a school who choose to receive Alerts via Web and Batch to designate whether they want an Extract or Report format.</p> <p>The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report.</p> <p>Upon entry of School Transfer Profile Add screen Disable Batch Alert Method checkboxes</p>

Batch Alert Method	
Actions to be performed	As the user selects the Extract or Report option, a checkmark appears in the selected checkbox.
User Group (Element Level)	TBD
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to submit the School Transfer Profile.</p> <p>This takes the user back to the School Transfer Profile page with a message that the Add has been performed successfully.</p> <p>The minimum information required for a School Transfer Profile includes:</p> <ul style="list-style-type: none"> • First and Last Names • Phone number • Alert Method • Batch Alert Method (if Alert Method selected is Batch) • E- mail address
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the School Transfer Profile screen with a message that the Add has been performed successfully. If there are errors, the appropriate error message is displayed.
User Group (Element Level)	TBD
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> No first name was entered. <i>Message:</i> Please enter a First Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the First Name field becomes red. Display error.gif. • <i>Condition:</i> No last name was entered.

Submit	
	<p><i>Message:</i> Please enter a Last Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Last Name field becomes red. Display error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Insufficient phone number was entered. <i>Message:</i> Please enter in 999-xxx-xxxx format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> Non-numeric area code. <i>Message:</i> Area code must be numeric. Please enter in 999-xxx-xxxx format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> Non-numeric area code. <i>Message:</i> Area code must be numeric. Please enter in 999-xxx-xxxx format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> No phone number was entered. <i>Message:</i> Please enter a Phone Number. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> The email address is invalid.

Submit	
	<p><i>Message:</i> Please enter a valid email address. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Email field becomes red. Display error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> The servicer mailbox is invalid. <i>Message:</i> Please enter a Servicer Mailbox of only alphanumeric characters. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Inform field becomes red. Display error.gif. • <i>Condition:</i> No alert type was chosen. <i>Message:</i> Please select either “Web Only” or “Web and Batch” for the Alert Method. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif. • <i>Condition:</i> The alert mailbox is invalid. One must be entered when the type is web and batch. <i>Message:</i> Please enter an Alert Mailbox. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif. • <i>Condition:</i> Extract or Report must be selected when the type is web and batch. <i>Message:</i> Please select either “Extract” or “Report” for the Batch Alert Method. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.

Submit	
	<ul style="list-style-type: none"> <p>• <i>Condition:</i> Indicator mailbox with no servicer indicator. <i>Message:</i> Please indicate whether the Inform TG Number belongs to your Servicer. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.</p> <p>• <i>Condition:</i> Inform indicator with no indicator mailbox. <i>Message:</i> Please enter the Inform TG Number. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.</p> <p>• <i>Condition:</i> Alert indicator with no alert mailbox. <i>Message:</i> Please indicate whether the Alert TG Number belongs to your Servicer.. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.</p>

3.2 School Transfer Profile

Description	Displays information about the school contact for the Transfer Monitoring process. It displays the contact name, title, phone number and e-mail address for the contact, and the Inform and Alert options selected by the school. It also shows the name of the last person to update the page and the date of the update.
New or Existing	Existing
User Group	SSCHFAT

(Screen Level)	
Requirements Traceability	1.056
Reference(s)	SCHTRPRF.ASP, WB2H_SCHOOL_TRANSFER_PROFL_UPDT_SVR
Business Object	School, Servicer

3.2.1 Software Unit Logic

ASP File Name:	SCHTRPRF.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link: School Transfer Profile) • Monitoring Alert Review (Link: School Transfer Profile) • Student Monitoring Add (Link: School Transfer Profile) • Student Monitoring Detail (Link: School Transfer Profile) • Student Monitoring Update (Link: School Transfer Profile) • Student Monitoring Delete (Link: School Transfer Profile) • School Transfer Profile (Link: School Transfer Profile) • School Transfer Profile Update (Link: School Transfer Profile)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • School Transfer Profile Update (Update Pushbutton) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • System Log On (Logoff Icon) • Contact Us (Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • Transfer Monitoring List (Tran Tab) • External Contact List (Support Tab)
Gif Name:	The following graphical objects may appear on this screen:

	<ul style="list-style-type: none">• None
--	--

3.2.2 Design Details

The following screenshot highlights the functionality of the School Transfer Profile screen.

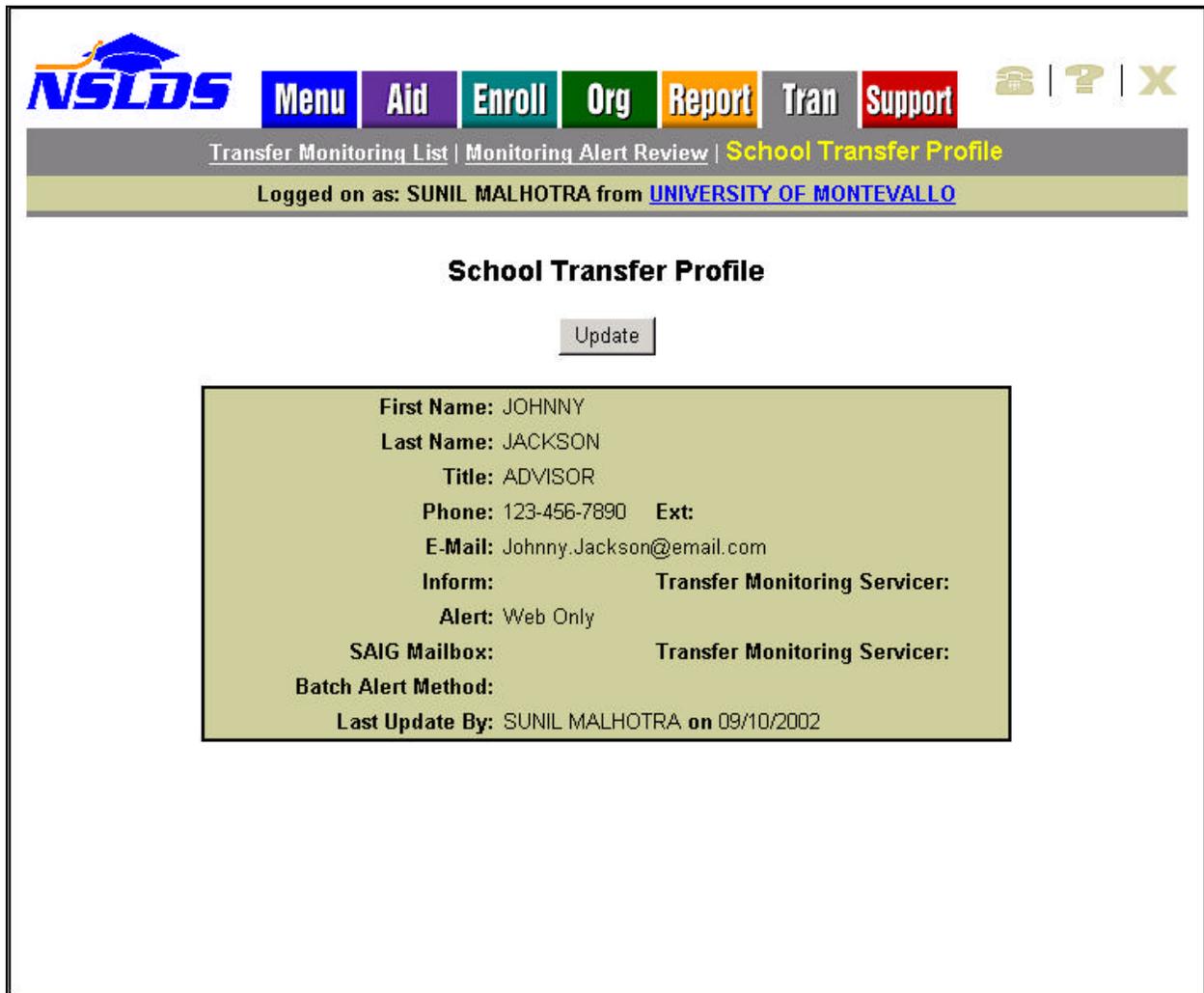


Figure 5, Student Transfer Profile

3.2.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

Update	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile Update screen.
Actions to be performed	By clicking on the pushbutton, the School Transfer Profile Update screen appears.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the first name of the school contact.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Label
Definition/Business Rules	Displays the last name of the school contact.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Title	
Element	Label
Definition/Business Rules	Displays the title of the school contact.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Phone	
Element	Label
Definition/Business Rules	Displays the phone number of the school contact.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Ext.	
Element	Label
Definition/Business Rules	Displays the phone number extension of the school contact.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

E-Mail	
Element	Label
Definition/Business Rules	Displays the email address of the school contact. The email address is used for Alert notifications. It can also be set up as a group email.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Inform	
Element	Label
Definition/Business Rules	Identifies whether the school designated a servicer to submit its Inform batch files through SAIG. If the school designated an agency outside the school to submit Inform files as well as, or instead of the school, that agency's TG#, as provided by the school, displays in this box. If the school has not designated anyone outside the school to submit inform files, this box is blank.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Alert	
Element	Label
Definition/Business Rules	Identifies whether the school requested the Alert information via the Web Only or via Web and Batch file.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

SAIG Mailbox	
Element	Label
Definition/Business Rules	If the school designated Web and Batch Alerts as

SAIG Mailbox	
	the output option, this box shows the TG# to which those Batch Alerts will be sent, as provided by the school. If the school requested Web Only Alerts, this box is blank.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Batch Alert Method	
Element	Label
Definition/Business Rules	Allows a school who chooses to receive Alerts via Web and Batch to designate whether they want an Extract or Report format. The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report.
Actions to be performed	If the school designated Web and Batch Alerts as the output option, this box shows whether the Alert is to be provided in an Extract or Report format, as requested by the school.
User Group (Element Level)	TBD
Validation	None.

Last Update By	
Element	Label
Definition/Business Rules	Displays the name of the person to make the last update to the school's Transfer Profile and the date of the last update.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

3.3 School Transfer Profile Update

Description	Allows a user to update the School Transfer Profile information.
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.056
Reference(s)	SCHTRPRU.ASP
Business Object	School, Student, PLUS Borrower

3.3.1 Software Unit Logic

ASP File Name:	SCHTRPRU.asp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> • School Transfer Profile (Update Pushbutton)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab)
Gif Name:	The following graphical objects may appear on this screen: <ul style="list-style-type: none"> • Back.gif

3.3.2 Design Details

The following screenshot highlights the functionality of the School Transfer Profile Update screen.

NSLDS Menu Aid Enroll Org Report Tran Support

Transfer Monitoring List | Monitoring Alert Review | School Transfer Profile

Logged on as: SUNIL MALHOTRA from UNIVERSITY OF MONTEVALLO

Return To School Transfer Profile

School Transfer Profile Update

First Name: JOHNNY

Last Name: JACKSON

Title: ADVISOR

Phone: 123-456-7890 **Ext:**

E-Mail: Johnny.Jackson@email.com

Inform: Designated Batch

SAIG Mailbox for School, Servicer or Central Administration Office (Optional):

Is this your Servicer for Transfer Monitoring? **Yes** **No**

Alert: Web Only
 Web and Batch File

SAIG Mailbox for School, Servicer or Central Administration Office:

Is this your Servicer for Transfer Monitoring? **Yes** **No**

Batch Alert Method: Extract Report

Last Update By: SUNIL MALHOTRA on 09/10/2002

Submit

Figure 6, Student Transfer Profile Update

3.3.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

Return to School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the first name of the school contact.
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter the last name of the school contact.
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Title	
Element	Textbox
Definition/Business Rules	Allows a user to enter the title of the school contact.
Actions to be performed	As the user enters the Title, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Phone	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number of the school contact. Upon data entry in the Phone Number field Enable the Phone Extension field. Upon deleting data in the Phone Number field, Delete any data in the Phone Extension

Phone	
	field Disable Phone Extension field.
Actions to be performed	As the user enters the phone number, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Ext.	
Element	Textbox
Definition/Business Rules	Allows a user to enter the phone number extension of the school contact. Upon entry of School Transfer Profile Add screen Disable Phone Extension
Actions to be performed	As the user enters the phone number extension, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

E-Mail	
Element	Textbox
Definition/Business Rules	Allows a user to enter the email address of the school contact. The email address is used for Alert notifications. It can also be set up as a group email.
Actions to be performed	As the user enters the email address, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Inform	
Element	Textbox and Checkbox
Definition/Business Rules	Allows a user to identify whether the school designated a servicer to submit its Inform batch files through SAIG.

Inform	
	<p>Anyone with a user ID that can be associated to this school can submit an Inform file via Batch. If the school wants an agency outside the school, a servicer for example, to submit Inform files as well as, or instead of the school, the school must provide a TG# from which those files will be sent.</p> <p>If a TG# is provided, the user must identify if this is the Servicer for Transfer Monitoring. This is accomplished through selecting the Yes or No checkbox located after the question “Is this your Servicer for Transfer Monitoring?”</p> <p>Upon entry of School Transfer Profile Add screen, Disable Inform Servicer checkboxes.</p> <p>Upon data entry of the SAIG mailbox in the Inform field Enable the Inform Servicer Indicator check boxes.</p> <p>Upon delete of the data in the SAIG mailbox in the Inform field, Uncheck the Alert Servicer Indicator check boxes. Disable the Inform Servicer Indicator check boxes.</p>
Actions to be performed	<p>As the user enters the TG#, it is displayed in the textbox in editable format.</p> <p>As the user selects the Yes or No option, a checkmark appears in the selected checkbox.</p>
User Group (Element Level)	TBD
Validation	None.

Alert	
Element	Checkbox and Textbox
Definition/Business Rules	<p>Allows a user to designate whether they want Alert information via the Web Only or via Web and Batch file.</p> <p>A user must check either the Web Only or Web and Batch File checkbox. If Web and Batch is checked, the school must provide a TG#.</p>
Actions to be performed	<p>As the user selects the Web Only or Web and Batch File option, a checkmark appears in the selected checkbox.</p> <p>As the user enters the TG#, it is displayed in the textbox in editable format.</p> <p>Upon selecting the Web Only Alert checkbox Uncheck Web and Batch Alert checkbox Delete Alert Destination ID Disable Alert Destination ID Uncheck Alert Servicer Indicator check boxes Disable the Alert Servicer Indicator check boxes Uncheck Batch Alert Method checkboxes Disable Batch Alert Method checkboxes</p> <p>Upon selecting the Web and Batch Alert checkbox Uncheck Web Only Alert checkbox Enable Alert Destination ID Enable Batch Alert Method checkboxes</p> <p>Upon deselecting Web and Batch Alert checkbox Delete Alert Destination ID Disable Alert Destination ID Uncheck Alert Servicer Indicator check boxes Disable the Alert Servicer Indicator check</p>

Alert	
	boxes Uncheck Batch Alert Method checkboxes Disable Batch Alert Method checkboxes
User Group (Element Level)	TBD
Validation	None.

Batch Alert Method	
Element	Checkbox
Definition/Business Rules	Allows a school who choose to receive Alerts via Web and Batch to designate whether they want an Extract or Report format. The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report. Upon entry of School Transfer Profile Add screen Disable Batch Alert Method checkboxes
Actions to be performed	As the user selects the Extract or Report option, a checkmark appears in the selected checkbox.
User Group (Element Level)	TBD
Validation	None.

Last Update By	
Element	Label
Definition/Business Rules	Displays the name of the person to make the last update to the school's Transfer Profile and the date of the last update.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the School Transfer

Submit	
	<p>Profile.</p> <p>This takes the user back to the School Transfer Profile page with a message that the Add has been performed successfully.</p> <p>The minimum information required for a School Transfer Profile includes:</p> <ul style="list-style-type: none"> • First and Last Names • Phone number • Alert Method • Batch Alert Method (if Alert Method selected is Batch) • E- mail address
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the School Transfer Profile screen with a message that the Update has been performed successfully. If there are errors, the appropriate error message is displayed.
User Group (Element Level)	TBD
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> No first name was entered. <i>Message:</i> Please enter a First Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the First Name field becomes red. Display error.gif. • <i>Condition:</i> No last name was entered. <i>Message:</i> Please enter a Last Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Last Name field becomes red. Display error.gif. • <i>Condition:</i> Insufficient phone number was entered.

Submit	
	<p><i>Message:</i> Please enter in 999-xxx-xxxx format.</p> <p><i>Location:</i> Client</p> <p><i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Non-numeric area code. <i>Message:</i> Area code must be numeric. Please enter in 999-xxx-xxxx format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> Non-numeric area code. <i>Message:</i> Area code must be numeric. Please enter in 999-xxx-xxxx format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> No phone number was entered. <i>Message:</i> Please enter a Phone Number. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Phone Number field becomes red. Display error.gif. • <i>Condition:</i> The email address is invalid. <i>Message:</i> Please enter a valid email address. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Email field becomes red. Display error.gif. • <i>Condition:</i> The servicer mailbox is invalid. <i>Message:</i> Please enter a Servicer Mailbox of

Submit	
	<p>only alphanumeric characters. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Inform field becomes red. Display error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> No alert type was chosen. <i>Message:</i> Please select either “Web Only” or “Web and Batch” for the Alert Method. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif. • <i>Condition:</i> The alert mailbox is invalid. One must be entered when the type is web and batch. <i>Message:</i> Please enter an Alert Mailbox. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif. • <i>Condition:</i> Extract or Report must be selected when the type is web and batch. <i>Message:</i> Please select either “Extract” or “Report” for the Batch Alert Method. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif. • <i>Condition:</i> Indicator mailbox with no servicer indicator. <i>Message:</i> Please indicate whether the Inform TG Number belongs to your Servicer.. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display

Submit	
	<p>error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Inform indicator with no indicator mailbox. <i>Message:</i> Please enter the Inform TG Number. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.</p> <p><i>Condition:</i> Alert indicator with no alert mailbox. <i>Message:</i> Please indicate whether the Alert TG Number belongs to your Servicer. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Alert field becomes red. Display error.gif.</p>

3.4 Student/PLUS Borrower Name Search

Description	Allows a user to search for records in the NSLDS II database by complete or partial name, rather than SSN. A user can search by first name, last name, first and last name, and by a partial or exact match type.
New or Existing	Existing
User Group (Screen Level)	\$PICLET, \$PICTEL, \$CSC, \$ED
Requirements Traceability	1.014
Reference(s)	NAMESRCH.ASP
Business Object	Student, PLUS Borrower

3.4.1 Software Unit Logic

ASP File Name:	namesrch.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Add (Pushbutton: Name Search)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif • Warn.gif • Info.gif • Help.gif • Nextgroup.gif • Prevgroup.gif

3.4.2 Design Details

The following screenshot highlights the functionality of Student/PLUS Borrower Name Search screen.

Figure 7, Student/PLUS Borrower Name Search

3.4.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.

Transfer Monitoring List	
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

Last Name	
Object	Textbox
Definition/Business Rules	Allows a user to enter last name of a Student/PLUS Borrower. The textbox holds up to 35 characters.
Actions to be performed	As the user enters their name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Match Type (Last Name)	
Object	Dropdown Box
Definition/Business Rules	Allows a user to specify the type of search performed on a Student/PLUS Borrower last name. The different options are (displayed in

Match Type (Last Name)	
	this order): <ul style="list-style-type: none"> • Exact • Partial
Actions to be performed	When the user selects an option, the option is displayed in the dropdown box.
User Group (Element Level)	TBD
Validation	None.

First Name	
Object	Textbox
Definition/Business Rules	Allows a user to enter first name of a Student/PLUS Borrower. The textbox holds up to 12 characters.
Actions to be performed	As the user enters their name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Match Type (First Name)	
Object	Dropdown Box
Definition/Business Rules	Allows a user to specify the type of search performed on a Student/PLUS Borrower first name. The different options are (displayed in this order): <ul style="list-style-type: none"> • Exact • Partial • Aliases
Actions to be performed	When the user selects an option, the option is displayed in the dropdown box.
User Group (Element Level)	TBD
Validation	None.

Search For	
Object	Dropdown Box

Search For	
Definition/Business Rules	Allows a user to specify the type of search performed. The different options are (displayed in this order): <ul style="list-style-type: none"> • Student Names Only • PLUS Borrower Names Only • Student and PLUS Borrower Names
Actions to be performed	When the user selects an option, the option is displayed in the dropdown box.
User Group (Element Level)	TBD
Validation	None.

Retrieve	
Object	Pushbutton
Definition/Business Rules	Allows a user to retrieve information on Student/PLUS Borrower(s) that match the specified search criteria (SSN, First Name, and DOB)
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Matching Names table will display with the appropriate student information. If there are errors, the appropriate error message is displayed. The columns in the table are: Last Name, First Name, MI, DOB, SSN, Type, Cur. If the user selects a student, matching details will be populated into the entry fields name in the Student Monitoring Add screen, which the user can override.
User Group (Element Level)	TBD
Validation	TBD

3.5 Student Monitoring Add

Description	Allows a user to add a student to the Transfer Monitoring List.
--------------------	---

	If you are adding a student to the Transfer Monitoring List who is not in the NSLDS database, the student is only added to the Transfer Monitoring List and does not display on any other pages of the NSLDS FAP Web site.
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONAD.ASP, WB2A_STUDENT_MONITORING_ADD_SVR
Business Object	School, Student, PLUS Borrower

3.5.1 Software Unit Logic

ASP File Name:	STUMONAD.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link Transfer Monitoring List) • Loan History (Pushbutton: Add Student to Monitoring List) • Pell Grant (Pushbutton: Add Student to Monitoring List)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act) • Student/PLUS Borrower Name Search (

Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif • Error.gif
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3.5.2 Design Details

The following screenshot highlights the functionality of the School Monitoring Add screen.

Figure 8, Student Monitoring Add

3.5.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Text
Definition/Business Rules	Allows a user to enter a Social Security Number. SSN must be entered in a “123456789” or “123-45-6789” format.
Actions to be performed	As the user enters their SSN, it is displayed in the

SSN	
	textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a First Name. First Name can be up to 12 characters.
Actions to be performed	As the user enters their Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

DOB	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Date of Birth. DOB must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	As the user enters their Date of Birth, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information on a specific student based on the search criteria entered in the SSN, First Name, and DOB fields.
Actions to be performed	Users clicks on the pushbutton after they enter their SSN or SSN, First Name, and DOB. Validation is performed. If there are no errors, and a matching student is found, the student’s information is populated in the Student Monitoring Add section. If there are errors, the appropriate error message is displayed. When a search for a student is performed and no

Retrieve	
	<p>student/borrower is found matching the criteria, a “Add Student Monitor “ button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.</p> <p>When a search for student results in the identification of multiple students/borrowers, a “Reject Selection “ button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.</p>
User Group (Element Level)	TBD
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user has entered valid data in the SSN field or in the SSN, First Name, and DOB fields, the data for that particular student will be displayed in the Enrollment Summary screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> A user has entered a valid SSN but an invalid First Name and DOB. <i>Message:</i> Match on SSN. No match on DOB & First Name. The PLUS SSN was not found. <i>Location:</i> Client <i>Additional Information:</i> Display error.gif. • <i>Condition:</i> A user has entered an invalid SSN. <i>Message:</i> The Student SSN was not found. The PLUS SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> Display error.gif. • <i>Condition:</i> A user has entered a SSN and

Retrieve	
	<p>First Name or DOB. <i>Message:</i> Please enter either all 3 identifiers or SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the field whose data was not provided becomes red. Display error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> A user enters a SSN less than 9 characters. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN field becomes red. Display error.gif.</p> <p><i>Condition:</i> A user has entered a valid SSN and First Name and an invalid DOB. <i>Message:</i> Please enter the Date of Birth in the MMDDCCYY format. Display error.gif. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the DOB field becomes red.</p>

Add Student Monitor	
Element	Pushbutton
Definition/Business Rules	When a search for a student is performed and no student/borrower is found matching the criteria, a "Add Student Monitor " button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.
Actions to be performed	By clicking on this pushbutton, this will indicate to the program to use the search criteria for the Monitored Student.
User Group (Element Level)	TBD
Validation	None.

Reject Selection	
Element	Pushbutton
Definition/Business Rules	When a search for student results in the identification of multiple students/borrowers, a “Reject Selection “ button will display at the bottom of the Borrower Selection page. Clicking this will indicate to the program to use the search criteria for the Monitored Student.
Actions to be performed	By clicking on this pushbutton, this will indicate to the program to use the search criteria for the Monitored Student.
User Group (Element Level)	TBD
Validation	None

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

John A Smith	
Element	Label
Definition/Business Rules	Name of a borrower whose loan detail is displayed. If a student is not selected, the following message should be displayed: No student currently selected.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

SSN	
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SSN	
Element	Label
Definition/Business Rules	Social Security Number of a borrower whose loan detail is displayed. If a student is not selected, the following message should be displayed: No student currently selected.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Date of Birth of a borrower whose loan detail is displayed. If a student is not selected, the following message should be displayed: No student currently selected.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

SSN:	
Element	Textbox
Definition/Business Rules	Allows a user to enter the student's Social Security Number. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected.
Actions to be performed	As the user enters the SSN, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD

SSN:	
Validation	None.

First Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's first name. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected.
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Last Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's last name. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected.
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Date of Birth:	
Element	Textbox
Definition/Business Rules	Allows a user to enter a student's date of birth. It automatically displays when the Student Monitoring Add page is accessed from the Loan History, Pell Grant History, or Transfer Monitoring List pages, assuming a student has been selected.
Actions to be performed	As the user enters the Date of Birth, it is displayed in the textbox in editable format.

Date of Birth:	
	displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date:	
Element	Textbox
Definition/Business Rules	Allows a user to enter the student's enrollment begin date.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date:	
Element	Textbox
Definition/Business Rules	Displays the current date when the user accesses this page. This field is automatically populated with the current date. It is an updateable field. If the date is changed to a future date, it cannot be after the Enrollment Begin date entered above.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to add a student to the Transfer Monitoring List based on the data entered in the SSN, First Name, Last Name, Date of Birth, Enrollment Begin Date, and Monitor Begin Date fields. The user is directed to the Transfer Monitor List screen if the student was

Submit	
	successfully added.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the user can submit their request to add a student to the Transfer Monitoring List. Successful submission of a new Monitoring Student will return the user to the Transfer Monitoring List page with a successfully added message. The Transfer Monitoring List page will reset with blank spaces in all of the fields except for Enrollment Begin Date and Monitor Begin Date. The date fields will contain the last entered values. If there are errors, the appropriate error message is displayed.
User Group (Element Level)	TBD
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> SSN is invalid or empty. <i>Message:</i> Please enter a 9 digit SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN field becomes red. Display error.gif. • <i>Condition:</i> First Name is invalid or empty. <i>Message:</i> Please enter a First Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the First Name field becomes red. Display error.gif. • <i>Condition:</i> Last Name is invalid or empty. <i>Message:</i> Please enter a Last Name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Last Name field becomes red. Display error.gif. • <i>Condition:</i> Date of Birth is invalid or empty. <i>Message:</i> Please enter a Date of Birth in the

Submit	
	<p>MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Date of Birth field becomes red. Display error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Enrollment Begin Date is invalid or empty. <i>Message:</i> Please enter an Enrollment Begin Date in the MMDDCCYY format.. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Enrollment Begin Date field becomes red. Display error.gif.</p> <p><i>Condition:</i> Monitor Begin Date is invalid or empty is invalid or empty. <i>Message:</i> Please enter a Monitor Begin Date is invalid or empty in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Monitor Begin Date field becomes red. Display error.gif.</p> <p><i>Condition:</i> Student DOB out of range. <i>Message:</i> Please enter a Date of Birth that places the student between 12 and 99 years inclusively. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Date of Birth is becomes red. Display error.gif.</p>

Reject Selection, user entered values	
Element	Pushbutton
Definition/Business Rules	When Monitored Student details are entered, and the user clicks the Submit button, the details

Reject Selection, user entered values	
	are used to perform a match on Students/Borrowers in the database. If multiple Students/Borrowers are found, the Borrower Selection page will display with “Reject Selection, use entered values” button; clicking on this button will submit the user entered values to the database.
Actions to be performed	By clicking on the pushbutton, the user entered values will be submitted to the database.
User Group (Element Level)	TBD
Validation	None.

3.6 Transfer Monitoring List

Description	<p>Lists all transfer students submitted by the school to be monitored by NSLDS II for reported changes.</p> <p>Lists all students that were submitted by the school via the online Student Monitoring Add page or via the Transfer Monitoring Inform batch file. The Transfer Monitoring List page only shows the students submitted by the school associated with the user ID of the person viewing the list.</p> <p>The transfer monitoring list displays a maximum of 125 monitored students on one page. If the list contains more than 125 students, a page down button will allow the user to view subsequent pages. A page up button will be available once a user has paged down.</p>
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.053
Reference(s)	TRANMONL.ASP, WB2E_TRANSFER_MONITORING_LST_SVR
Business Object	School, Student, PLUS Borrower

3.6.1 Software Unit Logic

ASP File Name:	TRANMONL.asp
Pre-Status:	<p>This screen is accessible from all screens on the Financial Aid Professionals website except from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Change Password • System Requirements • Contact Us • FAQ • Download Help • Security <p>* If the user has already created a school transfer profile, this will be the default page for the Tran tab.</p>
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Add (Pushbutton: Add Student to Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Logoff Icon) • Contact Us (Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • nextgroup.gif • prevgroup.gif • Alert.gif • Error.gif

3.6.2 Design Details

The following screenshot highlights the functionality of the Transfer Monitoring List screen.

Transfer Monitoring List

Add Student to Monitoring List

Sort By:

Display Only: SSN:

Last Name:

Enrollment Begin Date: (MMDDCCYY)

Monitor Begin Date: (MMDDCCYY)

Last Changed By:

Retrieve

	SSN	Name	DOB	Enrollment Begin Date	Monitor Begin Date	Last Changed By
1	121-21-2121	ANNA BEAUCHAMP	01/26/1985	09/11/2002	09/11/2002	SUNIL MALHOTRA 09/11/2002
2	111-11-1111	LYNN DELP	05/30/1964	09/10/2002	09/09/2002	SUNIL MALHOTRA 09/09/2002
3	222-22-2222	JACK JOHNSON	10/03/1987	09/06/2002	09/06/2002	SUNIL MALHOTRA 09/06/2002
4	098-76-5432	VINNIE TANNER	08/12/1977	09/10/2002	09/09/2002	SUNIL MALHOTRA 09/09/2002

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 9, Transfer Monitoring List

3.6.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Transfer Monitoring List	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List screen appears.
User Group (Element Level)	TBD
Validation	None.

Monitoring Alert Review	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Monitoring Alert Review screen.
Actions to be performed	When clicked, the Monitoring Alert Review screen appears.
User Group (Element Level)	TBD
Validation	None.

School Transfer Profile	
Element	Link
Definition/Business Rules	Allows a user to navigate to the School Transfer Profile screen.
Actions to be performed	When clicked, the School Transfer Profile screen appears.
User Group (Element Level)	TBD
Validation	None.

Add Student to Monitoring List Button	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Add screen.
Actions to be performed	By clicking on the pushbutton, the Student Monitoring Add screen will appear.

Add Student to Monitoring List Button	
User Group (Element Level)	TBD
Validation	None.

Sort By	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select a Sort By criteria. The following options should be listed:</p> <ul style="list-style-type: none"> -Select- Name SSN Enrollment Begin Date Monitor Begin Date Last Changed By <p>The default sort order is alphabetical by Student Last Name.</p>
Actions to be performed	When the user clicks on the Sort By Dropdown Box, all the options appear. The "Select" option is highlighted.
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's SSN for filtering purposes.
Actions to be performed	As the user enters the SSN, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's Last Name for filtering purposes.
Actions to be performed	As the user enters the Last Name, it is displayed

Last Name	
	in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's Enrollment Begin Date for filtering purposes.
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's Monitor Begin Date for filtering purposes.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Last Changed By	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Last Changed By date for filtering purposes.
Actions to be performed	As the user enters the Last Changed By date, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve records based on the criteria selected.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students

Retrieve	
	<p>matching the criteria are identified, a list is displayed with the student information. The list displays up to 120 students per page. If there are errors, the appropriate error message is displayed.</p> <p>The displayed list will include the following fields: SSN, Name, DOB, Enrollment Begin Date, Monitor Begin Date, Last Changed By.</p>
User Group (Element Level)	TBD
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> Invalid Monitor Begin Date entered. <i>Message:</i> Please enter a Monitor Begin Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Monitor Begin Date field becomes red. Display error.gif. • <i>Condition:</i> Invalid Enrollment Begin Date entered. <i>Message:</i> Please enter an Enrollment Begin Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Enrollment Begin Date field becomes red. Display error.gif. • <i>Condition:</i> Invalid SSN. <i>Message:</i> Please enter a numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN field becomes red. Display error.gif

<u>1</u>	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer

<u>1</u>	
	Monitoring Detail screen for the selected student.. This number increases sequentially based on the number of records that appear.
Actions to be performed	When clicked, the Transfer Monitoring Detail screen appears.
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the borrower's SSN. If the student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the SSN.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Name	
Element	Label
Definition/Business Rules	Displays the borrower's first and last name.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the borrower's DOB. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB displays as provided by the user.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Enrollment Begin Date (the date when the student was reported to begin classes at the school).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Changed By	
Element	Label
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or last updated via batch process, Batch displays here.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

3.7 Student Monitoring Detail

Description	Displays detailed transfer monitoring student information that can be updated or deleted.
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New or Existing	Existing
User Group (Screen Level)	\$\$SCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONDT.ASP, WB2B_STUDENT_MONITORING_DETL_SVR
Business Object	School, Student, PLUS Borrower

3.7.1 Software Unit Logic

ASP File Name:	STUMONDT.ASP
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link: Active Bullet Number Icon) • Loan History (Pushbutton: Student Monitoring Detail) • Pell Grant (Pushbutton: Student Monitoring Detail)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Update (Pushbutton: Update) • Student Monitoring Delete (Pushbutton: Delete) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • None

3.7.2 Design Details

The following screenshot highlights the functionality of the Student Monitoring Detail screen.

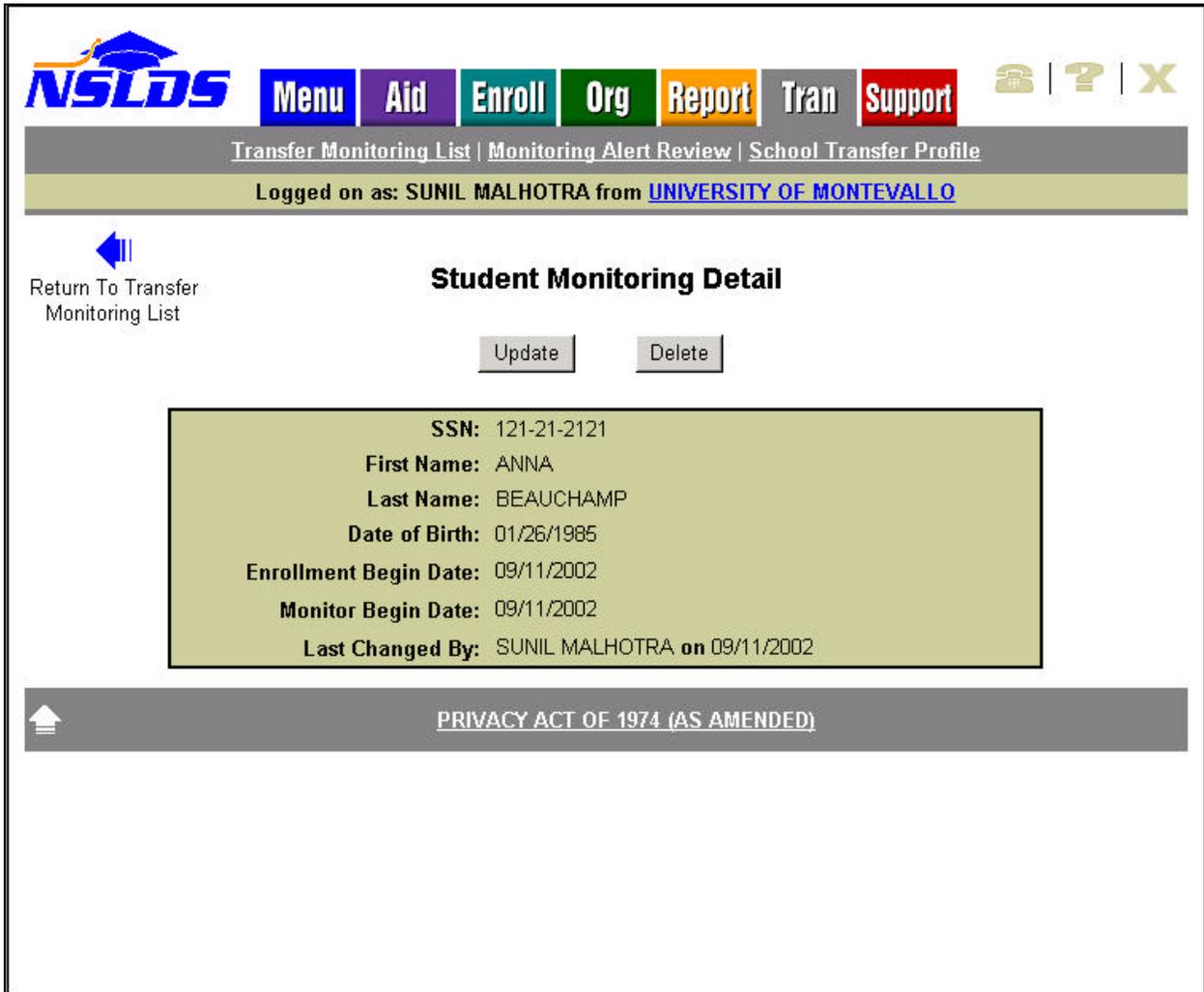


Figure 10, Student Monitoring Detail

3.7.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Return to Transfer Monitoring List

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Transfer Monitoring List screen.
Actions to be performed	When clicked, the Transfer Monitoring List appears.
User Group (Element Level)	TBD
Validation	None.

Update	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Update screen.
Actions to be performed	When clicked, the Student Monitoring Update screen appears.
User Group (Element Level)	TBD
Validation	None.

Delete	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Delete screen.
Actions to be performed	When clicked, the Student Monitoring Delete screen appears.
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the borrower's SSN. If the student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the Social Security number.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the borrower's First Name
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Label
Definition/Business Rules	Displays the borrower's Last Name
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Date of Birth	
Element	Label
Definition/Business Rules	Displays the borrower's DOB. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB displays as provided by the user.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Enrollment Begin Date (the date when the student was reported to begin classes at the school).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Monitor Begin Date (the date when the NSLDS begin or will begin

Monitor Begin Date	
	monitoring the student).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Changed By	
Element	Label
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or last updated via batch process, Batch displays here.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

3.8 Student Monitoring Update

Description	Allows a user to update the student's Transfer Monitoring Detail information.
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.055
Reference(s)	STUMONUP.ASP, WB2B_STUDENT_MONITORING_DETL_SVR, WB2C_STUDENT_MONITORING_UPDT_SVR
Business Object	School, Student, PLUS Borrower

3.8.1 Software Unit Logic

ASP File Name:	STUMONUP.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Detail (Pushbutton: Update)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Detail (Link: Return to Student Monitoring Detail) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif

3.8.2 Design Details

The following screenshot highlights the functionality of the Student Monitoring Update screen.

Figure 12, Student Monitoring Update

3.8.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Detail screen.
Actions to be performed	When clicked, the Student Monitoring Detail appears.

Return to Transfer Monitoring List	
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the borrower's SSN. This field should not be editable.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

First Name:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter a student's first name.</p> <p>The First Name textbox should be automatically populated based on the student's first name that is displayed on the Student Monitoring Detail screen.</p> <p>Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date.</p>
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Last Name:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter a student's last name.</p> <p>The Last Name textbox should be automatically</p>

Last Name:	
	<p>populated based on the student's last name that is displayed on the Student Monitoring Detail screen.</p> <p>Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date.</p>
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Date of Birth:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter a student's date of birth.</p> <p>The Date of Birth textbox should be automatically populated based on the student's date of birth that is displayed on the Student Monitoring Detail screen.</p> <p>Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date.</p>
Actions to be performed	As the user enters the Date of Birth, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date:

Enrollment Begin Date:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter the student's enrollment begin date.</p> <p>The Enrollment Begin Date textbox should be automatically populated based on the student's enrollment begin date that is displayed on the Student Monitoring Detail screen.</p> <p>Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date.</p>
Actions to be performed	As the user enters the Enrollment Begin Date, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date:	
Element	Textbox
Definition/Business Rules	<p>Displays the current date when the user accesses this page.</p> <p>The Monitor Begin Date textbox should be automatically populated based on the student's monitor begin date that is displayed on the Student Monitoring Detail screen.</p> <p>Users may change the First Name, Last Name, Date of Birth, Enrollment Begin Date, and the Monitor Begin Date if no monitoring events are associated to them. Otherwise, if the student has monitoring events associated, the user may change the Enrollment Begin Date and/or the Monitor Begin Date.</p>

Monitor Begin Date:	
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format.
User Group (Element Level)	TBD
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit updates to a student's transfer monitoring information.
Actions to be performed	By clicking on the pushbutton, the user can submit their request to update a student's transfer monitoring information.
User Group (Element Level)	TBD
Validation	TBD

3.9 Student Monitoring Delete

Description	Allows a user to delete the student from their school's Transfer Monitoring List.
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.055, 1.056, 1.057
Reference(s)	STUMONAD.ASP
Business Object	School, Student, PLUS Borrower

3.9.1 Software Unit Logic

ASP File Name:	STUMONDL.asp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Student Monitoring Detail (Pushbutton: Delete)
Post-Status:	This screen allows a user to navigate to any of the following

	<p>screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Student Monitoring Detail (Link: Return to Student Monitoring Detail) • Transfer Monitoring List (Link: Transfer Monitoring List) • Monitoring Alert Review (Link: Monitoring Alert Review) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif

3.9.2 Design Details

The following screenshot highlights the functionality of the Student Monitoring Delete screen.

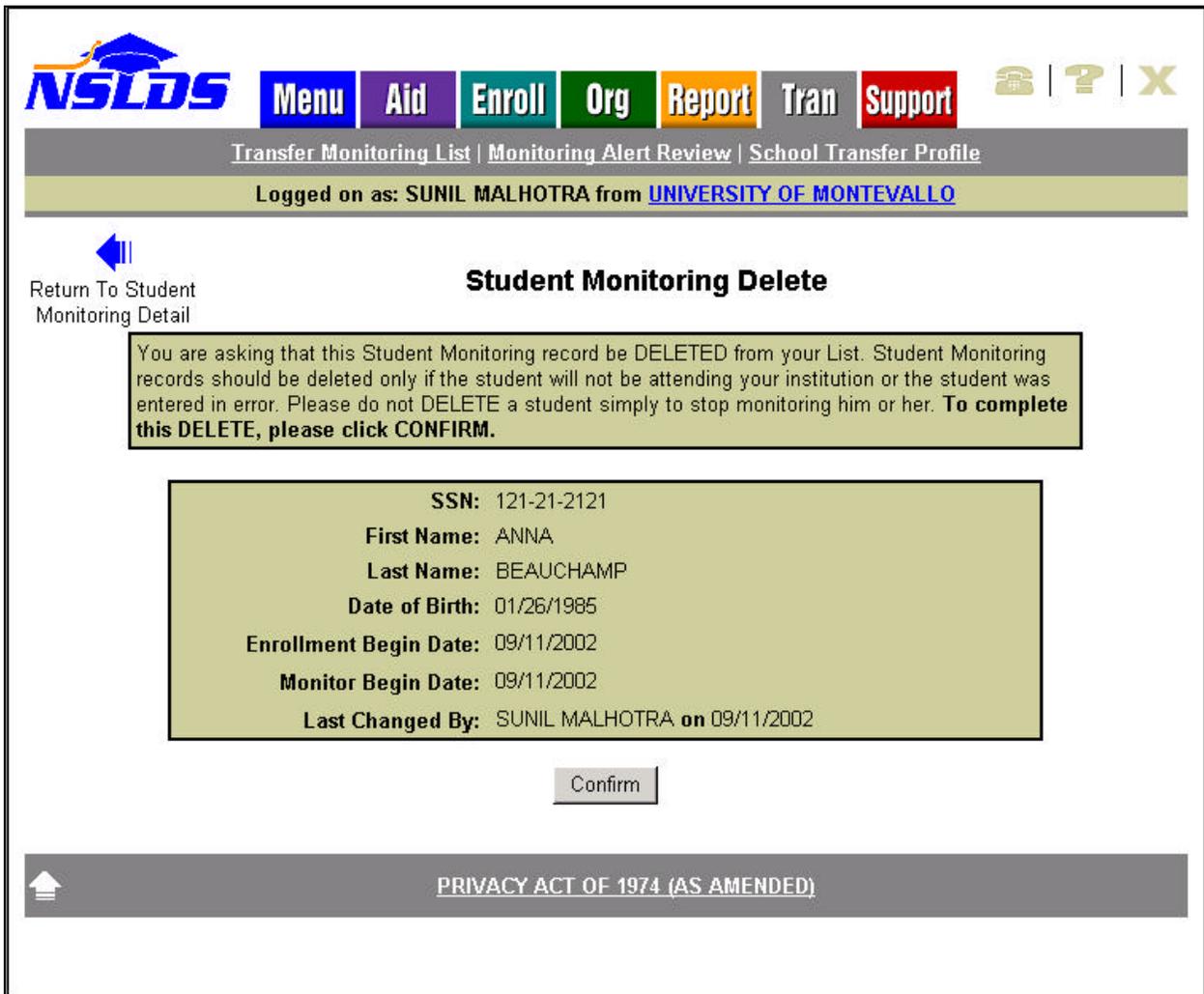


Figure 13, Student Monitoring Delete

3.9.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Return to Transfer Monitoring List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Student Monitoring Detail screen.
Actions to be performed	When clicked, the Student Monitoring Detail appears.

Return to Transfer Monitoring List	
User Group (Element Level)	TBD
Validation	None.

Delete Confirmation Statement	
Element	Label
Definition/Business Rules	<p>This statement confirms that the user would like to delete the student monitoring information.</p> <p>The following statement should be displayed:</p> <p>You are asking that this Student Monitoring record be DELETED from your List. Student Monitoring records should be deleted only if the student will not be attending your institution or the student was entered in error. Please do not DELETE a student simply to stop monitoring him or her. To complete this DELETE, please click CONFIRM.</p>
Actions to be performed	None
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the borrower's SSN.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

First Name	
Element	Label
Definition/Business Rules	Displays the borrower's First Name
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Name	
------------------	--

Last Name	
Element	Label
Definition/Business Rules	Displays the borrower's Last Name
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Date of Birth	
Element	Label
Definition/Business Rules	Displays the borrower's DOB. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB displays as provided by the user.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Enrollment Begin Date (the date when the student was reported to begin classes at the school).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Last Changed By	
Element	Label

Last Changed By	
Definition/Business Rules	Displays the name of the person who made the last update to this student's monitoring record, and the date that change was made. If there have been no updates since the student was added to the list, the name of the user who added the student displays here, as well as the date the student was added. If the student was added or last updated via batch process, Batch displays here.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit their request to delete the student record.
Actions to be performed	By clicking on the pushbutton, the record is deleted and the Transfer Monitoring List screen appears. The following message is displayed: Successfully deleted. The info.gif is also displayed. Once the deletion has been confirmed, the student's information will be removed from the Monitoring and Alert list(s). It does not delete the student from the Monitoring table; it just ends the Monitoring and removes the student from viewable lists online. A record of the deletion is maintained by the NSLDS for auditing purposes.
User Group (Element Level)	TBD
Validation	None

3.10 Monitoring Alert Review

Description	Lists all transfer students on a school's transfer monitoring list to
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	<p>which changes have been reported.</p> <p>The NSLDS sends a school an Alert on any student listed on that school's Transfer Monitoring List whenever a relevant change has been reported on that student's record. Any NSLDS authorized online user for a school can view that school's current Alert list at any time via online. In addition, a school can request that any Alert generated be sent in a batch file via its SAIG mailbox.</p> <p>Changes that prompt an Alert for Loans are:</p> <ul style="list-style-type: none"> • New loan reported (FFEL, Direct Loan, or Perkins) • New disbursement or reduction in disbursed amount on an existing loan (FFEL, Direct Loan, or Perkins) • A change in the Amount of Outstanding Principle Balance on an existing loan (FFEL, Direct Loan, or Perkins) New, increased, or decreased cancellation amount reported on a loan • Change in Amount of Loan (FFEL, Direct Loan, or Perkins) <p>Changes that prompt an Alert for Pell Grants are:</p> <ul style="list-style-type: none"> • New Pell Grant reported • New disbursement or reduction in disbursed amount on an existing Pell Grant • Changes in Pell Grant percentage • Change in Amount of Pell Grant awarded <p>A student's record will be monitored until the 91st day after the Enrollment Begin Date reported by the school.</p>
New or Existing	Existing
User Group (Screen Level)	SSCHFAT
Requirements Traceability	1.058
Reference(s)	MONALREV.ASP
Business Object	School, Student, PLUS Borrower, Loan, Grant

3.10.1 Software Unit Logic

ASP File Name:	MONALREV.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link: Monitoring Alert Review) • School Transfer Profile (Link: Monitoring Alert Review) • Student Monitoring Add (Link: Monitoring Alert Review) • Student Monitoring Detail (Link: Monitoring Alert Review) • Student Monitoring Update (Link: Monitoring Alert Review) • Student Monitoring Delete (Link: Monitoring Alert Review) • School Transfer Profile (Link: Monitoring Alert Review) • School Transfer Profile Update (Link: Monitoring Alert Review)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Transfer Monitoring List (Link: Transfer Monitoring List) • School Transfer Profile (Link: School Transfer Profile) • System Log On (Link: Logoff) • Contact Us (Link: Contact Icon) • Menu (Menu Tab) • Loan History (Aid Tab) • Organization Contact List (Org Tab) • Enrollment Summary (Enroll Tab) • Reports (Report Tab) • External Contact List (Support Tab) • Privacy Act (Link: Privacy Act)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Nextgroup.gif • Prevgroup.gif • Disabledcheck.gif

3.10.2 Design Details

The following screenshot highlights the functionality of the Monitoring Alert Review screen.



Menu
Aid
Org
Report
Support
Tran





Transfer Monitoring List | **Monitoring Alert Review** | School Transfer Profile

Logged on as: DERECK CAREY from [TEXAS TECH UNIVERSITY](#)

Monitoring Alert Review

Monitoring Results as of: 09/09/2003

Sort By: Name

Display Only: SSN: 558-44-1011

Last Name:

Date Alerted: (MMDDCCYY)

Enrollment Begin Date: (MMDDCCYY)

Loans Only Pell's Only

Retrieve

SSN	Name	DOB	Change	Reviewed	Date Alerted	Enrollment Begin Date	Monitor Begin Date
558-44-1011	KAREN KEMP	09/11/1971	Loan	<input checked="" type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Loan	<input checked="" type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Pell	<input checked="" type="checkbox"/>	06/13/2001	06/08/2001	06/13/2001
			Loan	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Loan	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input checked="" type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Loan	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Loan	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Pell	<input type="checkbox"/>	06/14/2001	06/08/2001	06/13/2001
			Loan	<input type="checkbox"/>	06/15/2001	06/08/2001	06/13/2001
Loan	<input type="checkbox"/>	06/15/2001	06/08/2001	06/13/2001			
Pell	<input type="checkbox"/>	06/15/2001	06/08/2001	06/13/2001			
Pell	<input type="checkbox"/>	06/15/2001	06/08/2001	06/13/2001			
Pell	<input type="checkbox"/>	06/15/2001	06/08/2001	06/13/2001			

Submit


PRIVACY ACT OF 1974 (AS AMENDED)

Figure 14, Monitoring Alert Review

3.10.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Monitoring Results as of	
Element	Label
Definition/Business Rules	Displays the date the last Monitoring process took place. This date line is automatically updated after the NSLDS runs the Monitoring process.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Sort By	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select a Sort By criteria. The following options should be listed:</p> <ul style="list-style-type: none"> -Select- SSN Last Name Date Alerted Enrollment Begin Date Loans Only Pell Only <p>The default sort order is by alphabetical by Student Last Name. The default sort for list is broken into two sections: Reviewed and Not Reviewed. Those records with no check in the Reviewed checkbox will display at the top of the list, in alphabetical order by last name. Those records with Reviewed boxes checked will display next, in alphabetical order by last name.</p>
Actions to be performed	When the user clicks on the Sort By Dropdown Box, all the options appear. The "Select" option is highlighted.

Sort By	
User Group (Element Level)	TBD
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's SSN for filtering purposes.
Actions to be performed	As the user enters the SSN, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Last Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's Last Name for filtering purposes.
Actions to be performed	As the user enters the Last Name, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Date Alerted	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's Monitor Begin Date for filtering purposes.
Actions to be performed	As the user enters the Monitor Begin Date, it is displayed in the textbox in editable format
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter the Date Alerted for filtering purposes.
Actions to be performed	As the user enters the Date Alerted, it is displayed in the textbox in editable format
User Group (Element Level)	TBD

Enrollment Begin Date	
Validation	None.

Loans Only	
Element	Checkbox
Definition/Business Rules	Allows a user to select if they would like to filter by loans.
Actions to be performed	As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed.
User Group (Element Level)	TBD
Validation	None.

Pells Only	
Element	Checkbox
Definition/Business Rules	Allows a user to select if they would like to filter by Pell grants.
Actions to be performed	As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed.
User Group (Element Level)	TBD
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve records based on the criteria selected.
Actions to be performed	By clicking on the pushbutton, records matching the filter criteria are displayed. The list displays up to 120 students per page.
User Group (Element Level)	TBD
Validation	TBD

SSN	
Element	Label
Definition/Business Rules	Displays the borrower's SSN.
Actions to be performed	None.
User Group (Element Level)	TBD

SSN	
Validation	None.

Name	
Element	Label
Definition/Business Rules	Displays the borrower's first and last name.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the borrower's DOB.
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Change	
Element	Label
Definition/Business Rules	<p>Displays a list of links to the changes that prompted the Alert.</p> <p>If the student had a relevant change reported on a Pell Grant, the Pell link appears. Clicking Pell links you to the student's Pell Grant History page to view the change reported.</p> <p>If the student had a relevant change reported on a loan, the Loan link appears. Clicking Loan links you to the student's Loan Detail page for that specific loan to view the change reported.</p> <p>If the student has changes to more than one loan, there are multiple links, each going to a different Loan Detail page.</p>
Actions to be performed	Clicking Pell links you to the student's Pell Grant History page to view the change reported.

Change	
	Clicking Loan links you to the student's Loan Detail page for that specific loan to view the change reported.
User Group (Element Level)	TBD
Validation	None.

Reviewed	
Element	Checkbox
Definition/Business Rules	<p>Allows a user to check the box once they have reviewed the change immediately to the left of the box.</p> <p>Checking the box determines the placement of the student's Alert record on the list.</p> <p>Clicking the link to the changed information does not check the box automatically.</p> <p>If the school requested that its Alerts be sent via Batch file, any change reported via batch is automatically checked online as Reviewed.</p>
Actions to be performed	<p>As the user selects the checkbox, a checkmark appears. If the user selects the checkbox again, the checkmark is removed.</p> <p>Checking the box determines the placement of the student's Alert record on the list.</p>
User Group (Element Level)	TBD
Validation	None.

Date Alerted	
Element	Label
Definition/Business Rules	Displays the date when the NSLDS added the student's name/change to the Alert list and/or sent a batch Alert on the student to the school, if that's the chosen output method.
Actions to be performed	None.

Date Alerted	
User Group (Element Level)	TBD
Validation	None.

Enrollment Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Enrollment Begin Date (the date when the student was reported to begin classes at the school).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Monitor Begin Date	
Element	Label
Definition/Business Rules	Displays the borrower's Monitor Begin Date (the date when the NSLDS begin or will begin monitoring the student).
Actions to be performed	None.
User Group (Element Level)	TBD
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to reorder the list by checked Reviewed boxes.
Actions to be performed	By clicking on the pushbutton, it allows the user to submit one or more checks from a page to the database. The list will be redisplayed from the beginning in the selected sort/filter order as specified by the user. Records that have been reviewed and submitted will display with a checked and disabled checkbox if they pass the filter criteria.
User Group (Element Level)	TBD
Validation	None.

4 Appendix A – Screens Global Attributes

5 Appendix B – User Interface Inventory Matrix