

How to **access** your SCHPR1 Report

To retrieve your SCHPR1 report, you'll need:

- An FSA User ID to access Federal Student Aid systems
- Access to your SAIG (Student Aid Internet Gateway) mailbox via FSA download software such as EDconnect or TDClient
- A TFA token to generate a one-time password for logging in to certain FSA systems.

1. Login to National Student Loan Data System Pro site | [Link](#)
2. Under the REPORT TAB, scroll down to SCHPR1- School Portfolio Report
3. Request data for three currently active cohorts by entering specific report parameters as follows:

Enter Repay Begin DT: 10/01/2013

Enter Repay End DT: 09/30/2016

Loan Status: All

Loan Program Type: Both

Extract Type: Standard

Sort By: SSN

Output Medium: SAIG

| | | |
|-----------------------|------------|------------|
| SCHOOL BRANCH ID: | * | 99999999 |
| ENTER REPAY BEGIN DT: | 10/01/2013 | MM/DD/CCYY |
| ENTER REPAY END DT: | 09/30/2016 | MM/DD/CCYY |
| LOAN STATUS: | ALL | ▼ |
| LOAN PROGRAM TYPE: | BOTH | ▼ |
| EXTRACT TYPE: | STANDARD | ▼ |
| Sort By: | SSN | ▼ |
| Output Medium: | SAIG | |

Please note: In order to ensure successful upload of your SCHPR1 to CDR Snapshot:

- Your report parameters must encompass no more than three cohorts. NorthStar recommends using the three active cohorts. Results for "locked" cohorts may differ from official CDR.
- The Repay Begin Date must begin with 10/01 AND Repay End Date must begin with 09/30.
- The Extract Type must be Standard (fixed width).
- The file must remain in fixed width format when it's downloaded and saved.

4. Submit your request and allow 24 hours for transmission of your report
5. 24-48 hours later, go to your SAIG mailbox, download, and save the SCHPR1 to your computer

NSLDS questions 800-999-8219 | email NSLDS - SAIG questions 800-300-5947 | email SAIG