

SCHER1 Report for Compliance Audits

During a school's annual financial aid compliance audit the auditor will request that the school get a SCHER1 report from the NSLDS website. The SCHER1 report is used by the auditor to test the timely reporting of student enrollment statuses as required by regulation.

Reports that are ordered on the NSLDS website will only be available to the TG# used by the individual that logged in and requested the report. Gemcor does not receive any reports ordered by schools on the NSLDS system.

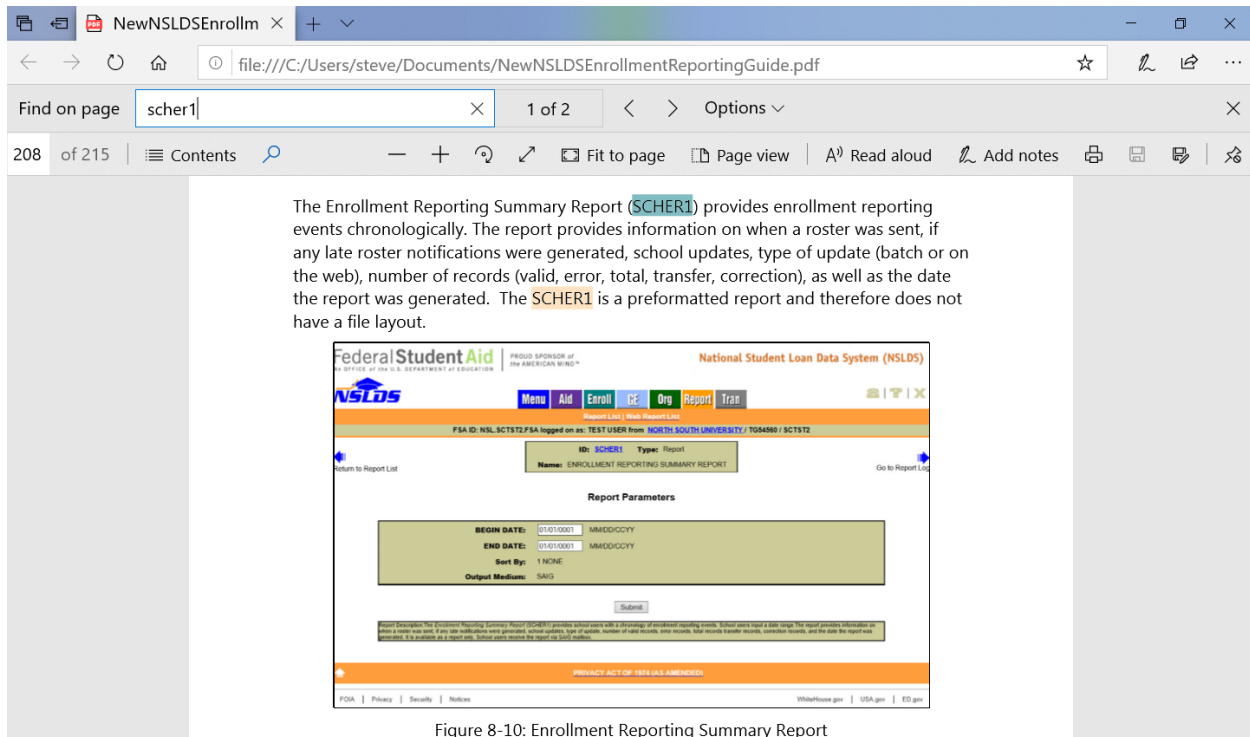
To retrieve NSLDS reports the EdConnect software will have to be used to download the reports from the SAIG system. The individual that ordered the reports will have to log into the EdConnect software to retrieve the reports. The individual that ordered the reports will also have to have EdConnect entitlement granted to them on the SAIG website.

For your convenience there are screen shots below to show:

- 1-The screen where the SCHER1 report is requested from on the NSLDS website.
- 2-The screen on the SAIG website where EdConnect entitlement is assigned to a user
- 3-Guidance on downloading and installing the EdConnect software.

If any further assistance is needed feel free to contact our office at 1-888-436-2678.

1-Order the report on the NSLDS:



The Enrollment Reporting Summary Report (SCHER1) provides enrollment reporting events chronologically. The report provides information on when a roster was sent, if any late roster notifications were generated, school updates, type of update (batch or on the web), number of records (valid, error, total, transfer, correction), as well as the date the report was generated. The SCHER1 is a preformatted report and therefore does not have a file layout.

The screenshot shows the NSLDS website interface. The user is logged in as TEST USER from NORTH SOUTH UNIVERSITY / TG6466 / SCT12. The report parameters are as follows:

Parameter	Value
BEGIN DATE	01/01/0001
END DATE	01/01/0001
Sort By	1 INCR
Output Medium	SKIN

The interface also includes a 'Submit' button and a 'Privacy Act of 1974 (U.S. AMENDED)' notice at the bottom.

Figure 8-10: Enrollment Reporting Summary Report

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2- Make sure you have Edconnect entitlement on the SAIG website:

The screenshot shows a web browser window with the URL <https://fsaweberroll.ed.gov/PMFAAAdmin/PMFAAServlet.jrun>. The page title is "Electronic Services Selection for TG51030". The main heading is "Electronic Services". Below this, it says "Select the electronic services to add." and includes a note: "Note: You will need to follow the next few pages to complete the addition of the electronic services." There are two sections for selection: "FAA Access to CPS Online" with a question "Do you want to enroll a new FAA user?" and radio buttons for "Yes" and "No" (where "No" is selected); and "EDconnect Entitlement" with a question "Do you want to enroll a new EDconnect user?" and radio buttons for "Yes" and "No" (where "Yes" is selected). At the bottom, there are "Previous" and "Next" buttons. A left sidebar contains a navigation menu with items like "SAIG Enrollment Information", "FSA User ID Registration", "Print Documents", "Print Federal Student Aid User of Electronic Services Statement", "Print Enrollment Signature Documents", "Print Designee Signature Pages", "Print Agency Participation Agreement", "Related Sites", "FSA Download", "FAA Access to CPS Online", "SAIG Portal", "FSATech Listserv Enrollment", and "COD".

Download and setup the Edconnect software:

The screenshot shows a presentation slide titled "Required electronic services". It contains two bullet points:

- ▶ **Edconnect Software**
- ▶ <https://fsadownload.ed.gov/softedconnect.htm> The Edconnect software is used to retrieve reports that are sent to your school and those that you order on the NSLDS for Professionals website

Below the second bullet point, it says: "▶ After the software is downloaded to your system contact CPS customer support at 1-800-330-5947 for help in setting up the user profiles in the software."