

North Dakota University System  
Campus Solutions – Financial Aid  
Direct Lending PLUS Procedures

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This document is intended to be used in as a supplement to NDUS **Direct Lending Procedures**.

## Electronic PLUS Application

Financial Aid > File Management > COD Full Participant > View COD Data																																																			
<p>The DL PLUS electronic application is loaded as a Document Type of SP. If you are looking up a specific student, you need to find them by SSN, not EMPLID, as these files do not go through Search/Match.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">COD Document   COD School Information   COD Student   COD Award   COD Disbursement</p> <p style="margin: 5px 0 0 20px;">Document ID 2010-06-18T02:38:15.8700000003      Process Date 2010-06-18</p> <p style="margin: 5px 0 0 20px;"><span style="border: 1px solid red; padding: 2px;">Document Type SP</span>      Document Status A</p> <p style="margin: 5px 0 0 20px;"><b>Document Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Created Date &amp; Time 2010-06-18T04:04:20.97</td> <td style="width: 50%;">Full Response Flag F</td> </tr> <tr> <td>Source Type COD</td> <td>Receipt Date</td> </tr> <tr> <td>Source ID 00000001</td> <td>Processing Status Processed</td> </tr> <tr> <td>Destination Type School</td> <td>Inbound DateTime 06/18/2010 08:46</td> </tr> <tr> <td>Destination ID 75658862</td> <td>Outbound DateTime</td> </tr> <tr> <td>Software Provider</td> <td>Schema Version Version 3.0</td> </tr> <tr> <td>Software Version</td> <td><a href="#">Response Information</a></td> </tr> <tr> <td>File Path and Name c:\pssoft\finaid\federal\impor\lcrsp11op.xml</td> <td></td> </tr> </table> </div>	Created Date & Time 2010-06-18T04:04:20.97	Full Response Flag F	Source Type COD	Receipt Date	Source ID 00000001	Processing Status Processed	Destination Type School	Inbound DateTime 06/18/2010 08:46	Destination ID 75658862	Outbound DateTime	Software Provider	Schema Version Version 3.0	Software Version	<a href="#">Response Information</a>	File Path and Name c:\pssoft\finaid\federal\impor\lcrsp11op.xml																																			
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<p>Information from the electronic application is visible on the COD Award tab for a particular student. Also follow the Borrower Information link for additional information</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">COD Document   COD School Information   COD Student   COD Award   COD Disbursement</p> <p style="margin: 5px 0 0 20px;">Document ID 2010-06-18T02:38:15.8700000003      Reporting School ID 75658862</p> <p style="margin: 5px 0 0 20px;">ID 4      Attended School ID 75658862</p> <p style="margin: 5px 0 0 20px;"><b>Award Block</b>      <a href="#">Find</a>   <a href="#">View All</a>      First <span style="border: 1px solid black; padding: 0 2px;">1</span> of 1      Last</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Award Name DLPLUS</td> <td style="width: 50%;">CPS Transaction Number</td> </tr> <tr> <td>Award Year 2011</td> <td>Note Message</td> </tr> <tr> <td>Award Number 1</td> <td>Response Code A</td> </tr> <tr> <td>Award Amount</td> <td><a href="#">Response Information</a></td> </tr> </table> <p style="margin: 5px 0 0 20px;">▶ Pell Information</p> <p style="margin: 5px 0 0 20px;">▶ ACG Information</p> <p style="margin: 5px 0 0 20px;">▶ SMART Information</p> <p style="margin: 5px 0 0 20px;">▼ Loan Information</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Loan Key <a href="#">Additional Loan Information</a></td> <td style="width: 50%;">Booked Loan Date</td> </tr> <tr> <td>Award ID</td> <td>Booked Loan Amount</td> </tr> <tr> <td>Award Create Date</td> <td>Loan Servicer</td> </tr> <tr> <td>Dependency Status</td> <td>Year-To-Date Disb Amt</td> </tr> <tr> <td>Entrance Counseling</td> <td>Payment to Servicer Amt</td> </tr> <tr> <td>Default/Overpay</td> <td>Payment to Servicer Date</td> </tr> <tr> <td>HPPA Indicator</td> <td>eMPN Indicator</td> </tr> <tr> <td>PreProfessional Coursewrk</td> <td>MPN ID</td> </tr> <tr> <td>Additional Unsubsidized</td> <td>MPN Status</td> </tr> <tr> <td>Award Amt Requested</td> <td>MPN Link Indicator</td> </tr> <tr> <td>Application Id 0000141135</td> <td>MPN Expire Date</td> </tr> <tr> <td>Application Complete Date 2010-06-17</td> <td>Entrance Counseling Response</td> </tr> <tr> <td>Application Loan Amount</td> <td>Credit Decision Date 2010-06-17</td> </tr> <tr> <td>Maximum Loan Indicator true</td> <td>Credit Decision Expiration Dt 2010-09-15</td> </tr> <tr> <td>Loan Period Start Date</td> <td>Credit Override Code</td> </tr> <tr> <td>Loan Period End Date</td> <td>Credit Decision Status A</td> </tr> <tr> <td>Deferment Option</td> <td>Original Credit Decision Stat</td> </tr> <tr> <td>Six Month Deferment Option</td> <td>Credit Action Choice</td> </tr> <tr> <td>Credit Balance Option</td> <td>Credit Appeal Status</td> </tr> <tr> <td>School Credit Balance Option</td> <td>Endorser Amount</td> </tr> <tr> <td></td> <td><span style="border: 1px solid red; padding: 2px;"><a href="#">Borrower Information</a></span></td> </tr> </table> <p style="margin: 5px 0 0 20px;">▶ Counseling Information</p> <p style="margin: 5px 0 0 20px;">▶ Other Information</p> </div>	Award Name DLPLUS	CPS Transaction Number	Award Year 2011	Note Message	Award Number 1	Response Code A	Award Amount	<a href="#">Response Information</a>	Loan Key <a href="#">Additional Loan Information</a>	Booked Loan Date	Award ID	Booked Loan Amount	Award Create Date	Loan Servicer	Dependency Status	Year-To-Date Disb Amt	Entrance Counseling	Payment to Servicer Amt	Default/Overpay	Payment to Servicer Date	HPPA Indicator	eMPN Indicator	PreProfessional Coursewrk	MPN ID	Additional Unsubsidized	MPN Status	Award Amt Requested	MPN Link Indicator	Application Id 0000141135	MPN Expire Date	Application Complete Date 2010-06-17	Entrance Counseling Response	Application Loan Amount	Credit Decision Date 2010-06-17	Maximum Loan Indicator true	Credit Decision Expiration Dt 2010-09-15	Loan Period Start Date	Credit Override Code	Loan Period End Date	Credit Decision Status A	Deferment Option	Original Credit Decision Stat	Six Month Deferment Option	Credit Action Choice	Credit Balance Option	Credit Appeal Status	School Credit Balance Option	Endorser Amount		<span style="border: 1px solid red; padding: 2px;"><a href="#">Borrower Information</a></span>
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<p>Additional information is available in the <b>Address Information</b> and <b>Phone Number Information</b> links.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Borrower Information</b></p> <p><b>Identifiers</b> <span style="float: right;">Find   View All   First 1 of 1   Last</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Borrower ID</td><td>4</td> <td>Birthdate ID</td><td>1964</td> </tr> <tr> <td>Last Name ID</td><td>M</td> <td>SSN ID</td><td>2</td> </tr> </table> <hr/> <p><b>Borrower Info</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>SSN</td> <td>First Name</td><td>S</td> </tr> <tr> <td>Drivers License State</td> <td>Middle Initial</td><td>L</td> </tr> <tr> <td>Drivers License Number</td> <td>Last Name</td><td></td> </tr> <tr> <td>Birthdate</td> <td>Default/Overpay</td><td></td> </tr> <tr> <td>Citizenship Status</td><td>1</td> <td>Note Message</td><td></td> </tr> <tr> <td>Person ID</td> <td></td><td></td><td></td> </tr> <tr> <td>Email Address</td><td>SLM</td> <td>@RAP.MIDCO.NET</td><td></td> </tr> <tr> <td>Response Code</td> <td></td><td></td><td></td> </tr> </table> <p style="text-align: right;"> <a href="#">Response Information</a>  <a href="#">Address Information</a>      <a href="#">Phone Number Information</a> </p> <p style="text-align: right;"><a href="#">Return</a></p> </div>	Borrower ID	4	Birthdate ID	1964	Last Name ID	M	SSN ID	2	SSN	First Name	S	Drivers License State	Middle Initial	L	Drivers License Number	Last Name		Birthdate	Default/Overpay		Citizenship Status	1	Note Message		Person ID				Email Address	SLM	@RAP.MIDCO.NET		Response Code			
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<p><b>NDU Applications &gt; NDU Financial Aid &gt; Report &gt; DL PLUS School Cert Request</b></p>																																					
<p>Run this report to obtain a .csv file you can import into Excel to assist you in identifying the borrower, creating a relationship if required, and identifying the student and award.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Ndufa170 Rncdl</p> <p>Run Control ID: DL_PLUS_SCR_dj <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <p>*Academic Institution <input type="text" value="NDSU1"/> <input type="button" value="Q"/></p> <p>*Date From <input type="text" value="06/17/2010"/> <input type="button" value="B"/></p> <p>*Date-To <input type="text" value="06/18/2010"/> <input type="button" value="B"/></p> </div>																																				

1. Here's what is provided by COD:

**Student** SSN, Birthdate, Last Name, First Name, full Address  
Aid Year

**Application ID** (the unique application identifier that is returned to schools on PLUS Application Acknowledgements )

**Borrower:**

- SSN,
- Birth date,
- Last Name,
- First Name,
- Middle Initial,
- full address, phone number, email address,
- CitizenshipStatus Code
  - 1 = US Citizen
  - 2 = Eligible noncitizen
  - 3 = Not eligible

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*CreditDecisionStatus*

A=Accepted,  
D=Denied,  
P=Pending,

*CreditActionChoice*

A=Appeal Decision,  
E= Pursue Endorser,  
N=Pursue Additional Unsubsidized Loan,  
U=No Action Will Be Taken

*CreditDecisionDate,*

*Credit Decision Expiration Date,*

*Application Completion Date,*

*ApplicationLoanAmount* (Total amount of loan requested by a borrower when completing a PLUS application)

*MaximumLoanIndicator* (Indicates the maximum loan amount a borrower wishes to receive;

*CreditBalanceOption* (Indicates whether a credit balance should be directed to the student or the borrower:

B=Borrower,  
S=Student

If you have a *CreditOverrideCode*, the values are

C = Credit overridden as a result of new credit information provided,  
E= Credit overridden as a result of an endorser's approval  
D = Credit denied as a result of an endorser's denial  
N= Credit denied after pending

If you have a *CreditAppealStatus*, the values are

A = Appeal Accepted  
D = Appeal Denied  
P = Appeal Pending  
R = Appeal Closed Without Final Decision

2. In addition, we're doing a look up to attempt to find an EmplID for the borrower and the student. If the student is found, a career is also indicated to help you determine which loans are Grad PLUS. If the borrower SSAN matches a Mother or Father SSN on the student's ISIR, we're also providing that information.
3. As of 23 Jul 2010, there is a known glitch in the COD programming on the Parent Plus CreditBalanceOption. If the MaximumLoanIndicator is set to TRUE it defaults the CreditBalanceOptions to "0" instead of "B" or "S". Schools will not be able to search in COD to see what option the parent picked. Schools will need to decide on how they want to handle this until DOE can get it fixed.

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## Credit Check

1. The following was provided to the FINAID-L listserv on 16 Apr 2010, by Andy.Carter@COLOSTATE.EDU:

(The parent) can sign a credit authorization form and you could do an online credit check for her now. To get to the COD online credit check page:

- 1) Logon to COD.
- 2) Click on the Person link at the top of the page.
- 3) Click on Credit Check.
- 4) Click Request Credit Check
- 5) Put in the borrower's information (Parent or Student depending on loan type)
  - **Make sure you have a credit record authorization form on file first. COD has a form on this page you can use if you don't have your own.**
- 6) Click Next
- 7) Check the data to be sure it's correct
- 8) Click Submit

The website will return a credit decision within a few seconds of accepted or declined. The credit check will be valid for 90 days so the loan will just need to be originated within 90 days. Otherwise another credit check will need to be done.

2. If you originate a loan without a credit check, COD will do one and return the results on the acknowledgement file. However, there are repercussions from this approach. If you receive a declined credit decision and you cancel the award and originate the cancelation to COD, and the borrower subsequently obtains a co-signer, you cannot reinstate the unique loan identifier that matches the credit check. To preclude this, you should either :
  - a. have a school policy to only award PLUS loans after receipt of an approved credit check,
  - b. or, after receipt of a rejected credit check, cancel the award and put the origination on HOLD before the cancelation is sent to COD. If an approved credit check is then received, you can re-instate the award, which will outbound an origination change bearing the same unique ID as the original, so as to match the unique ID on the credit check.
  - c. See the suggestions below.
3. If a PLUS borrower is denied and decides that they want to seek an endorser the school does not get an additional notification when that loan has approved. Schools will either need to monitor that loan on COD or request the borrower to notify the school when the endorser has been approved. This is true for both Grad Plus and Parent PLUS.

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*How do I handle PLUS credit checks?*

**Answer** ([adkuzmack@notes.cc.sunysb.edu](mailto:adkuzmack@notes.cc.sunysb.edu)) When we receive back the acknowledgement that a PLUS credit check is denied, we cancel the award on award entry, run loan origination to create the change transaction, but then place the loan record in a 'hold' status so that it does NOT outbound. In so doing, we do not receive back a rejected record from COD. If we subsequently receive a credit decision override record, we then remove the hold from the loan record and put back the loan amount on award entry using the original item type. The next time loan origination runs, it then creates the appropriate change transaction and successfully gets acknowledged

**Answer** ([cmongell@boisestate.edu](mailto:cmongell@boisestate.edu)) We were running into the a problem with our PLUS loans so we had to change our processing rules:

What we have done at Boise State is to perform a credit check online at COD before we try to originate the loan. If the credit check comes back "denied", we don't even offer the PLUS loan. We contact the parent/student to see if they are going to seek a co-signer or if the student will be getting the UNSUB replacement. Only if the credit check is accepted will we even try to originate the PLUS loan

**Answer** : ([nystrom@uthscsa.edu](mailto:nystrom@uthscsa.edu)) Just to weigh in on this situation – the way I found that works best for us is to simply cancel the award when the denial comes in and place a hold on the loan over-ride screen (“DL Management – Override Processing”) BEFORE origination is run. We then notify the borrower that the loan is presently in denied status (even though I believe COD/DL does this as well) and let them know they can try and obtain a cosigner.

If they should obtain a cosigner we will receive a CRCO file at some point. Every time I receive one I simply view the file and see who it is for, go to that students award screen and re-award the loan, go to the over-ride screen and remove the hold, and then run the CRCO file in through normal processing. The loan will then disburse assuming other conditions (e.g. entrance, enrollment, etc) are still being met.

If they do not obtain a cosigner, at the end of the award year (after ALL processing is done) I run the loans on hold report, remove the holds, process the loans, and manually accept the cancellations (in lieu of transmitting a “known rejecting” file) on the override screen.

This has been the easiest for us since trying to get the unique ID’s to match up was difficult and reinstating a loan was impossible! We are a 9.0 school but this worked with 8.9 too.

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**Procedure:**

**Search/Match**

Campus Community > Personal Information > Search/Match																					
<p>Search for the parent using available information. Be sure to tab out of the fields before hitting the “Search” button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Search Criteria</b></p> <p>Search Type: Person <input type="checkbox"/> Ad Hoc Search</p> <p>Search Parameter: NDUSSRCHMATCH NDUS Search Match</p> <p>Search Result Rule</p> <p>Search Result Code: <input type="text" value="NDUSSEARCH"/> NDUS Search Match</p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Clear All"/> <input type="button" value="Carry ID Reset"/> </p> <hr/> <p><b>Search Criteria</b></p> <table border="1"> <thead> <tr> <th>Search Fields</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Last Name Search</td> <td><input type="text" value="JUNK"/></td> </tr> <tr> <td>First Name Search</td> <td><input type="text" value="DENNIS"/></td> </tr> </tbody> </table> </div>	Search Fields	Value	Last Name Search	<input type="text" value="JUNK"/>	First Name Search	<input type="text" value="DENNIS"/>														
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<p>If you get an apparent match, click on the “Detail” link. Make sure your match has the correct social security number, date of birth and address.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <p>Search Type: Person <input checked="" type="checkbox"/> Ad Hoc Search</p> <p>Search Parameter: NDUSSRCHMATCH NDUS Search Match</p> <p>Result Code: NDUSSEARCH NDUS Search Match</p> <p><a href="#">Return to Search Criteria</a></p> <p>Number of ID's Found: 1</p> <p>Search Order Number: 30 NDUS Search Match - Name</p> <table border="1"> <thead> <tr> <th>Search Results</th> <th>EmpID</th> <th>NDUS Name Type</th> <th>NDUS Last Name</th> <th>NDUS First Name</th> <th>NDUS Middle Name</th> <th>NDUS National ID</th> <th>NDUS Date of Birth</th> <th>NDUS Gender</th> <th>NDUS Campus ID</th> </tr> </thead> <tbody> <tr> <td>1 <a href="#">Carry ID</a> <a href="#">Detail</a></td> <td>1234567</td> <td>PRI</td> <td>Junk</td> <td>Dennis</td> <td>Edward</td> <td>123-45-6789</td> <td>01-01-1970</td> <td>M</td> <td>HR</td> </tr> </tbody> </table> </div>	Search Results	EmpID	NDUS Name Type	NDUS Last Name	NDUS First Name	NDUS Middle Name	NDUS National ID	NDUS Date of Birth	NDUS Gender	NDUS Campus ID	1 <a href="#">Carry ID</a> <a href="#">Detail</a>	1234567	PRI	Junk	Dennis	Edward	123-45-6789	01-01-1970	M	HR
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1 <a href="#">Carry ID</a> <a href="#">Detail</a>	1234567	PRI	Junk	Dennis	Edward	123-45-6789	01-01-1970	M	HR												
<p>Following the Citizenship link at the bottom of the page, make sure that the borrower has an appropriate Citizenship Status. If not, add one. Native is a valid entry for DL loans.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Email</b></p> <table border="1"> <thead> <tr> <th>*Type</th> <th>*Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Campus</td> <td><input type="text" value="DENNIS.JUNK@ndus.edu"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home</td> <td><input type="text" value="DENNIS.JUNK@ndus.edu"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="text" value="DENNIS.JUNK@ndus.edu"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Add"/></p> <p style="text-align: center;"> <a href="#">Visa/Permit Data</a> <a href="#">Citizenship</a> <a href="#">NDU High School data</a> </p> </div>	*Type	*Email Address	Preferred	Campus	<input type="text" value="DENNIS.JUNK@ndus.edu"/>	<input checked="" type="checkbox"/>	Home	<input type="text" value="DENNIS.JUNK@ndus.edu"/>	<input type="checkbox"/>	Other	<input type="text" value="DENNIS.JUNK@ndus.edu"/>	<input type="checkbox"/>								
*Type	*Email Address	Preferred																			
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Other	<input type="text" value="DENNIS.JUNK@ndus.edu"/>	<input type="checkbox"/>																			
<p>If you have an apparent match, skip the next section; proceed to the steps for creating a relationship</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Citizenship Detail</b></p> <p>Citizenship/Passport <span style="float: right;"><a href="#">Find</a>   <a href="#">View All</a>   First <input type="text" value="1"/> of 1   Last <input type="text" value="Last"/></span></p> <p>*Country: <input type="text" value="USA"/> United States      Citizenship Status: <input type="text" value="Native"/></p> </div>																				

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If you DO NOT get an apparent match, create an EmplID for the parent as shown below.  
  
You will need the N DUS CC BIO DEMO (AU) security role to create a new Bio/Demo record.

**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: NDUSSRCHMATCH NDUS Search Match

Search Result Rule: NDUSSRCHMATCH

Search Result Code: NDUSSEARCH

Search Criteria

Search Fields

Last Name Search: PARENT

First Name Search: JOHN

Message from webpage: Search Criteria did not return any results (18160,43). Enter new or additional Search Criteria.

Buttons: Clear All, Carry ID Reset, OK

**Add/Update a Person**

**Campus Community > Personal Information > Add/Update a Person**

**Add/Update a Person**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

ID: begins with [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Include History  Correct History  Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

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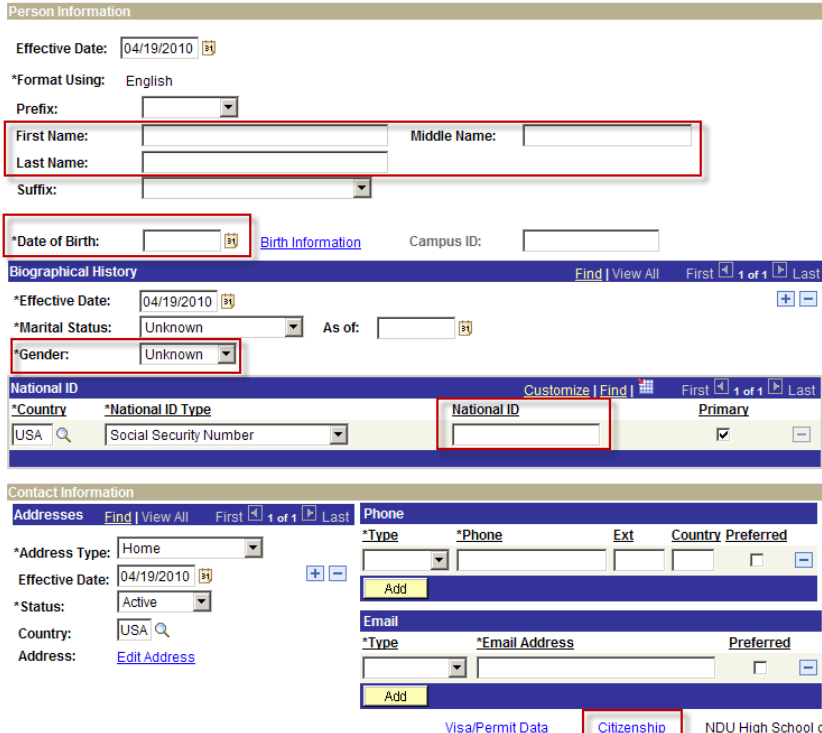


**Add/Update a Person**

Find an Existing Value **Add a New Value**

ID: NEW

**Add**

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<p>At minimum, enter:</p> <ol style="list-style-type: none"> <li>1. – <i>Person Information</i> name (First, Middle, Last) and Date of Birth.</li> <li>2. <i>Biographic History</i> – enter Gender.</li> <li>3. <i>National ID</i> - enter parent social security number.</li> <li>4. Phone - Enter appropriate phone numbers</li> <li>5. At bottom of the page, click on the Citizenship link.</li> </ol>	 <p>The screenshot shows the 'Person Information' section with fields for Effective Date (04/19/2010), Format Using (English), Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, and Campus ID. Below is the 'Biographical History' section with fields for Effective Date (04/19/2010), Marital Status (Unknown), As of, and Gender (Unknown). The 'National ID' section includes Country (USA), National ID Type (Social Security Number), National ID, and Primary status. The 'Contact Information' section shows an 'Addresses' table with one entry: Home, 04/19/2010, Active, USA, with fields for Phone and Email. At the bottom, there are links for 'Visa/Permit Data' and 'Citizenship'.</p>
<p>Add an appropriate Citizenship Status. Native is a valid entry for DL loans. Save.</p>	 <p>The screenshot shows the 'Citizenship Detail' section with 'Country' set to USA (United States) and 'Citizenship Status' set to Native.</p>
<ol style="list-style-type: none"> <li>1. Address Type will default to <b>Home</b></li> <li>2. Enter the Address, City, State and Postal Code Save</li> </ol>	 <p>The screenshot shows the 'Edit Address' dialog box with fields for Country (United States), Address 1 (500 Stanford Road), Address 2, Address 3, City (Grand Forks), State (ND), and Postal (58202). There are 'OK' and 'Cancel' buttons at the bottom.</p>

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After you save the Biographical Details page, an EmplID should replace the word NEW at the top of the page

Biographical Details | Addresses | Regional

Parent: John Q | EmplID: 0855107 | [Names](#)

Person Information

\*Date of Birth: 01/01/1985 | [Birth Information](#) | Campus ID:

Biographical History | Find | View All | First | 1 of 1 | Last

\*Effective Date: 04/19/2010 |

\*Marital Status: Married | As of: 04/19/2010 |

\*Gender: Male |

National ID | Customize | Find | First | 1 of 1 | Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	999-99-9999	<input checked="" type="checkbox"/>

Contact Information

Addresses | Find | View All | First | 1 of 1 | Last

Address Type: Home | [Addresses](#)

Effective Date: 04/19/2010

Status: Active

Country: USA

Address: 500 Stanford Road  
Grand Forks, ND 58202  
Grand Forks

Phone

*Type	*Phone	Ext	Country	Preferred
Perm	701/555-5555			<input checked="" type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
		<input type="checkbox"/>

Add

[Visa/Permit Data](#) | [Citizenship](#) | NDU High School data

## Add Relationship

**Campus Community > Personal Information > Biographical > Relationships > Relationships**

Click on Add a New Value

**Relationships**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

ID: begins with

Relationship Nbr: =

National ID: begins with

Last Name: begins with

First Name: begins with

Relationship: =

Include History  Correct History  Case Sensitive

---

**Relationships**

Find an Existing Value | **Add a New Value**

ID: 0398180

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

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Enter the **parent's EmplID** in Related ID and either *Mother* or *Father* in **Relationship**

Enter *Parent* in **Guardian**.

Relationships | Relationship Address | Relationship Detail

Strar, Reggie E 0398180

Relationship Find | View All First 1 of 1 Last

\*Effective Date: 04/19/2010 \*Status: Active

Related ID: 0855107 \*Relationship: Father

\*Name: Parent, John Q

Prefix: Mr Suffix:

Sex: Male Marital Status: Married \*Guardian: Parent

NID Country: USA NID Type: PR National ID: 999999999

Comment:

Biographical Details Legacy Communication Recipients Joint Communication Management

On the Relationship Address, the *Address Type* will default to **Home**.

Relationships | Relationship Address | Relationship Detail

Strar, Reggie E 0398180

Relationship Address Details Find | View All First 1 of 1 Last

Effective Date: 04/19/2010 Status: Active

Relationship: Father Parent, John Q

Related ID (or Name)

Parent, John Q  Joint Address

Related ID (or Name) Address

Address Type: HOME Related ID's Addresses

Country: United States

Address: 500 Stanford Road  
Grand Forks, ND 58202  
Grand Forks

On the Relationship Detail tab, enter a value in the *State* field and Save.

Relationships | Relationship Address | Relationship Detail

Strar, Reggie E 0398180

Relationship Find | View All First 1 of 1 Last

Effective Date: 04/19/2010 Status: Active

Relationship: Father Parent, John Q

Relation Demographics

Income: Occupation:

External Org ID: Employer:

Highest Education Level:

Relation Residency

Country: USA United States State: ND Date:

Phones Email Address Biographical Details Citizenship and Passport Data

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Assign Award

**Financial Aid > Awards > Award Processing > Assign Awards to a Student**

Validate and Post an appropriate award on the Award Entry page.

Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	Split Code	
10		UGRD	910000003100	MN SELF Loan	0.00	0.00	01	01	Disbursement +
20		UGRD	910000003200	CitiAssist Loan	5,000.00	5,000.00	01	01	Disbursement +
30		UGRD	910000003110	MN SELF Loan	2,500.00	2,500.00	01	01	Disbursement +
40		UGRD	911000002500	Federal Parent Loan	5,026.00	5,026.00	01	01	Disbursement +

Process Loan

**Financial Aid > Loans > Process Loans**

Originate the loan. In this case, we're using the Student Override so only this student's loans originate.

Be sure to review the log file to identify loans that did not originate or that originated incompletely.

**Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application**

Enter the EmplID of the Borrower in the Borrower ID field.

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The Application Misc Data tab is where you will see MPN and Credit information when it is received.

If you use the *Loan Credit Override* field to override a credit value, you must then update the DL Disbursement Status on the **Override Processing Status** screen (below).

Application Bio/Demo | Application Misc Data | Application Financial | Application Acknowledgement

ID: 0398180    Strar, Reggie E    Institution: UND01  
 Career: UGRD    Undergraduate    Aid Year: 2010  
 Loan Type: FPP1    Federal Parent PLUS 1    Appl Seq: 1    [Loan Status Summary](#)

**Student Eligibility**

Direct Lending Year: Fourth Year    Depend Stat (Fed):  
 HEAL Eligible     PreProfessional Coursework Eligible     Additional Unsub Eligibility

**PNote Print Information**

Loan Destination Nbr:  Direct Loans    DL Disclosure Print:   
 Loan Print Option:     DL Pnote Unique ID:  
 Loan Orig Ack: Print    DL Pnote Expire Date:

**Loan Credit Information**

Loan Credit Eligibility:  X    Credit Pending    Loan Credit Decision Dt:  
 Loan Credit Override:

### Credit Override

Financial Aid > Loan > Direct Lending Management > Override Processing Status

After you have used the *Loan Credit Override* field (above), select the *Update DL Disb Status* field here and also hit the *Update Origination* button. Save

**Direct Loan Override**

ID: 0398180    Strar, Reggie E    Institution: UND01  
 Career: UGRD    Undergraduate    Aid Year: 2010  
 Loan Type: FPP1    Federal Parent PLUS 1    Appl Seq: 1    [Loan Status Summary](#)

Accept Orig     Accept Promissory Note     Remove Hold      
 **Update DL Disb Status**     Error Loan     Hold Loan

**Origination Detail**    Find | View All    First 1 of 1 Last

   Loan Process Status: Orig Pend    [Borrower Detail](#)    [Name Detail](#)    [Eligibility Detail](#)  
 Loan Orig Trans Stat: Orig Pend    [Student Detail](#)    [Address Detail](#)    [Misc Loan Detail](#)

**Anticipated**    **Acknowledged**

Disb ID	LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antc Date
01	01		\$2,513.00	\$100.00	38.00	\$2,451.00	09/06/2009
02	02		\$2,513.00	\$100.00	38.00	\$2,451.00	01/24/2010

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Financial Aid > Loans > Direct Lending Reconciliation > PLUS Credit Decisions Report	
<p>You can see the results of COD credit decision activity by running this report or by running query <b>FA855</b>. If you run the query, you can sort it by Loan Action Status Date or by Credit Decision Date so you are working with the latest information.</p> <p>The “raw” information can also be seen on the View COD Data screen. Like the Prom Note and Entrance Counseling message classes, the Credit Override message class files do not go through search match, so you need to look for them by student SSAN.</p>	<p><b>Financial Aid Reports</b></p> <p>Run Control ID: DL_PLUS_Credit_Decisions_dj      <a href="#">Report Manager</a>   <a href="#">Process Monitor</a>   <input type="button" value="Run"/></p> <hr/> <p>*Academic Institution: <input type="text" value="UND01"/>      University of North Dakota</p> <p>Aid Year: <input type="text" value="2010"/>      Federal Aid Year 2009-2010</p>

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### No ISIR – Invalid Dependency Status

Financial Aid > Loan > Direct Lending Management > Override Loan Application Data	
If a Parent PLUS loan is being awarded to a student who has not submitted an ISIR, the loan will fail validation because of an Invalid Dependency Status. Correct the dependency status here.	<p>Direct Loan Phone   Direct Loan Address   Direct Loan Email   Direct Loan Demo Ovrd</p> <p>ID: 0398180    Strar, Reggie E    Institution: UND01 Career: UGRD    Undergraduate    Aid Year: 2010 Loan Type: DLP    Federal Direct PLUS Loan EY    Appl Seq: 1    <a href="#">Loan Status Summary</a></p> <p>Borrower ID:</p> <p><input type="checkbox"/> Override Borrower SSN    Borr SSN: <input type="text"/></p> <p><input type="checkbox"/> Override Academic Year Start    Academic Year Start Date: 08/24/2009</p> <p><input type="checkbox"/> Override Academic Year End    Academic Year End Date: 08/22/2010</p> <p><input checked="" type="checkbox"/> <b>Override Dependency Status</b>    Depend Stat (Fed): <input type="text" value="D"/></p> <p><input type="checkbox"/> Override Borrower BirthDate    Borr DOB: <input type="text"/></p> <p><input type="checkbox"/> Override Borrower Citizenship    Borrower Citizenship Stat: <input type="text"/></p> <p><input type="checkbox"/> Override Borrower Alien Reg    Borrower Visa/Permit Nbr: <input type="text"/></p>

Validate and run outbound processes as you would for other loans.