

### Delinquent Borrower Report (DELQ01) from NSLDS

#### Manual Request (once logged into NSLDS)

1. Within **Popular Site Links**, select **Go to Reports**.
2. Open the **Menu** (top left), select **Content**, select **Team Content** (if the report is not already saved to your My Content folder), select **NSLDS**, select **Loan & Grant** and locate the DELQ01 *Delinquent Borrower Report- SAIG (Fixed Width, Comma Delimited) & Excel Download* report and right click on **Report View** (bottom right), and choose **Run as**.
3. Select **Run in background**, leave the **Format** as Excel, and select **Run**.
  4. Set the report parameters:
    - a. Send Report to SAIG – Yes
    - b. School Code – your campus
    - c. OPEID – All OPEIDs at School Code, unless a specific branch is used.
    - d. Days Delinquent – Select all
    - e. Federal Loan Servicer Code – Leave blank to include all servicers
    - f. Cohort Year (CCYY) – Leave blank to include all cohort years
    - g. Sort by – Borrower SSN
5. Select **Enter SAIG Values**.
6. Search for and enter your **TG Mailbox**. Keep **SAIG Format** as Fixed-Width.
7. Select **Generate**.

NOTE: If requested before 10 a.m. EST, the file will usually be available by the end of that business day. If requested after 10 a.m. EST, the file will usually be available by the next business day.

### Delinquent Borrower Report (DELQ01) from NSLDS

#### Automated Recurring Schedule (once logged into NSLDS)

1. Within **Popular Site Links**, select **Go to Reports**.
2. Open the **Menu** (top left), select **Content**, select **My Content**, locate the DELQ01 *Delinquent Borrower Report- SAIG (Fixed Width, Comma Delimited) & Excel Download* report, right click on **Report View** (bottom right), select **Properties**, select **Report**, select **Edit values** and set the report parameters:
  - a. Send Report to SAIG – Yes
  - b. School Code – your campus
  - c. OPEID – All OPEIDs at School Code, unless a specific branch is used.
  - d. Days Delinquent – Select all
  - e. Federal Loan Servicer Code – Leave blank to include all servicers
  - f. Cohort Year (CCYY) – Leave blank to include all cohort years

- g. Select **Enter SAIG Values**
- h. Search for and enter your **TG Mailbox**. Keep **SAIG Format** as Fixed-Width.
- i. Select **Generate**.

*Note:* If the report is not located within the **My Content** folder, you will first need to locate it in the **Team Content/NSLDS/Loan & Grant folder** and copy it to the **My Content folder** prior to setting and saving the report parameters.

- 3. Select **Schedule, Create schedule** and set the report Frequency:
  - a. Type- Weekly
  - b. Repeat every- Thursday or Friday
  - c. Start- Enter desired start date
  - d. Select **Save**
- 4. Select **Save** (top right), select **Close**

The report will automatically be delivered each week, on Thursday or Friday as selected.