



National Student Clearinghouse®
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www.studentclearinghouse.org

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How to Use the Clearinghouse Secure Web Site

This document provides instructions on how to update enrollment information for your U.S. financial aid students and more via the Clearinghouse secure Web site.

On the Clearinghouse Web site, you can:

- Update a student's enrollment record between bi-annual SSCR submissions
- Add a student to your next SSCR transmission
- View a student's enrollment history (as reported by your institution)
- View deferments and electronic notifications that we reported to a student's loan holders on your behalf
- View a student's list of current loan holders

LOG ON TO THE CLEARINGHOUSE SECURE WEB SITE

- Go to **www.studentclearinghouse.org**.
- **Click User Login**
- **Enter your user name and password.** (If you can't remember your user name and/or password, email us at international@studentclearinghouse.org.)
- **Click the Login button** to enter the Clearinghouse secure Web site.

*If you need assistance, contact **international@studentclearinghouse.org**.*

UPDATE A STUDENT RECORD

- Click the “Student Look-Up” tab.
- Enter the student’s Social Security number.
- Click “Enrollment History.”
- Click

1. Enter Student Social Security Number

2. Select Query Type

Information You Provided to the Clearinghouse

Enrollment History

Degree Information

Information the Clearinghouse Reported Out

Deferment & Electronic Notification History (at your institution)

NSLDS SSCR Notification History (at your institution)

DegreeVerify & EnrollmentVerify Activities (performed by the Clearinghouse)

- On the “Student Enrollment History” page, click the “Update” button under the student’s name.

SSN: 123-45-6789
Name: JANE S DOE

To update student's enrollment data, click here:

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Schl Code	School Name
2/28/2005	F	09/02/2003	01/26/2005	05/21/2005	05/17/2007	001234-00	HOMETOWN UNIVERSITY
12/29/2004	F	09/02/2003	09/06/2004	12/17/2004	05/17/2007	001234-00	HOMETOWN UNIVERSITY
05/30/2004	F	09/02/2003	01/22/2004	05/17/2004	05/17/2007	001234-00	HOMETOWN UNIVERSITY
12/28/2003	F	09/02/2003	09/08/2003	12/15/2003	05/17/2007	001234-00	HOMETOWN UNIVERSITY

• Click on the [Status](#) link for explanation of the various types.

Note: Only data up to two years old is displayed. For information more than two years old, click on

You cannot transmit an online update if the Clearinghouse has an SSCR file in-house for you. However, you can email updates to us at international@studentclearinghouse.org.

If you need assistance, contact international@studentclearinghouse.org.

UPDATE A STUDENT RECORD (continued)

- On the “Current Student Enrollment Record” page, select the type of update you want to make.

SSN: 123-45-6789
 Name: JANE S DOE

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	Schl Code	School Name	Data Block Indicator (DBI)
2/28/2005	F	09/02/2003	01/26/2005	05/21/2005	05/17/2007	10/12/1986	001234-00	HOMETOWN UNIVERSITY	No

HOMETOWN UNIVERSITY is scheduled to transmit data on 4/12/2005.

Select the type of update that you would like to make.

Update Date of Birth, Anticipated Graduation Date, and/or Data Block Indicator
 Student has withdrawn
 Student has graduated
 Other change

- The current data is displayed next to the box in which you can enter the updated data. Enter the updated information and click “Submit.”

Update Date of Birth, Anticipated Graduation Date, and/or Data Block Indicator
 Student has withdrawn
 Student has graduated
 Other change

Data Element	Current Data	Enter Your Update(s)
Date of Birth	10/12/1986	<input type="text" value="10/12/1986"/> <small>mm/dd/yyyy (with or without slashes)</small>
Anticipated Graduation Date	05/17/2007	<input type="text" value="12/14/2008"/> <small>mm/dd/yyyy (with or without slashes)</small>
Data Block Status	Unblocked	<input type="checkbox"/> Block

- A confirmation page containing the updated information that you transmitted to the Clearinghouse will display. Print the page for your records and make sure the updated data is also entered in your institution’s student information system.

Thank you. Your update has been submitted to the Clearinghouse. Please print this page for your records.
 You will receive an email at mpvatt@email.com when your update below is made to the Clearinghouse database.

Please make sure this update is also entered in your Student Information System so that future transmissions we receive from you do not overwrite your update.

SSN: 123-45-6789
 Name: JANE S DOE

Submitted on 05/02/2005 at 10:48 ET
for HOMETOWN UNIVERSITY (001234-00)

Data Element	Current Data	Your Update(s)
Date of Birth	10/12/1986	10/21/1986
Anticipated Graduation Date	05/17/2007	12/14/2008
Data Block Status	Unblocked	Block

If you need assistance, contact international@studentclearinghouse.org.

ADD A STUDENT RECORD

- On the “Student Look-Up” tab, enter the student’s Social Security number.
- Click “Enrollment History.”
- Click

If you have previously reported the student to the Clearinghouse using a different Social Security number, click “Search for Student” to search for the student using the Social Security number you previously used. If this is a new student, click “Add Student.”

No Student Enrollment History was found for the Social Security number that you entered:

SSN: 123-45-6789

Have you reported this student to the Clearinghouse previously using a different Social Security number?
 Click “Search for Student” to search for the student using the Social Security number you previously reported.
 Click “Add Student” to add this student to the Clearinghouse database.

- Complete the online form. All fields in red are required.
- Click “Submit” when finished.

Items in red (*) are required.

1. PERSONAL INFORMATION

Social Security Number: 123-45-6789

Student Name: * Jane S Doe *
First Name Middle Initial Last Name* Name Suffix*

Date of Birth: * 06/22/1985 *mm/dd/yyyy (with or without slashes)*

2. PERMANENT ADDRESS

Address 1: * 123 MAIN STREET

Address 2: #12

City: * NEW YORK

State/Province/Region: * *If the address is outside the US, US territories or Canada, select 'International'.*
 New York

ZIP/Postal Code: * 12345

Country: * United States

3. ENROLLMENT INFORMATION

Select School: * 001234-00 HOMETOWN UNIVERSITY

Enrollment Status: * Full-Time

Status Start or Effective Date: * 09/10/2003 *mm/dd/yyyy (with or without slashes)*

Term Begin Date: * 01/08/2005 *mm/dd/yyyy (with or without slashes)*

Term End Date: * 04/25/2005 *mm/dd/yyyy (with or without slashes)*

Anticipated Graduation Date: * 06/30/2008 *mm/dd/yyyy (with or without slashes)*

Block Data? *(check box to block release of student-level data)*

If you need assistance, contact international@studentclearinghouse.org.

ADD A STUDENT RECORD (continued)

Print the confirmation page for your records and update the student's record in your student information system so that your future transmissions to us do not overwrite your update.

Submitted on 03/15/2006 at 10:48 ET
for HOMETOWN UNIVERSITY (001234-00)

PERSONAL INFORMATION	
Social Security Number	123-45-6789
Student Name	Jane S Doe
Date of Birth	06/22/1985
PERMANENT ADDRESS	
Address	123 MAIN STREET #12 NEW YORK, NY 12345
ENROLLMENT INFORMATION	
Enrollment Status	Full-Time
Status Start or Effective Date	09/10/2003
Term Begin Date	01/08/2005
Term End Date	04/25/2005
Anticipated Graduation Date	06/30/2008
Block Data	Yes

VIEW DEFERMENTS AND ENROLLMENT DATA REPORTED TO LENDERS

- On the "Student Look-Up" tab, enter the student's Social Security number.
- Click "Deferment & Electronic Notification History."
- Click

This screen allows you to see when and where the student's enrollment data has been communicated.

Sent Date	Enrollment Status	Status First Started	Anticipated Graduation Date	Notification Type	Member Name
05/23/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	SALLIE MAE
05/23/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	GREAT LAKES HIGHER EDUCATION CORPORATION
05/23/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	CITIBANK STUDENT LOAN CORP
04/11/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	SALLIE MAE
04/11/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	GREAT LAKES HIGHER EDUCATION CORPORATION
04/11/2005	FULL TIME	09/02/2003	05/17/2007	Electronic	CITIBANK STUDENT LOAN CORP

If you need assistance, contact international@studentclearinghouse.org.

! IMPORTANT !

- **You must continue to process your bi-annual electronic SSCR transmissions on March 1st and October 1st. Enrollment data must be provided for your US loan students in order to maintain compliance with federal regulations throughout the academic year.**
- **Please do NOT send the Clearinghouse faxes or emails of any online transactions you transmit, as this will duplicate your efforts and delay processing.**

Quick Links

Compliance Reporting

- To complete your bi-annual SSCR transmissions, scheduled for March 1st and October 1st, log onto <http://cora.nslc.org/cora>.
- To submit enrollment changes between bi-annual SSCR transmissions or view information you previously transmitted, log onto <http://www.studentclearinghouse.org>.

**PLEASE REMEMBER: KEEP YOUR USERNAME AND PASSWORD IN A SAFE PLACE.
YOU WILL NEED THEM TO ACCESS BOTH WEB SITES ABOVE.**

Contacting the Clearinghouse

- If you have questions regarding your SSCR report or the Clearinghouse Web site, email international@studentclearinghouse.org.
- To contact the National Student Clearinghouse from outside the US, call **00-1-703-742-4200**.

If you need assistance, contact international@studentclearinghouse.org.