

Update Aggregates with NSLDS

Purpose: Use this document as a reference to update aggregate tables with incoming data using ctcLink.

Audience: Financial Aid staff

This process of batch updating Aggregates with NSLDS is a process that is in your nightly ISIR JobSet.

The process pulls in the aggregate aid data from the ISIR and populates the **Aggregate Aid Data** page to ensure that a student does not exceed annual and lifetime limits for certain award programs.

The Aggregate Aid Data page displays the student's aggregate data and also allows you to enter external aid received and update lifetime total amounts for each aggregate area, cumulated by aid year.

The Aggregate Aid Data page is updated by internal awarding and packaging processes as well as your manual entries. Be sure to enter all external aid for the corresponding aid year to ensure that proper annual limits are evaluated during the awarding and packaging process. This is especially important for a student who is a mid-year transfer student and has received aid from another institution. All current year aid must be assessed to determine eligibility of remaining annual level limits. This is required regardless of how Aggregate Source is set for the student. This page also displays the corresponding NSLDS aggregate total for possible use during the awarding and packaging process.

 You must have at least one of these local college managed security roles:

- ZD FA NSLDS Prcs
- ZZ FA NSLDS Prcs

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Update Aggregates with NSLDS



Security Access to Update Aggregates with NSLDS is available with the role: **ZZ FA NSLDS Prcs**

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1. This will take the user to the NSLDS Data Push search page.
2. Enter a new or use existing **Run Control ID**.
3. Select **Add** if new, or **Search** if existing.
4. On the NSLDS Data Push page, in the **Parameters** section, enter the:
 - **Institution**
 - **Aid Year** -- in this example, 2024 is used. Note that the value being entered should be the aid year to be processed.
5. In the **Report Parameters** section,
 - Select the **"Update NSLDS Data"** radio button.
 - Select the Preserve Override checkbox (**See Note below**).
6. In the **Population Selection** section,
 - **Population Selection** checkbox is selected.
 - **Selection Tool** drop-down menu choice = **PS Query**
 - **Query Name** = **CTC_FA_SB_PS_NSLDS_WEEKLY_PUSH**
 - Select the **Edit Prompts** link. The Query Prompts screen will display.
 - Enter **Institution** and
 - **Aid Year** -- in this example, 2016 is used.
 - Select the **OK** button. This returns to the NSLDS Data Push page.
7. Select **Preview Selection** to review students.
8. Select **Run** or **Save** to add to a JobSet.

! Preserve Override Check box: Update does not take place if the NSLDS Total amount has been overridden at the student level.

9. If selecting **Run**, the Process Scheduler Request will display.
10. Verify the **Type** and **Format**.
11. Select the **OK** button. The NSLDS Data Push page will display.
12. Make a note of the **Process Instance** number.
13. Select the **Process Monitor** link. The Process List tab will display.
14. On the Process List tab, select **Refresh** button until the process runs to **Success** and **Posted**.
15. Select the **Details** link to look up the **Instance** number generated in previous step.
16. Select the **Message Log** link.

17. Verify that rows were updated.
18. You have successfully updated aggregate tables using ctcLink.
19. End of procedure.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Update Aggregates with NSLDS](#). This link will open in a new tab/window.