

How To

Use myReports to Rotate Loans in Collection

You may have loans that have been closed and returned from your agencies; however, Campus Partners was never notified to remove the loan from collection on System III. Therefore, there may be loans that appear to be placed with an agency, but are not currently being worked by that agency. You can use the *Loans in Collections with No Payment Report* to help capture these loans and place them with another agency that you have contracted with. The *Loans in Collections with No Payment Report* is one of the standard customized reports located in the **Public Library** on myReports.

If you have never used myReports, all you need is Internet access and System 3i access. (If you do not have an ID and password for System 3i, you can download the necessary System 3i Access Authorization form from www.campuspartners.com.) Once you have access to System 3i, follow these steps:

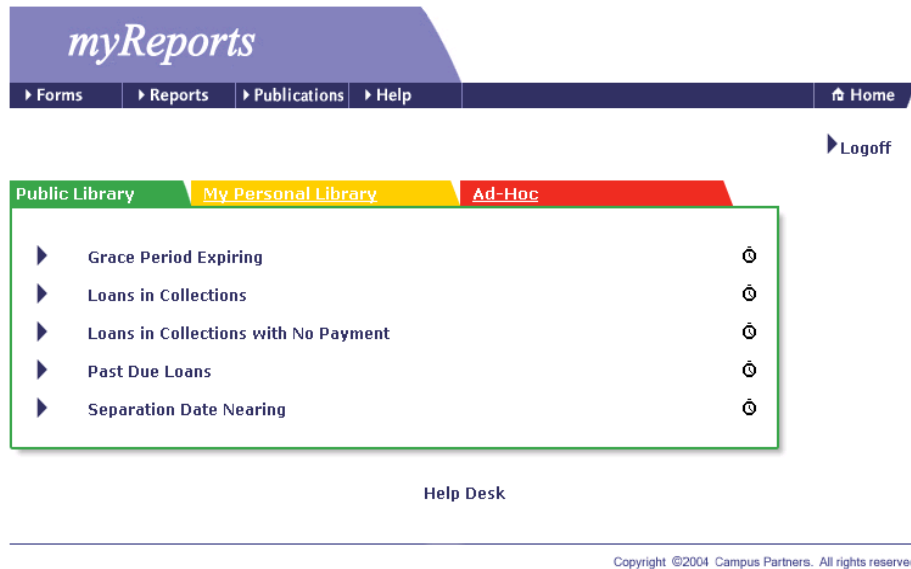
- 1 Log into System 3i (<https://system3i.campuspartners.com>) using your ID and password.

The screenshot shows the System3i Customer Login page. At the top, there is a blue header with the System3i logo and a navigation bar with links for Home and Bookmark this page. Below the header, there is a warning message: "Warning: This computer system is restricted to Campus Partners authorized users for Campus Partners business purposes only. The unauthorized access, use or modification of this system, data contained in this system, or data in transit to or from this system is subject to criminal penalties and civil liability. This session is subject to random monitoring." The main content area is titled "Customer Login" and contains a form with fields for "User ID" and "Password", a "Login" button, and links for "Forgotten your password?", "Need a User ID & Password?", and "Change Password". To the right of the form is the Campus Partners logo, which features a classical building facade and the text "CAMPUS PARTNERS". At the bottom of the page, there is a copyright notice: "Copyright ©2004 Campus Partners. All rights reserved."

- 2 You will see the **Borrower Search** page. In the System 3i toolbar displayed in the upper portion of the page, you will see a link to Reports. The myReports link is listed under the Reports link.

The screenshot shows the System3i Borrower Search page. At the top, there is a blue header with the System3i logo and a navigation bar with links for Forms, Reports, Publications, Help, Home, and Log Out. Below the header, there is a "Borrower Search" section with a dropdown menu for "myReports" and "eXpressReports", and a "Search" section with a dropdown menu for "eXpressReports" and "Document Direct". The main content area is titled "Search By Borrower or Program Loan Sequence Number." and contains a search box, a dropdown menu for "by Borrower Number/RAAN", and a "Search" button. At the bottom of the page, there is a "Help Desk" link and a copyright notice: "Copyright ©2004 Campus Partners. All rights reserved."

- 3 Click on the myReports link and you will receive the primary page with the **Public Library** displayed. Double-click on **Loans in Collections with No Payment**.



- 4 At this point, you will be required to fill in the report parameters.
- **SLSP (System/Lender/Sublender/Program)** – You may enter the program number for your Federal Perkins Loan program in the last five positions of this field. If your security allows you to access records for more than one lender, sublender, or program, you can change the value(s) in these boxes.
 - **Number of Notification Days Past Due** – Enter 487 days as the Start of range and leave the End of range at 99999. *Note: We derived at 487 days past due based on 120 days past due that most schools choose to automatically place with an agency plus 366 days (12 months plus one day for leap year), plus one additional day. You may increase or decrease these days past due.*
 - **Include or Exclude Loans in a Non-Repayment Status?** – Select Exclude.
 - **Include or Exclude Loans in Special Billing?** – Select Exclude.
 - **What Types of Loans?** – Select All Loans.
 - **Group by Age Break Categories** – Select Yes.
 - **Last payment received more than __ days ago?** – Enter 367 days (12 months, plus one day for leap year, plus one day).
- 5 Click the box at the bottom of the screen labeled **Run Report**.
- 6 System 3i should begin the process of pulling the loans that meet these criteria and should only take a few minutes.

You now have a report that you may view, print and/or save in your Personal Library. In addition to some primary fields, this report contains the date the loan was placed with the agency as well as the last payment date. You will be looking for loans that were placed with the agency over a year ago and no payment has been received in 12 months.

Important Note: Some loans that appear on this report may have been placed for less than one year and received no payments in the last 12 months. Therefore, you may want to leave these with the current agency.