

# How To

## Enter Data via the Sentry System

The Sentry System is now available through System 3i. This unique and powerful tool provides you with another way to post information to our system. The Sentry System allows you to easily enter Separation Dates, Other Fees, and non-cash payments through System 3i. Other fees include those associated with litigation (L), internal collections (I), EIP-including Cohort Right Track (E), additional fees (A), and customer defined values (1), (2), (3).

- 1 Log in to System 3i and “Click” on the Sentry System tab.

The screenshot shows the System 3i home page. The navigation bar includes links for Forms, Reports, Applications, Publications, Help, Home, and Log Out. The Sentry System tab is highlighted in yellow. Below the navigation bar, there is a search section with the text "Search For Borrower. Select Search Type." and a dropdown menu set to "by Borrower Number/RAAN" with a "Next" button.

- 2 Select type of transactions to enter from the drop down menu. Options include Separation Date, Other Fees, or Payments. Click “Go” to begin entering information.

The screenshot shows the Sentry System interface. The navigation bar includes links for Forms, Reports, Applications, Publications, Help, Home, and Log Out. The Sentry System tab is highlighted. Below the navigation bar, there is a search section with the text "by Borrower Number/RAAN" and a "Search" button. The "Current Sentries" section is highlighted. It includes a "Filter by:" dropdown menu set to "by Batch Number" with a "Filter" button. Below this, there is a "Select New Transaction" dropdown menu with options: Separation Date, Other Fees, and Payments. A "Go" button is next to the dropdown. To the right, there is a "Reporting" button and a "Batch Menu >" link. Below this, there is a "Current Batch Activity:" section with a table showing the current batch activity. The table has columns for Batch No., Ref. No., Status, Type, Totals, Hold, Release, and Delete. The current batch activity is 1, Release #: 0, Processed #: 34, Error #: 0. Below the table, there is a "Print" button and a "Submit" button.

Batch No.	Ref. No.	Status	Type	Totals	Hold	Release	Delete
<a href="#">163</a>		Hold	SepDate		○	○	○

3 Once information is entered, click “Confirm” and then click “Submit.”

System3i by Borrower Number/RAAN Search

Forms Reports Applications Publications Help Home Log Out

### Sentry System

#### Separation Date Entry

Select New Transaction Separation Date Go [Batch Menu](#) Batch Details

Batch No: Batch Total: 0.00 Confirm Cancel

	Program-Loan-Seq	Separation Date
1	00006 - 111111111 - 01	12 31 08
2	00006 - 222222222 - 02	12 31 08

Batch Total: 0.00 Confirm Cancel

4 Confirm batch is in a Release status.

System3i by Borrower Number/RAAN Search

Forms Reports Applications Publications Help Home Log Out

### Sentry System

Manuals How-To Articles FAQs

#### Current Sentries

Filter by: by Batch Number Filter [Sentry System Help Center](#)

Select New Transaction Separation Date Go Reporting [Batch Menu](#)

Current Batch Activity: New #: 0 Hold #: 1 Release #: 20 Processed #: 14 Error #: 0

Batch No.	Ref. No.	Status	Type	Totals	Hold	Release	Delete
<a href="#">163</a>		Hold	SepDate		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">178</a>		Release	SepDate		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Print Submit

## **Important Things to Remember . . .**

- Data will post to System III during the nightly post.
- Any data that is entered after 2:00 p.m. Eastern will not post until the following night.
- Payment dates and separation dates must be entered in the following format: MMDDYYYY. (Ex. 01211977)
- Please contact your Customer Service Representative if your data is not reflected on System 3i following the nightly post. Your request may not have posted due to special conditions on an individual's loan.
- The Month End Cutoff Dates may affect nightly posts that are scheduled near the month end cutoff. These dates are published in every *Campus Partners Update* newsletter.

## **Other System 3i Features**

- **View Borrower Accounts**
- **Update Borrower Demographic Information (automatically updates System III)**
- **Assist Borrowers with Electronic Payments**
- **Print Completed LVC Forms**
- **View and Enter History Comments**
- **View and Print *iPROMise* Documents**
- **Create *iPROMise* Status Reports on Demand**



For more information, contact your Customer Service Representative.