Initial Values Overview

The initial values function allows you to create common data sets (initial values) that may be used to pre-populate certain data fields on Sallie Mae® private loan certifications performed on the Web by your school users.

NOTE: This function is available only to School Administrator users and to users who have been granted partial Administrative rights.

Maintain Initial Values Sets

How to maintain your school's initial values:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Initial Values**.
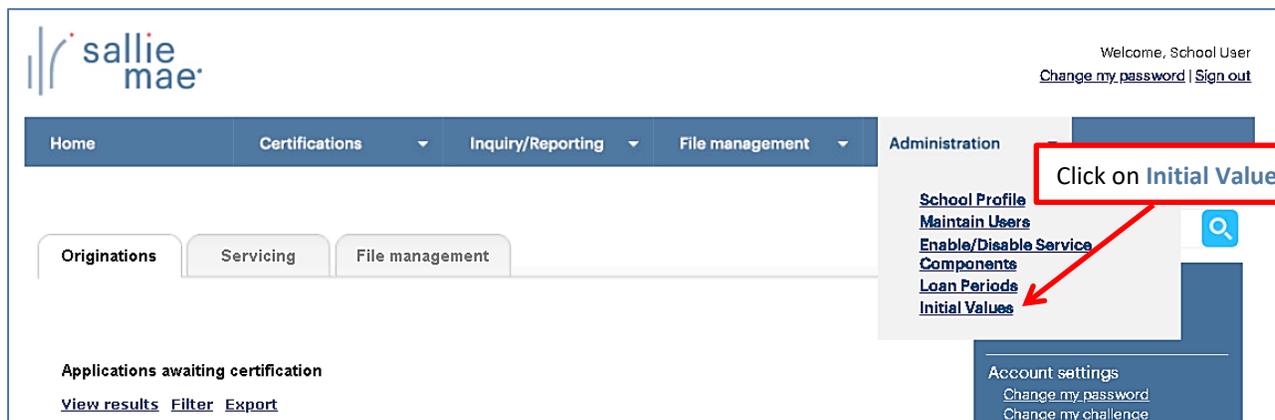
The Initial Value Maintenance page displays.

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Initial Value Maintenance

You can establish sets of initial values for many fields on the loan application that represent a variety of processing scenarios (e.g. freshman first-time borrowers). The initial values will pre-populate specific fields when your school is completing or certifying a loan application online. The pre-populated values can be overwritten when completing the application if necessary. To add a new initial values set, click on the ADD button. To review or revise an initial values set, select the set you want to revise and click on the VIEW/UPDATE button. To delete an initial values set, select the set you want to delete and click on the DELETE button.

To change the order in which your initial values sets will be displayed, select the initial values set(s) you want to move and then click on the appropriate button to move the initial values set(s) to the preferred location in the list. Select SUBMIT to save your changes, or CANCEL to return to the Main Menu without saving changes.

Initial Values

Fall 2020

Move Selected to Top
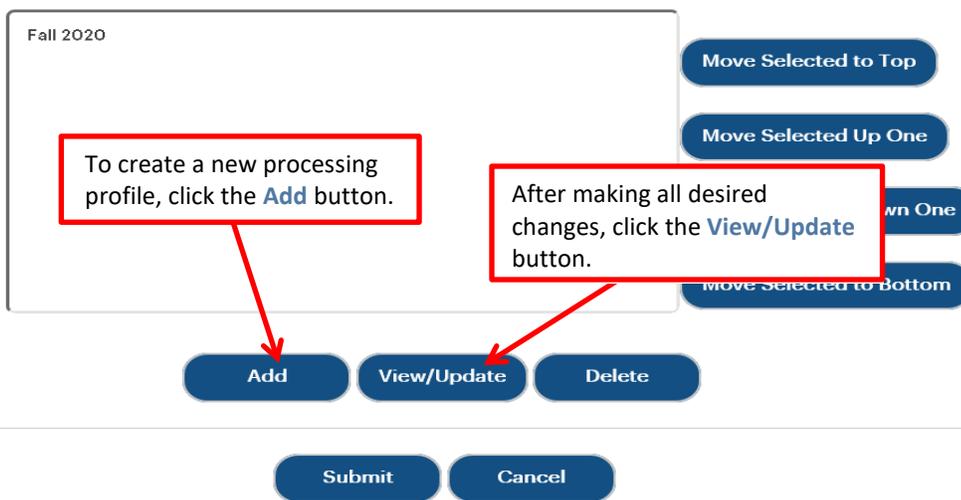
Move Selected Up One

To create a new processing profile, click the **Add** button.

After making all desired changes, click the **View/Update** button.

~~wn One~~

Move Selected to Bottom

Add   View/Update   Delete

Submit   Cancel

You can perform the following functions to set up the available initial value sets using the correspondingly named buttons:

Add	Create a new processing profile
View/Update	View and/or update the information for existing processing profiles/values
Delete	Delete an existing processing profile
Move Selected . . .	Move the corresponding processing profile/value up or down in display order

2.   To create a new processing profile, click the **Add** button.

The Add Initial Values page displays.

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Add Initial Values

Initial Values Information

Begin by providing a name for the initial values set, then complete any fields with data you want to have pre-populated in loan applications your school certifies online and click on the SUBMIT button. If you do not want data pre-populated for a specific field, leave it blank or set to "No Selection." The CANCEL button will take you to the previous page without saving your new initial values set. Required fields are marked with an asterisk (*).

Name: *

Enrollment Status: No Selection

Anticipated Grad Date: (ex: mm/dd/yyyy)

Loan Period: From ___ to ___ (ex: mm/dd/yyyy)

School Use Only:

Disbursements

Provide disbursement date(s) and default to Hold or Release. These disbursement values will be used when your school is creating or certifying loan applications online. They can be revised on individual applications if necessary.

	Disb Date (ex: mm/dd/yyyy)	Hold/Release
1st:		
2nd:		
3rd:		
4th:		

After entering the desired values, click the **Submit** button.

Submit   Cancel

3. Enter a **Name** for the profile.

   NOTE: For the **Name** field, use a name that is easily identifiable on the school online certification pages.

4. Enter the desired values for the remaining options in the **Initial Values Information** and **Disbursements** sections of the page.

5. Click the **Submit** button.

   You are returned to the Initial Value Maintenance page.

6. Repeat until all profiles have been added or modified to your specifications.

7. Click the **Submit** button to save the updated list of processing profiles.

   The Initial Value Maintenance process is complete.