

Quick Reference: Navigating OpenNet WLD

OpenNet WLD Navigation Overview

There are several ways you can navigate through the OpenNet® Web Loan Delivery system. Some of the ways to get around are via the:

- Tabs, tiles, and links of the School Home Page.
- Drop-down menus of the Menu Bar.
- Search box, links, and contact information of the Right Rail.

The screenshot displays the OpenNet WLD interface. At the top, a dark blue navigation bar contains tabs for 'Home', 'Certifications', 'Inquiry/Reporting', and 'Administration'. Below this, the main content area is divided into sections. On the left, the 'School Home Page' section includes 'Originations', 'Applications awaiting certification', 'Disbursement rosters', 'Application/Loan search', and 'Student enrollment'. In the center, there are links for 'View/Change Loan Data', 'View Pending Disbursements', 'Disbursement Rosters', 'Returned Funds Report', 'Return Funds Manifest (Download)', and 'Custom Report'. On the right, the 'Right Rail' section contains a search box, 'Need Help?' with training guides, 'Account settings' with a password change link, and contact information for School Assist representatives. Red callout boxes with arrows point to the 'Menu Bar' (the top navigation bar), the 'School Home Page' (the left sidebar), and the 'Right Rail' (the right sidebar).

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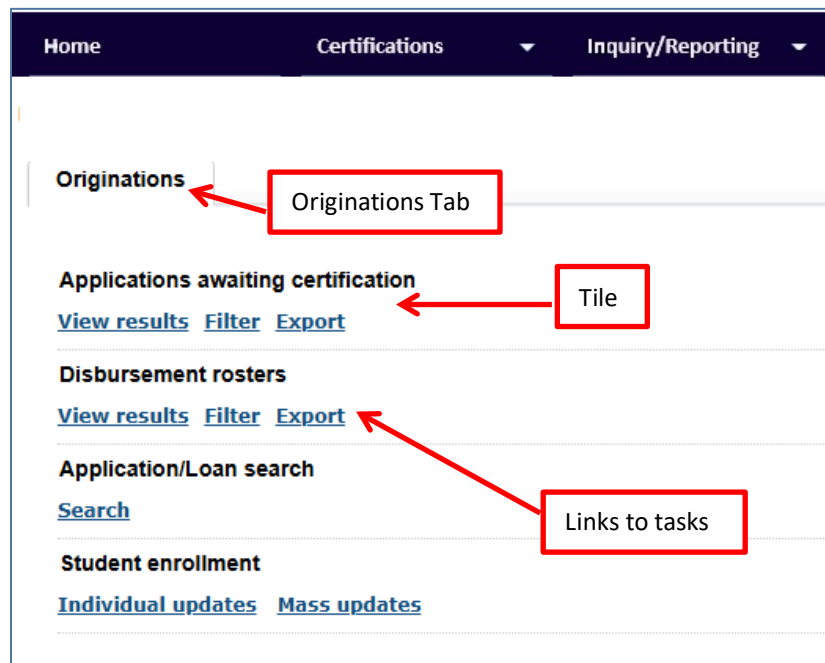
School Home Page

Features of the School Home Page:

The OpenNet School Home Page has two main features:

- Tabs for Originations, tasks and tiles.
- Tiles containing links to the various pages and tasks that can be performed in OpenNet.

NOTE: The Tiles and links that display on the School Home Page depend on the service components that are enabled for your school and your level of access.



How to use the School Home Page:

- Click the **Originations** tab to view Originations pages and perform Originations-based tasks.
- Click a **link** in a Tile to be taken to an OpenNet page and perform the associated activity.
- To return to the School Home Page, click the **Home** option on the Menu Bar at the top of any page.

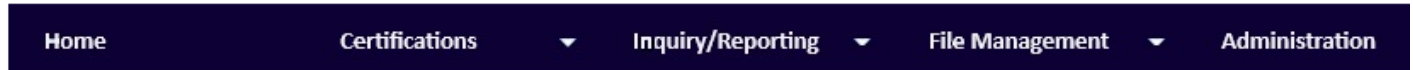
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Menu Bar

Features of the Menu Bar:

The Menu Bar displays at the top of every page in OpenNet. The Menu Bar contains drop-down menus that you can use to navigate to pages and tasks in OpenNet.



The Menu Bar includes the following options:

- **Home** – Navigates to the School Home Page.
- **Certifications** – Navigates to the Applications Awaiting Certification function.
- **Inquiry/Reporting** – Navigates to pages that allow you to view and/or change loan and disbursement data and to perform reporting functions.
- **File Management** – If subscribed, a tab will display for the file management system to send and receive files.
- **Administration** – Navigates to various pages that allow you to set up and customize OpenNet for your school and users.

NOTE: The options that display in the Menu Bar depend on the service components that are enabled for your school and your level of access.

How to use the Menu Bar:

1. Hover your cursor over an option in the Menu Bar.
A drop-down menu displays.

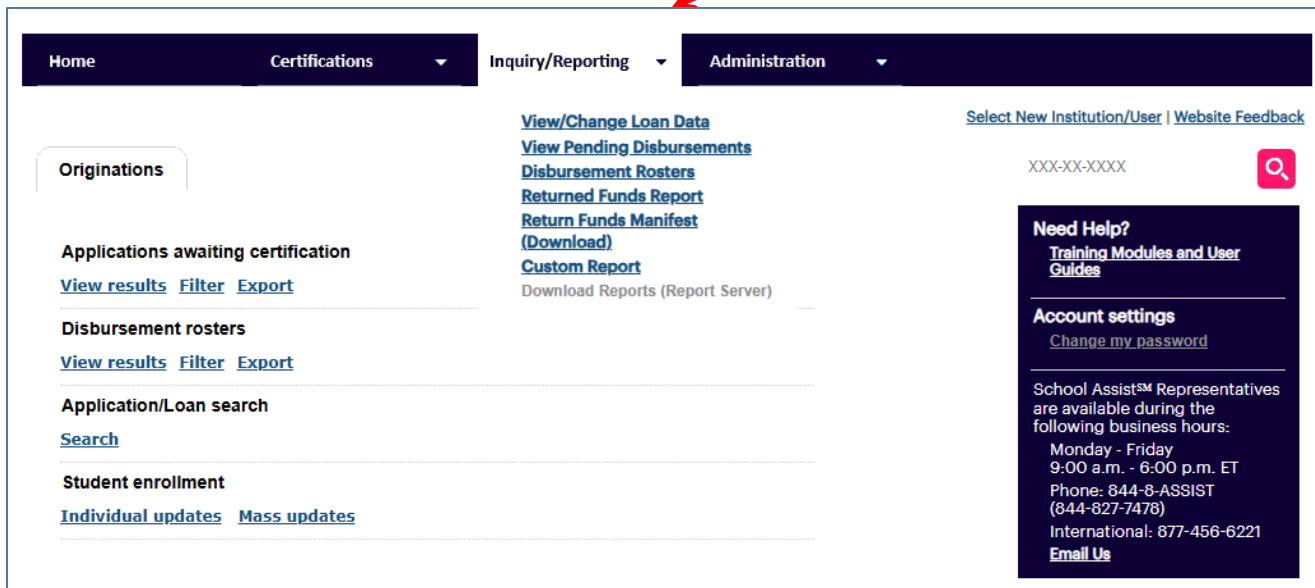
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2. Click the link for the option you want.

You will be directed to the appropriate page to perform the selected task.

Drop-down menu



The screenshot shows the OpenNet WLD navigation menu. The 'Administration' dropdown menu is highlighted with a red box, and a red arrow points to it from the text 'Drop-down menu'. The navigation menu includes 'Home', 'Certifications', 'Inquiry/Reporting', and 'Administration'. The 'Administration' dropdown menu contains the following links: 'View/Change Loan Data', 'View Pending Disbursements', 'Disbursement Rosters', 'Returned Funds Report', 'Return Funds Manifest (Download)', and 'Custom Report'. Below the navigation menu, there are sections for 'Originations', 'Applications awaiting certification', 'Disbursement rosters', 'Application/Loan search', and 'Student enrollment'. A 'Need Help?' section is also visible, providing contact information for School AssistSM Representatives.

Home Certifications Inquiry/Reporting Administration

Select New Institution/User | Website Feedback

XXX-XX-XXXX

Originations

Applications awaiting certification
[View results](#) [Filter](#) [Export](#)

Disbursement rosters
[View results](#) [Filter](#) [Export](#)

Application/Loan search
[Search](#)

Student enrollment
[Individual updates](#) [Mass updates](#)

View/Change Loan Data
[View Pending Disbursements](#)
[Disbursement Rosters](#)
[Returned Funds Report](#)
[Return Funds Manifest \(Download\)](#)
[Custom Report](#)
Download Reports (Report Server)

Need Help?
[Training Modules and User Guides](#)

Account settings
[Change my password](#)

School AssistSM Representatives are available during the following business hours:
Monday - Friday
9:00 a.m. - 6:00 p.m. ET
Phone: 844-8-ASSIST (844-827-7478)
International: 877-456-6221
[Email Us](#)

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Right Rail

Features of the Right Rail:

The Right Rail displays on the right-hand side of every page in OpenNet. The Right Rail contains links to useful information and tasks.

Perform an SSN search.

Link to change your password

XXX-XX-XXXX

Need Help?
[Training Modules and User Guides](#)

Account settings
[Change my password](#)

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Links to reference and training materials

Customer Service contact information

Right Rail contains the follows:

- **SSN Search** – Allows you to perform a quick search for a borrower by Social Security Number.
- **Need Help?** – Provides links to the OpenNet Training Modules page and the OpenNet Web Loan Delivery Reference Guide.
- **Account Settings** – Provides link to change your password.
- **Customer Service** – Provides information for contacting the OpenNet customer service department. The **Email Us** link automatically generates a pre-addressed email to Customer Service.

How to use the Right Rail:

1. Click the link for the topic you want.
You will be directed to the associated page or item.