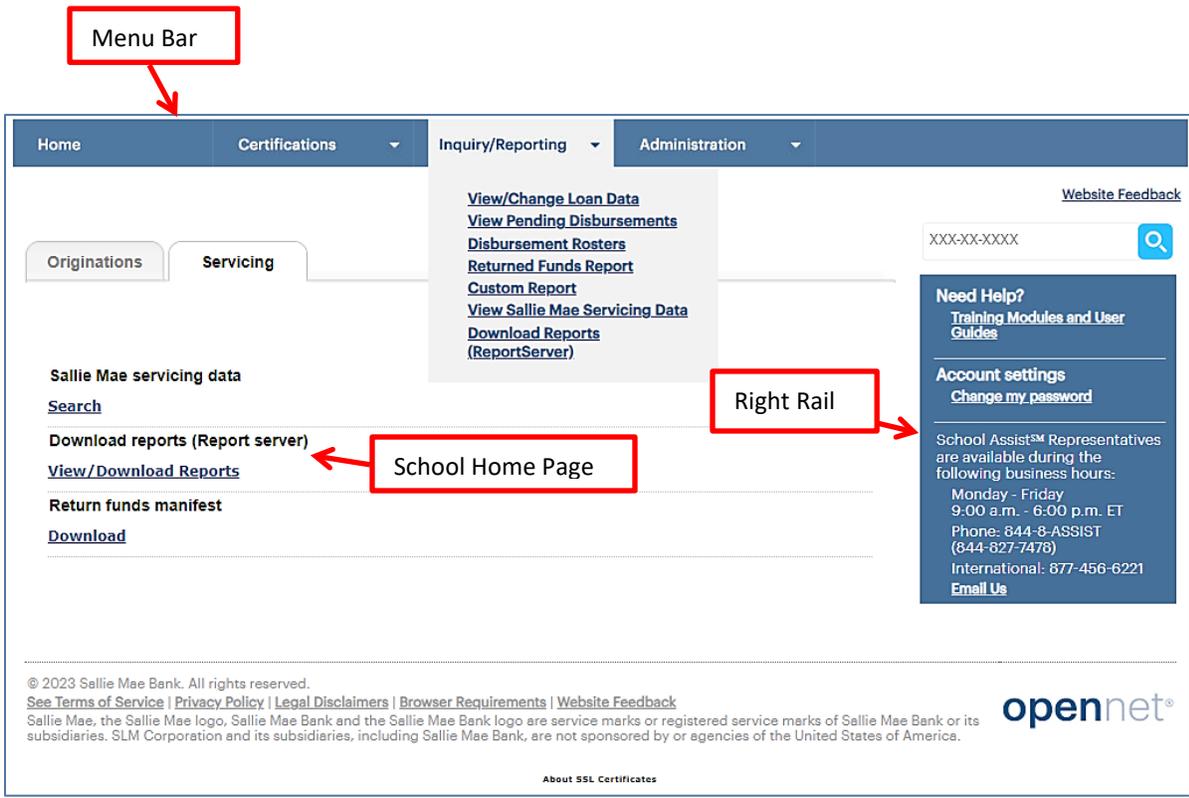## OpenNet WLD Navigation Overview

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.
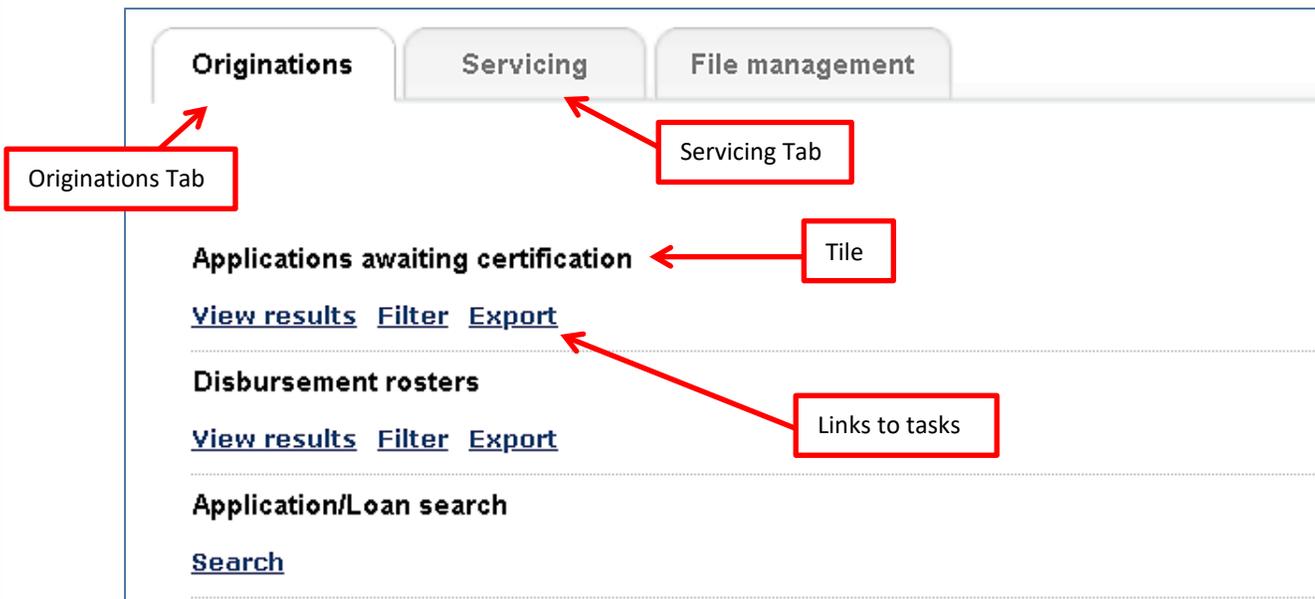- Search box, links, and contact information of the Right Rail.

School Home Page

Features of the School Home Page:

The OpenNet School Home Page has two main features:

- Tabs for Originations or Servicing based tasks and activities.

- 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 the **Servicing** tab to view Servicing pages and perform Servicing-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.

(Continued on the next page)

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.

| Home | Certifications ▼ | Inquiry/Reporting ▼ | File management ▼ | Administration ▼ | |

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** –Navigates to 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.
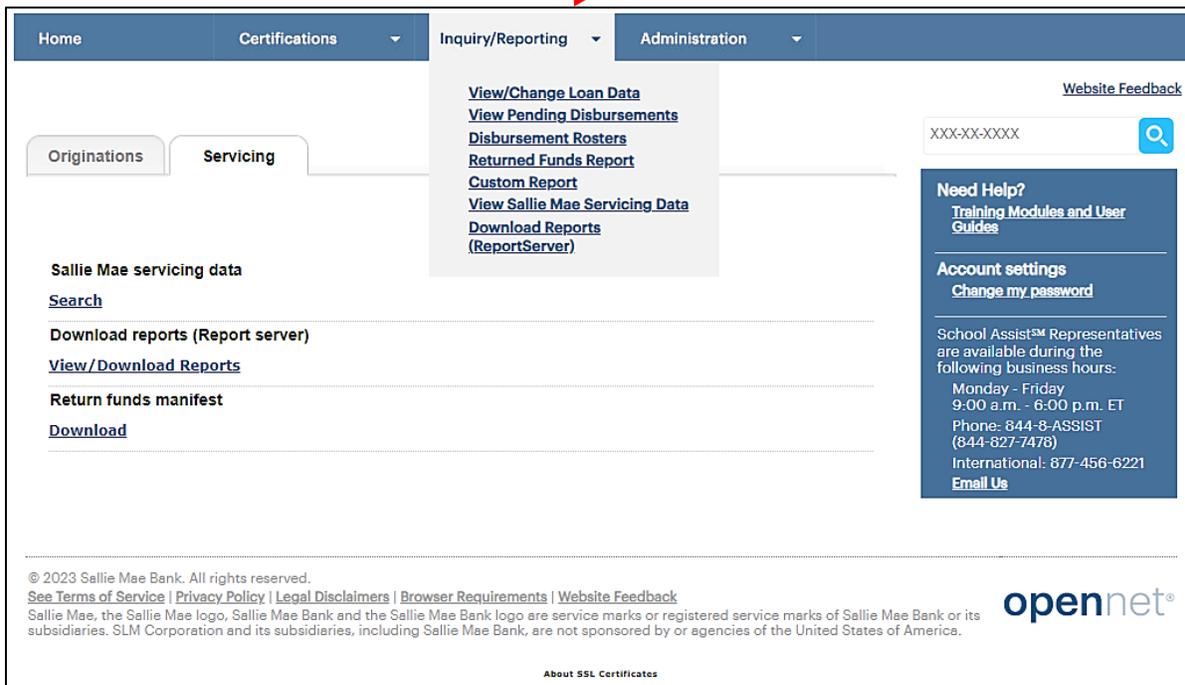
How to use the Menu Bar:

1. Hover your cursor over an option in the Menu Bar.

   A drop-down menu displays.

2. Click the link for the option you want.

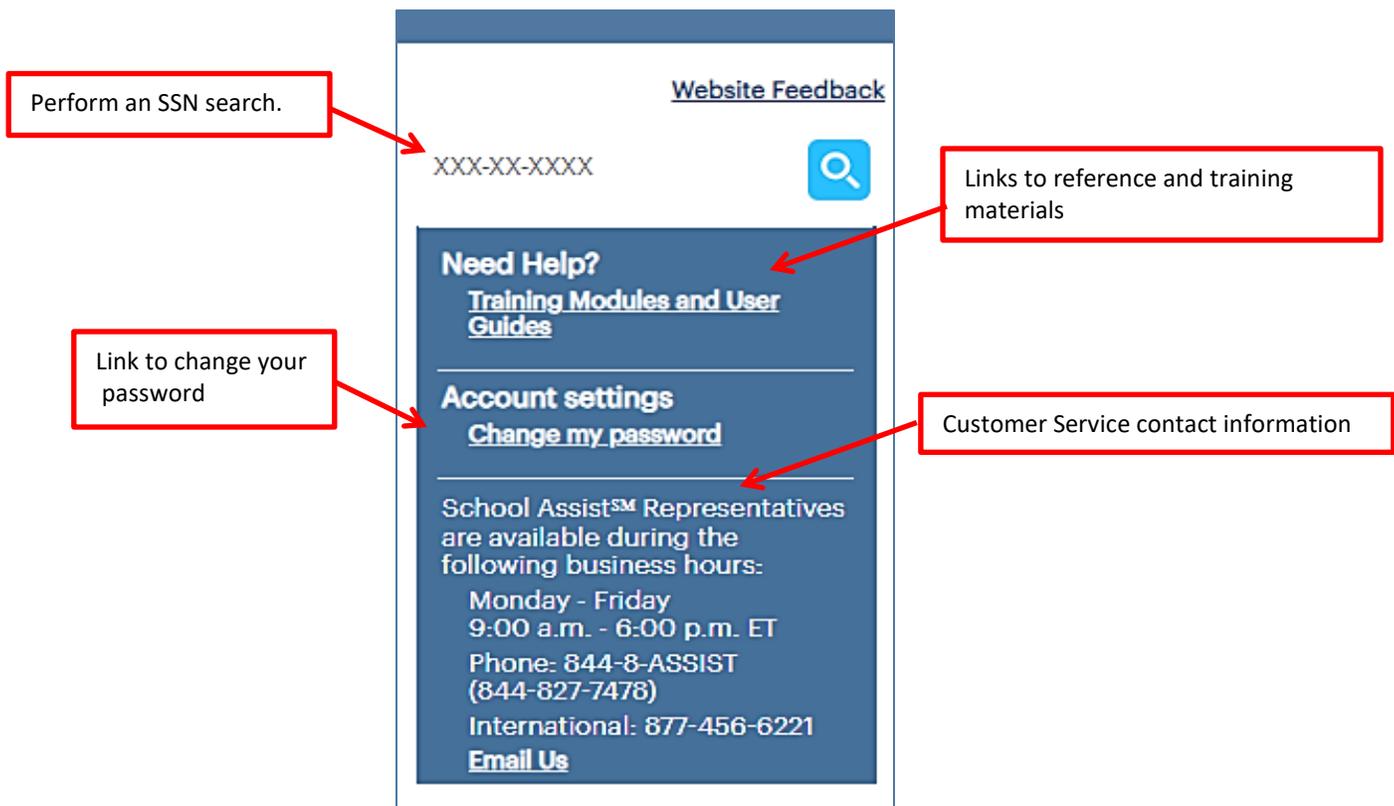   You will be directed to the appropriate page to perform the selected task.

Drop-down menu

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.

Links to reference and training materials

Link to change your password

Customer Service contact information

Website Feedback

XXX-XX-XXXX

Need Help?
Training Modules and User Guides

Account settings
Change my password

School Assist℠ 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

The Right Rail contains the following links and information:

- **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.