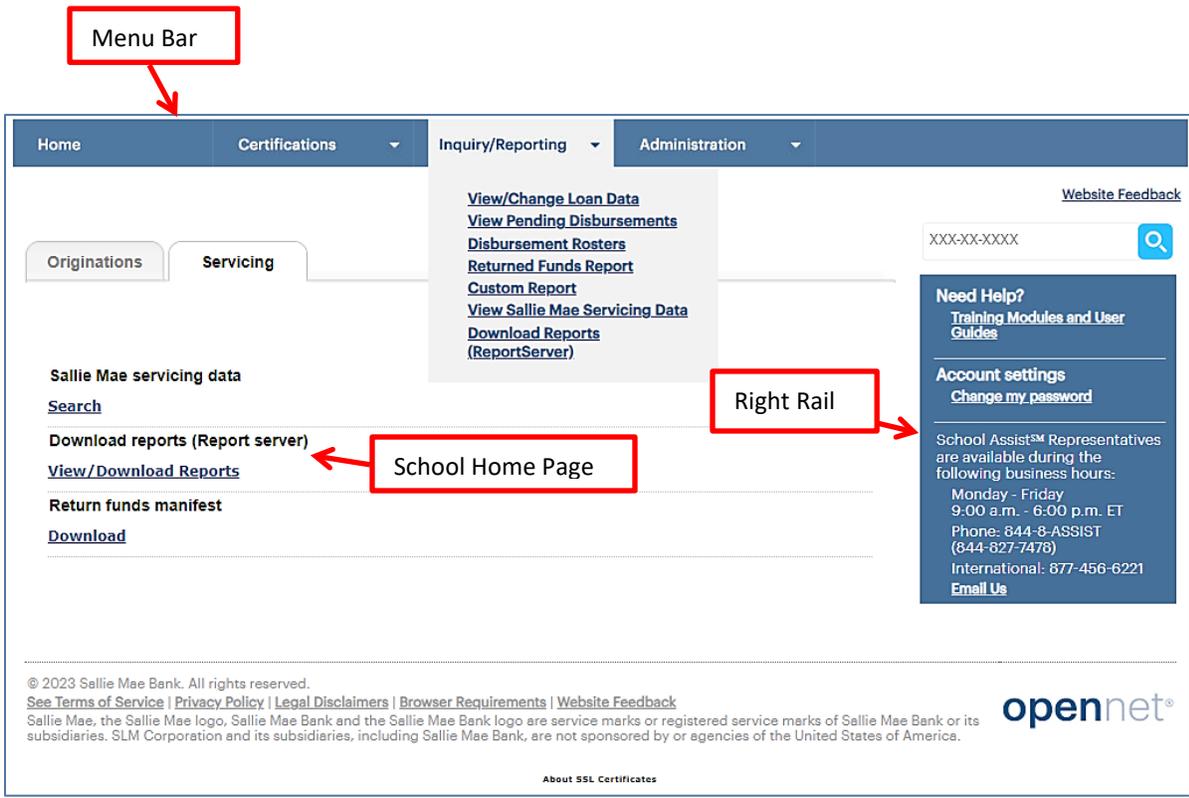


## OpenNet WLD Navigation Overview

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 shows the OpenNet WLD interface with several navigation elements highlighted:

- Menu Bar:** A red box highlights the top navigation bar containing 'Home', 'Certifications', 'Inquiry/Reporting', and 'Administration'.
- School Home Page:** A red box highlights the main content area, which includes sections for 'Sallie Mae servicing data', 'Download reports (Report server)', and 'Return funds manifest'.
- Right Rail:** A red box highlights the right-hand sidebar, which contains a search box, 'Need Help?' links, 'Account settings', and contact information for School AssistSM.

Arrows point from the labels to their respective elements in the interface.

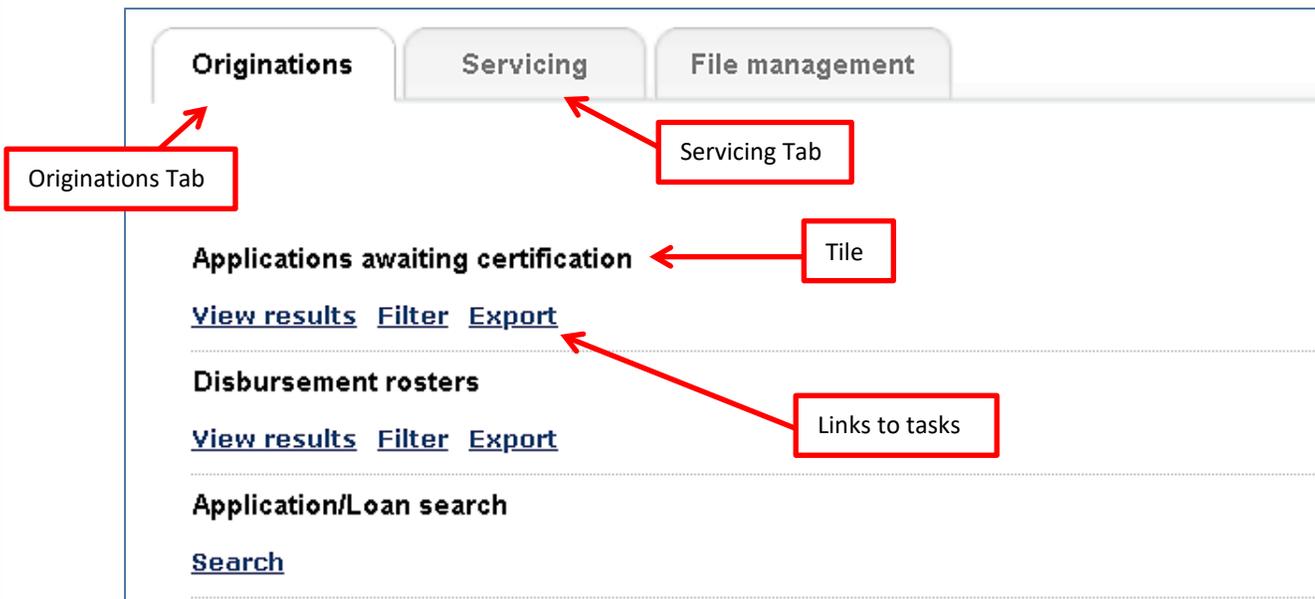
School Home Page

**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.



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:

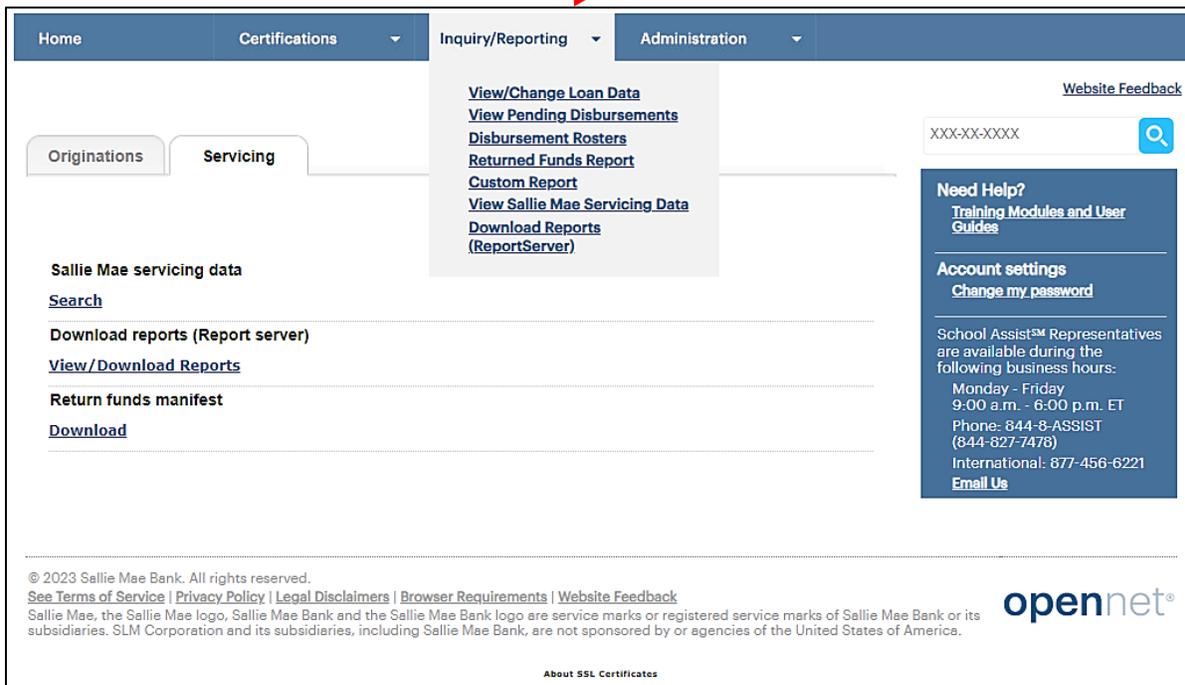
1. Hover your cursor over an option in the Menu Bar.  
A drop-down menu displays.

*(Continued on the next page)*

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

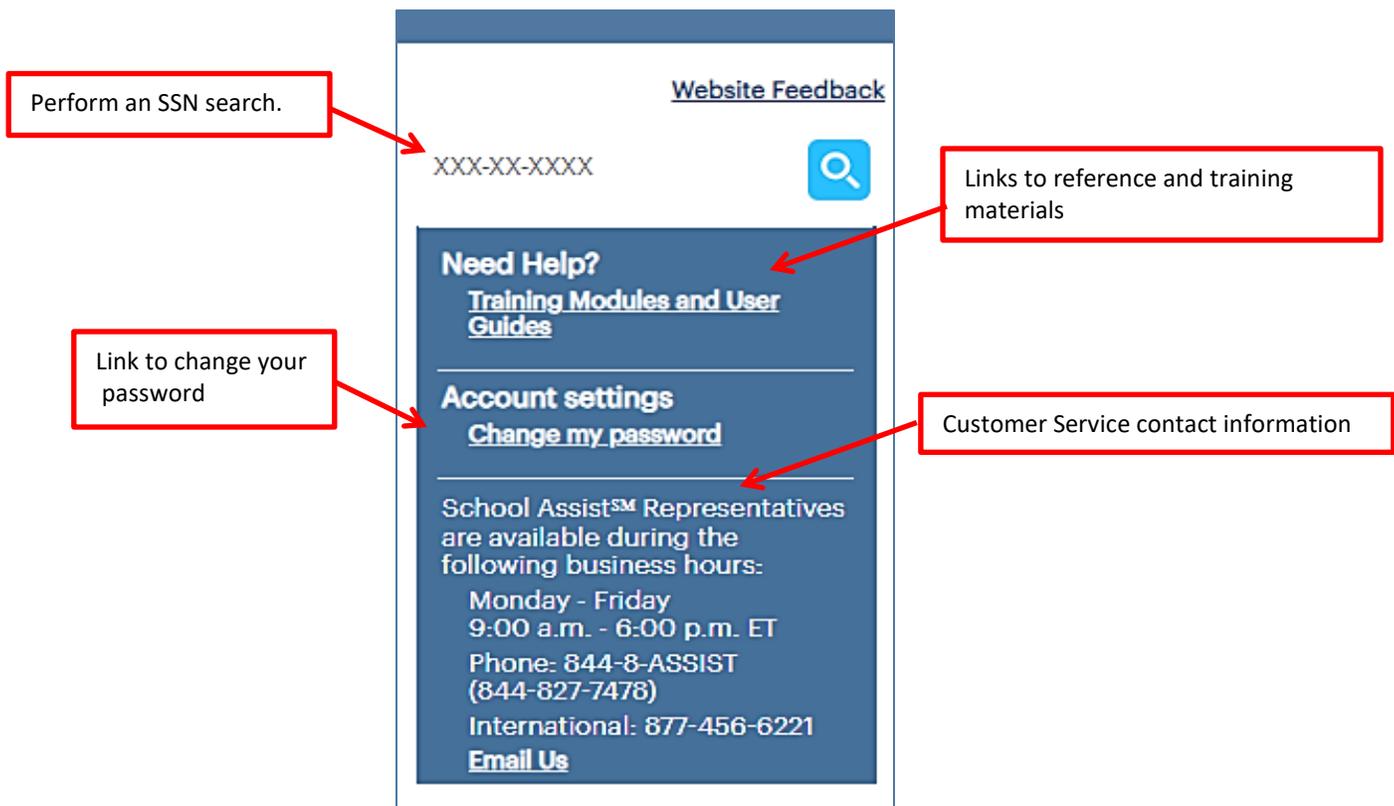


The screenshot displays the OpenNet WLD user interface. At the top, there is a navigation bar with tabs for Home, Certifications, Inquiry/Reporting, and Administration. The 'Inquiry/Reporting' tab is active, and its drop-down menu is open, listing several options: View/Change Loan Data, View Pending Disbursements, Disbursement Rosters, Returned Funds Report, Custom Report, View Sallie Mae Servicing Data, and Download Reports (ReportServer). A red box and arrow highlight the 'Inquiry/Reporting' tab and its menu. Below the navigation bar, there are tabs for 'Originations' and 'Servicing'. The main content area includes sections for 'Sallie Mae servicing data' with a search bar, 'Download reports (Report server)' with a link to 'View/Download Reports', and 'Return funds manifest' with a 'Download' link. On the right side, there is a search bar with the placeholder 'XXX-XX-XXXX', a 'Website Feedback' link, and a 'Need Help?' section with links to 'Training Modules and User Guides', 'Account settings', and 'Change my password'. Below this, there is information about 'School Assist<sup>SM</sup> Representatives' and their business hours. At the bottom, there is a copyright notice for 2023 Sallie Mae Bank, a footer with links to 'Terms of Service', 'Privacy Policy', 'Legal Disclaimers', 'Browser Requirements', and 'Website Feedback', and the 'opennet' logo.

**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.



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.