

School Profile Overview

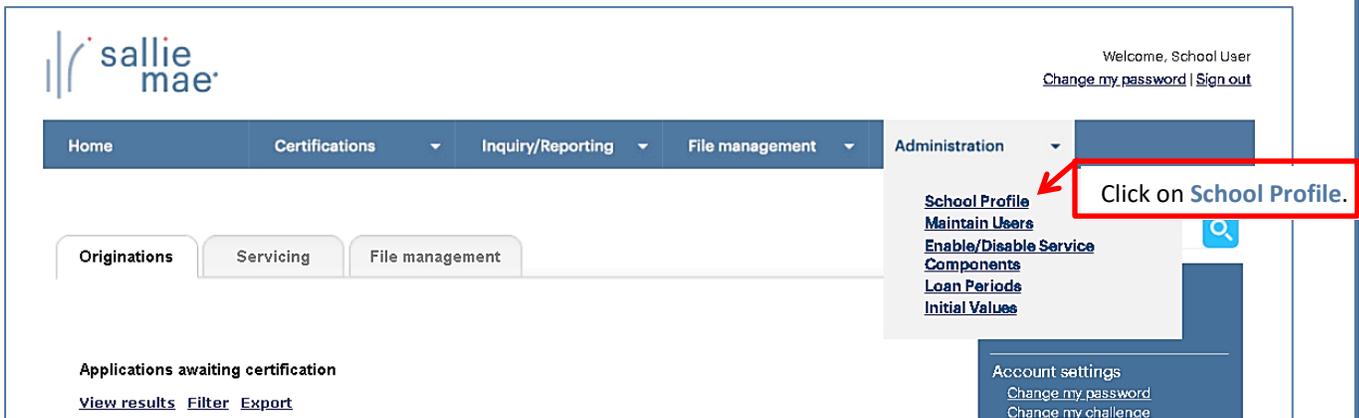
A school's institution-level setup information is located on the School Profile page. This information was pre-populated at the time of the school's OpenNet® implementation and can be reviewed by accessing the School Profile page.

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

View a School Profile

How to view your school profile:

1. Hover your cursor over the **Administration** option on the Menu Bar of any OpenNet Web Loan Delivery page, and then click on **School Profile**.



The School Profile page displays.

(Continued on the next page)

School Profile

The information on this page identifies your institution and provides information in case Sallie Mae needs to contact your office.

School Information ← Information about the primary school/main campus is displayed in the **School Information** section of the page.

Fields marked with an asterisk (*) are required.

Department of Education Assigned School ID: -00-00-00|00

School Name: UNIVERSITY

Cancel

2. Review the displayed information for the schools and school IDs that are set up for your institution's OpenNet processing.
NOTE: You cannot update your school's profile information online. If you have a question or need to request a profile change, contact us at (855) 756-0006.
3. Click the **Cancel** button.
The School Profile process is complete.