

National Student Loan Data System Instructions

Step 1: Enter Login Information

- Go to: <https://studentaid.gov/>
- If you already have an FSA ID, skip to Step 4. If you do not already have an FSA ID, follow the prompts to provide the site with your email address and a unique username and password.
- Click on “Create an Account”

Step 2: Enter Personal Information

- Create a username, provide your email address, and created a password.
- Provide your Social Security number, name, and date of birth.
- Provide challenge questions and answers. This adds an extra level of security to your FSA ID. If you forget your username or password, you can retrieve your username or reset your password by providing answers to your challenge questions.

Step 3: Submit Your FSA ID Application

- Agree not to share your FSA ID with anyone. The security of your FSA ID is important because it can be used to electronically sign Federal Student Aid documents, access your personal records, and make binding legal obligations.
- (Optional) Verify your e-mail. By verifying your e-mail, you can use your e-mail as your username when logging into FSA applications.
- Once verification is complete, you will be able to use your FSA ID to access your student loan information from the NSLDS website.

Step 4: Log in to NSLDS and Retrieve Information

- Click the large white icon “Log In.”



- Enter your FSA ID, Email, or Mobile Number and Password. Click “Enter.”
- You will receive a “Warning” pop-up. Click “Accept.”
- In the “My Aid” section, Click “View Details.”

MY AID

[VIEW DETAILS >](#)

- You will be redirected to a new page, “Aid Summary.” Click “Download My Aid Data.” Select “Continue.” This will download your MyStudentData file to your computer in .txt format. This text file has the most detailed information about your student loans.
- Save the MyStudentData Download (which is a .txt file) to your computer.

Step 5: Send the MyStudentData File to NYLAG

- Email NYLAG the MyStudentData.txt file you have downloaded as an attachment to the email.