
UNIT4

CAMS[®] Enterprise

NSLC

Unit4 Education Solutions, Inc.

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Abstract

This document is designed to provide you with information necessary to maintain National Student Clearing House (NSLC) data.

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NSLC Setup

CAMS will generate a National Student Loan Clearinghouse (NSLC) report for your institution based upon the data in your college database.

It is important that the **NSLC School Code** has been entered in **CAMS Manager >Configuration >General 2** tab and in the **Campuses** reference table for each campus.

If your school maintains student records under multiple OPE IDs or branch codes (commonly called school codes), you should run a separate report for each OPE ID or branch code combination.

When exporting NSLC:

- If the user selects no Campus then the NSLC code will be the code from CAMS Manager >Configuration >General 2 tab >NSLC School Code field plus “00” appended to it.
- If the user selects one Campus then the NSLC code will be the code from that campus as set in the Campuses reference table plus the Campus Code as entered for that campus appended.
- If the user selects multiple campuses then the first 6 characters of the NSLC School Code must match for the selected campuses and the branch code will be “00”. Ideally you would export one Campus at a time when reporting multiple campuses.

NSLC reports contain the following data:

- Institution, term and date (Header Record Data)
- Student name, SSN, enrollment status, status date, permanent address, anticipated graduation date, term beginning date, term ending date (Required Student Data Record)
- Student birth date, previous name
- Number of students in each enrollment status (Footer Record Data)

Before reporting NSLC data you must ensure that each student’s data is correct and that initial preparation has been done.

Student Status

Ensure that each student’s record information is correct.

There are certain fields that CAMS Enterprise updates automatically and uses in determining some of the NSLC information. You may run a Mass Update Status, **Tools >Processes >Registration Module >Mass Update Status**, which will ensure that each student (who is marked with a **Classification** value that has been set to update Student Status; see the Registration Setup document for College Level and Reg Classification setup details) has the correct student status record.

The screenshot shows the Student Status detail window with the following fields and values:

- Term: FA-13
- Effective Date: 09/17/2014
- Enrollment Status: [Dropdown]
- Academic Status: GOOD STANDING
- Registration Status: [Dropdown]
- Campus: Main
- Alert: No
- *College Level: Sophomore
- Student Level: 0
- Cost Type: Default
- Refund Type: Default
- Student Load: Three Quarters
- Max. Hours Allowed: 15
- Financial Aid: No
- Commuter: [Dropdown]
- GPA Grouping: [Dropdown]
- Cohort Group: [Dropdown]
- Student Registered: YES
- Classification: Classified
- Vocational Interest: [Dropdown]
- Charge Insurance: [Dropdown]
- Grade Catalog: [Dropdown]
- Non State Reporting:
- Degree Seeking:

Buttons at the bottom: Update, Go To Page 2, Cancel.

Figure 1: Student Status detail window

On the Student Status screen the **College Level**, **Student Load**, and **Effective Date** are used in determining NLSC data. The **Classification** field is used to help automate and ensure that the College Level and Student Load are correct when a Mass Update Status is run. The **Degree Seeking** checkbox, if checked, will report to NSLC via the CAMS NSLC Export that this student is a degree seeking student.

Student Load is automatically determined when a student registers for or drops classes. If it is manually changed you may have incorrect data. If the student with a **Classification** value that has been set to update Student Status then when a Mass Update Status is run the field may revert back to its previous setting if that setting was correct according to CAMS Enterprise calculations. It is best to use the correct procedures when setting full-time amounts for programs and majors as discussed in the Registration Setup manual rather than trying to manually set the student load.

Student Programs

Figure 2: Student Program detail window

On the Student Program screen the **Major Degree**, **Primary Program**, and **NSLC Class/Cred** (NSLC Class/Credential Level glossary category) must be selected to determine NSLC data. A student may have up to six program records reported. The program that is selected as the **Primary Program** will be reported as Program 1, with the remaining, if any, following.

If **Program Load** and **Effective Date** are left blank, the Student Load and Effective Date from Student Status will be used in the NSLC Export. If these fields are populated in a Student Program those values will be used in the NSLC Export for that Program.

Setup in the **Major/Minor Reference Table** must be completed to report the Program Length, Program Length Type, CIP Code and Special Program. Fields in the Major/Minor Reference table that must be completed to correctly report to NSLC:

Program Length - Used in COD and NSLC reporting and exports to define the length of a Program.

Program Length Type - Used in COD and NSLC reporting and exports to define the type of length of a Program. Can be set to Weeks, Months, or Years.



Note: Each Program that is exported for NSLC must have a Major assigned that has the Program Length and Program Length Type fields populated with the correct number of Weeks, Months, or Years.

CIP Code - Enter the CIP Code to be used in COD and NSLC reporting and exports.

Special Program - Select the Special Program (Reference: Special Programs) for this Major/Minor entry. Values for the Special Programs entries:

Value	Special Program Indicator	Credential Level
Selective Admission Associated Program	A	02
Bachelor's Degree Completion Program	B	03
Not Applicable	N	See Program Credential Level for NSLC Class/Cred value on page 11
Preparatory Coursework Graduate Professional Program	P	99
Non-Credential Teacher Certification Program	T	99
Preparatory Coursework Undergraduate Program	U	99



Note: Each Program that is exported for NSLC must have a Major assigned that has the Special Program drop-down populated.

Figure 3: College Level reference table

When reporting the **NSLC Class/Cred** of Bachelor's as set in the Student Program, CAMS will use the **NSLC College Level** (NSLC College Level glossary category) defined in the College Level reference table to determine the value that is sent in the NSLC export file.



Warning: The Effective Date is changed to the current date when a Mass Update Status is run and there is a change in the student load outside of the normal registration process, such as manually adding or dropping a course in the students Transcript Maintenance, which could give incorrect dates of a status change. It is recommended that you run Mass Update Status after such manual changes to Transcript Maintenance to ensure that the data is correct and has the correct Effective Date. If you manually change the Effective Date in Student Status it will be updated to today's date after running Mass Update Status if the student load changes.

The additional fields that are reported in the NSLC export are listed below. CAMS Enterprise does not report on every field that could be sent as some are not required.

Record Type – Always set to D1.

Student SSN – Admissions >Students >Change Student >Admin. 1 tab >**Social Security #**.

First Name – Admissions >Students >Admin. 1 tab >Change Student >**First Name**.

Middle Initial – Admissions >Students >Change Student >Admin. 1 tab >**Middle**.

Last Name – Admissions >Students >Change Student >Admin. 1 tab >**Last**.

Name Suffix – Admissions >Students >Change Student >Admin. 1 tab >**Suffix**.

Previous SSN – Not provided.

Prev. Last Name – Admissions >Students >Change Student >Admin. 1 tab >Maiden Name.

Enrollment Status – Registration >Academic >Status >**Student Load**, except where noted.

- F = Full Time
- Q = Three Quarter Time
- H = Half Time
- L = Less Than Half Time
- W = Withdrawn
- G = Graduated (See NSLC Graduate Students on page 17)
- A - Approved Leave of Absence (Designated on page 2 of Student Status detail for a Term within the report dates)
- D = Deceased (Set in Student Admissions Information Admin. 2 tab)

Status Start Date – Only provided for students whose load changes, and is derived from the Status Effective Date in the Student Status Record. Also, if a student record is marked Deceased and has a Status record for the term, the NSLC report will display a “D” in this field.

Street Line 1 – Admissions >Students >Change Address >Address 1 from the selected address type used in reporting.

Street Line 2 – Admissions >Students >Change Address >Address 2 from the selected address type used in reporting.

City - Admissions >Students >Change Address >City from the selected address type used in reporting.

State – Admissions >Students >Change Address >State from the selected Address Type used in reporting.



Note: Student addresses entered using **Address Category** "Non-USA" will populate this field with "FO" in the export.

Zip – Admissions >Students >Change Address >ZipCode from the selected Address Type used in reporting.

Country – Admissions >Students >Change Address >Country from the selected Address Type used in reporting. If the Country drop-down is not selected in the Student's Address Type, this will default to US in the NSLC Export.



Note: *If the ISO Code is not populated for each Country (CAMS Manager >Lookup Table Options >Table Maintenance >Glossary Table tab >Country Codes) for the Address Type used in reporting, the NSLC Export will default to US even if a different Country is used in the Student's Address Type.*

Anticipated Graduation Date – Registration >Academic >Degrees >Anticipated Grad. Date.

Birth Date – Admissions >Students >Change Student >Demographics tab >Date of Birth.

Term Begin Date – CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables tab >Term Calendar table >TermStartDate

Term End Date – CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables tab >Term Calendar table >TermEndDate

Filler – Only a space filler.

Directory Block Indicator – Comes from **Admissions >Students >Change Student >Admin. 1 tab >Display Block Indicator** check box. Checking that box will place a "Y" in the DBI field of the NSLC export. Leaving it unchecked will place an "N" in the DBI field.

CIP – (NCES CIP Code for Major 1) CAMS Manager >Lookup Table Options >Reference Tables tab >Major/Minor table >CIP Code.

2nd CIP – (NCES CIP Code for Major 2) CAMS Manager >Lookup Table Options >Reference Tables tab >Major/Minor table >CIP Code. (If the student has another major that is different than the first it will be listed).

Major – CAMS Manager >Lookup Table Options >Reference Tables tab >Major/Minor table >Major/Minor Name.

2nd Major – CAMS Manager >Lookup Table Options >Reference Tables tab >Major/Minor table >Major/Minor Name. (If the student has another major that is different than the first it will be listed).

Class/Credential - Registration >Academic >Status >Student Program >**NSLC Class/Cred**. CAMS automatically calculates the value when the export is run based on values in the **NSLC Class/Credential Level** glossary category for the **NSLC Class/Cred** set in the students Program record.

- (A) Associate's
- (F, S, J, R) Bachelor's – In addition to the value being derived from **NSLC Class/Cred**, the student's college level from the Student Status record with the associated term will be used to determine the **NSLC College Level** set on the College Level Reference table.
- (C) Certificate
- (N) Unspecified – Undergrad
- (T) Post baccalaureate certificate
- (M) Master's
- (D) Doctoral
- (P) Postdoctorate
- (L) Professional
- (G) Unspecified – Grad

First Time Full Time – four requirements that must be met to make this field register a **Y** in the export file.

- The Admissions >Students >Admin. 2 tab >**First Time Student** checkbox must be checked.
- The first or second Student Status record is for a compulsory term. (If the second status record is the compulsory term the first status record can only be for a non-compulsory term, such as summer.) (See the CAMS Manager manual for information on the Term Calendar Reference table and setting compulsory terms.)
- The Registration >Academic >Status >**Student Load** for the compulsory term must be **Full-Time**.
- The Registration >Academic >Status >**Degree Seeking** checkbox must be checked for the compulsory term.

Degree Seeking – Registration >Academic >Status >**Degree Seeking** checkbox.

High School Code – Admissions >Students >Change Student >H.S. tab >**HS Code**.

Gender – Admissions >Students >Change Student >Demographic tab >**Gender**.

Race/Ethnicity – Admissions >Students >Change Student >More tab >Ethnicity button >Ethnicity and the **Ethnic Origins Mappings** that is defined on the NSLC criteria page.

College Student ID – Admissions >Students >Change Student >Admin. 1 tab >**Student ID**.

State Student ID – Not provided.

Email – Admissions >Students >Change Address >**Email 1, 2 or 3**, whichever is not blank, from the selected address type used in reporting.

Good Student – Derived by calculating the term GPA of the student and when the term GPA is greater than or equal to 3.0.

Middle Name – Admissions >Students >Change Student >Admin. 1 tab > **Middle.**

Program Indicator – Registration >Academic >Status >Student Programs for Term. One entry must be marked as **Primary Program.**

Program CIP Code – CAMS Manager >Lookup Table Options >Reference Tables tab >Major/Minor table >CIP Code. Obtained for the Major set for the Programs entered in the **Student Programs for Term** in Student Status. The Primary Program is the **Program 1 CIP Code**; up to five additional Programs entered will be reported.

CIP Year – Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. This is hard-coded in CAMS.

Program Credential Level – Student Status >Student Programs for Term entries >**NSLC Class/Cred.** The credential level for up to six Programs will be reported. When the NSLC Export is run, CAMS will map the selection on the Student Status Program record to the Program Credential Level numerical value as defined by the National Student Clearinghouse Enrollment Reporting Programming and Testing Guide.

Value	Program Credential Level	NSLC Class/Cred Entry
01	Undergraduate Certificate or Diploma Program	Certificate
02	Associate’s Degree	Associate’s
03	Bachelor’s Degree	Bachelor’s
04	Post Baccalaureate Certificate	Post Baccalaureate Certificate
05	Master’s Degree	Master’s
06	Doctoral Degree	Doctoral
07	First Professional Degree	Professional
08	Graduate/Professional Certificate	Unspecified Grad
99	Non-Credential and Preparatory Coursework Programs as set in the Major/Minor Reference table	N/A

Published Program Length – CAMS Manager >Lookup Table Options >Table Maintenance > Reference Tables tab >Major/Minor table >**Program Length.** Up to six Programs will be reported.

Published Program Length Measurement – CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables tab >Major/Minor table >**Program Length Type.** Up to six Programs will be reported.

Weeks in Title IV Academic Year – CAMS Manager >Lookup Table Options >Table Maintenance >Reference Tables tab >Major/Minor table >**Program Length and Type.** Only reported when Published Program Length Measurement is W or M. The number of weeks is pulled from Financial Aid >Setup >Yearly Setup for the Academic Year selected on the NSLC Export Criteria tab. Up to six Programs will be reported.

Program Begin Date – Defaults to the Term Calendar Reference table >**Term Start Date** for the first Term that the Program exists on the Student Status record. Up to six Programs will be reported. If the **Program Start Date** field in Student Status >Student Programs for Term is populated, the date entered there will be used for the **Program Begin Date** in the NSLC Export. Each Program may have a different date set in the Student Status record.

Special Program Indicator – CAMS Manager >Lookup Table Options >Table Maintenance > Reference Tables tab >Major/Minor table >**Special Program**. The values here are obtained from the Special Programs Reference table. Up to six Programs will be reported.

Program Enrollment Status – If the **Program Load** field is left blank in Student Status >Student Programs for Term >**Program Load**, the **Student Load** in the Student Status record will be used. If utilizing the **Program Load** field in Student Programs for Term, ensure that the Primary Program **Effective Date** field is also populated in Student Status >Student Programs for Term. Up to six Programs will be reported.

- F = Full Time
- Q = Three Quarter Time
- H = Half Time
- L = Less than Half Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased

Program Enrollment Status Effective Date – If **Effective Date** field is left blank in Student Status >Student Programs for Term >**Effective Date**, the Effective Date in the Student Status record will be used. If the Effective Date in the Student Status record is earlier than the Program Begin Date, then the Term Calendar Term Start Date will be used. Up to six Programs will be reported.



Note: You will ONLY need to populate the Student Programs for Term >Program Load and Effective Date IF it should be different than the Student Status >Student Load and Effective Date for that particular Student's Program.

In order to report to NSLC accurately, if any change in CAMS changes the Student Status Effective Date, such as dropping a student from Full Time to Three Quarter Time, you will need to manually change any Student Program for Term Effective Date (where the Effective Date has already been manually populated).

Initialize the NSLC Term



Step-By-Step: Re-Initialize NSLC Term

At the beginning of each term you must run the NSLC Export with the **Re-Initialize Report (Done at Start of Term)** checkbox selected. This allows CAMS Enterprise to set a baseline to determine when changes occur in the data during the term.

1. From the **CAMS Enterprise Home** page, click **Tools >Export >Financial Aid >NSLC Export**. The NSLC Criteria page opens.

Criteria Help Reset

Report Term(s) SP-16
FA-15
 SU-15

Campus Arlington
 Ballwin

Academic Year 2015-2016

Standard Report (Summer Term/Grad Only =No) Yes No

Re-Initialize Report (Done at Start of Term) Blank Out Non US Citizen Zip Code

Graduates File Include Unofficial Students

Include Students With No SSN

Ethnic Origin Mappings

	EthnicOrigin	NSLCCode	EthnicOriginID
1	American Indian/Alaska Native	IA	674
2	Asian	AN	675
3	Black/African American	B	676
4	Hispanic/Latino	LH	2,042
5	Native Hawaiian/Other Pacific Islander	IA	677

Delete

US Citizen Address Home

Non US Citizen Address Home

Figure 4: NSLC Re-Initialize Report window

2. In the **Report Term(s)** field select the term(s) that the report will be for.
3. Select the **Academic Year** that the Report Term(s) fall within. For programs where the Published Program Length Measurement is "W" or "M" the NSLC Export will obtain the **Weeks in Title IV Academic Year** from the selected Academic Year (as set in Financial Aid >Setup >Yearly Setup).
4. If reporting students from specific campuses then select the **Campus(es)**. If reporting on all campuses do not select any campus. Campus is set for each student in **Admissions >Students >Change Student >Admin 2 tab >Access Campus** field.

5. If only mandatory terms are being reported ensure that **Yes** is selected for **Standard Report (Summer Term/Grad only = No)**.
6. Check **Re-Initialize Report (Done at Start of Term)** if this is the first export of NSLC data for the term. This creates a baseline record to be used for the remainder of the term.



Note: This should only be done once at the beginning of a term. By default the Re-Initialize Report (Done at Start of Term) field is unchecked to ensure it is not mistakenly selected.)

7. **Blank Out Non US Citizen Zip Code**, optional. This means that non US Citizens will not be included on the exception report due to international address fields (for example, missing zip code). Only students marked as non US Citizen in the Admissions Student Information window, Demographic tab are affected by this selection.
8. If reporting only graduates select the **Graduates file** checkbox. This should not be done when initializing the term.
9. To include unofficially registered students, select **Include Unofficial Students**. Leave this unchecked to report only officially registered students.
10. Check **Include Students With No SSN** to include students without a Social Security number in the export. The value NO SSN will display in the StudentSSN field on the data grid and in the export file for students who do not have a Social Security number in their record.
11. Map all ethnic groups associated with the institution to the appropriate NSLC code. To add an association right click in the **Ethnic Origins Mappings** data grid and select the Ethnic Origin and enter the NSLC code. To edit a mapping double-click on the item in the data grid.



Note: This is only needs to be done once and will remain in effect for all future terms and reports.

12. Select the reporting addresses for U.S. Citizens and Non U.S. Citizens.

13. Click the NSLC Data tab and click **Initiate**.

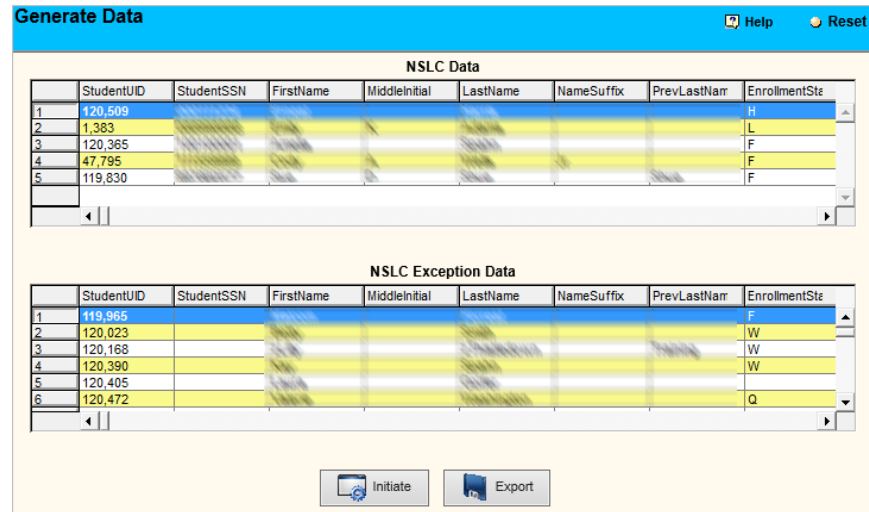


Figure 5: NSLC Data window

The upper data grid displays those students who have complete data records. The lower grid displays those students who do not have all the required fields populated. You can go to the **Report** tab and print an **Exceptions** report to see those students and their missing data.

14. Correct any Exception Data and re-run the previous steps.



Warning: If you do not do this step at the beginning of the term your data may not correctly reflect changes and you will have to manually edit the file.

15. When everything is correct click **Export** to export the data file that is needed by NSLC.

NSLC Reports

You can run NSLC export at any time. If you have initialized the term as described previously then ensure that you run each export without the **Re-Initialize Report (Done at Start of Term)** checkbox selected.



Warning: If this is not the first time you are running this report for the specific term you must ensure that Re-Initialize Report (Done at Start of Term) is unchecked.

There are two reports for NSLC, **NSLC Report** and **NSLC Exception Report**.

The **NSLC Report** allows you to verify the information before you export it and send it to the National Student Clearinghouse. To prevent discrepancies in the report make sure you run the Mass Update Status option prior to running the NSLC Export.

The **NSLC Exception Report** displays those students who do not have all the required fields filled in. It will list the students and display the empty fields. Once the fields are populated they will show up on the NSLC Data grid.

After NSLC Term Initialization

You can run the NLSC Export option anytime you want to verify the data. This will help ensure that when it is time to report to the National Student Clearinghouse your data will be up-to-date and correct.



Warning: If this is not the first time you are running this option for the specific term you must ensure that Re-Initialize Report (Done at Start of Term) is unchecked.

Also, ensure that you run the Mass Student Update daily. If there are students that you have manually changed information and want that information to be retained for reporting then you must change the Classification field in the Student Status window to **Unclassified**. This will prevent this student from being updated when running Mass Student Update.

After clicking the Initiate button verify and correct if necessary any exceptions. When all the data is correct you can Export the data, then click **Save**. This will save student changes to CAMS Enterprise.



Warning: It is very important that you click Save after exporting data to be reported as this will mark withdrawn students as having been reported and will not report them again.

NSLC Graduate Students

Degree Earned: Yes **Anticipated Grad. Date:** 06/07/2013 **Degree Type:**
Transfer Degree: No **Expected Grad. Term:** FA-13 **Campus:** Main
Transfer School Name:
Degree Name: Associate of Science
SEVIS Type:
Major 1: **Major 2:** **Major 3:**
Minor 1: **Cognate 1:**
Minor 2: **Cognate 2:**
Minor 3: **Cognate 3:**
Honors 1: **Honors 2:**
Grad Dt: 06/07/2013 **Admission Dt:** **Conferred Dt:**

Figure 6: Student Degree detail window

For graduate students to be marked 'G' they must have additional fields filled in.

On the student's degree window **Degree Earned**, **Transfer Degree** and **Expected Grad Term** are used to determine NSLC data. You will need to ensure that these fields are manually populated correctly.

If the **Anticipated Grad Date** (AGD) is left blank CAMS Enterprise will set the AGD based a calculation of the Student College Level and the Term End Date. For Freshman CAMS will add 4 years to the Term End Date as the AGD; for Sophomore, CAMS will add 3 years to the Term End Date; for Junior 2 years will be added; for Senior one year will be added. This date will only display on the report/file for NSLC but will not populate the field in CAMS.

If there are multiple unearned, non-transfer Degrees for the student, CAMS will use the Degree with the earliest Anticipated Grad Date.

If Transfer Degree is set to yes then CAMS Enterprise will assume the student has not graduated from your institution.

When running a NSLC Export graduate students will display as 'G' if you are reporting on the term they graduated and the above information is filled in for that term.

If running the NSLC Export for Graduate students only, ensure that **Standard Report (Summer Term/Grad only = No)** is set to **No** and **Graduates file** is checked.

Exporting Data



Step-By-Step: Exporting NSLC Data

Generate Data Help Reset

NSLC Data

	StudentUID	StudentSSN	FirstName	MiddleInitial	LastName	NameSuffix	PrevLastNamr	Enrollment:
1	49,687	77756334	Michael		Murphy			W
2	49,966	000111222	Ricky		Kay			W
3	50,181	000010058	Lydia		Gomez			F
4	50,263	000000015	Carissa		Mullen			W
5	50,266	000000017	Gary		Blair			W

NSLC Exception Data

	StudentUID	StudentSSN	FirstName	MiddleInitial	LastName	NameSuffix	PrevLastNamr	Enrollment:
1	49,604		Joe		Smith			H
2	49,809	003705499	Rachel		Green			G
3	49,930		Lucy		Martin			F
4	49,963		Pam		Joseph			Q
5	49,964		Richard		Shannon			Q
6	50,068	000111002	Faye		Chandler			L

Initiate Export Save

Figure 7: NSLC Export window

After clicking **Initiate** the data is displayed. Only data in the NSLC Data grid will export to a file. Any exceptions need to be corrected if they are to be included in the export.

1. Click **Export** to create a text file. A message box appears telling you the location of the text file. Click **OK**.

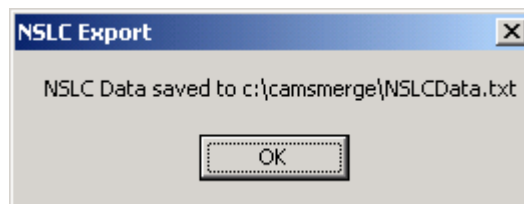


Figure 8: NSLC Export File Message

This text file will be saved to the CAMS Enterprise merge directory that is set up for the specific user as identified in CAMS Manager >Users >User Administration >Document Directory field.

The screenshot shows a web-based user administration form. At the top, there are tabs for 'Users', 'Access', and 'Departments'. Below the tabs is a blue header with a 'Help' icon. The form fields are as follows:

- User Name:** msmith
- Password:** [masked]
- First Name:** Michael
- Last Name:** Smith
- Access Campus:** Main
- Sevis User Name:** [empty]
- Confirm Password:** [masked]
- Last Term Used:** [dropdown]
- Disable Login:**
- User Type:** Normal
- View Hold Access Type:** All
- Link to Advisor:** None Selected
- Document Directory:** C:\camsmerge\
- Faculty Name:** [empty]
- Email Address:** [empty]

Below the main form is a section titled 'User Privileges' with the following checkboxes:

- Is Super User
- Continue on Academic Hold
- Restrict User To Own Advisees
- Restrict User Billing Batch Dist/Delete to Self Created Batches
- Continue on Constituent Alert
- Continue on Business Hold
- Can Change Password

At the bottom of the form are two buttons: 'Update' and 'Cancel'.

Figure 9: Set the User's Document Directory

2. After clicking Export the **Save** button becomes active.
3. Click **Save** to ensure CAMS Enterprise saves the information for future term reporting.



Note: It is important to click Save so future term reporting is correct.

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