

## July 2015

### Downloading NSLDS Reaffirmation Data Spreadsheet Submittal template from the FSAdownload Web Site

The NSLDS Reaffirmation Data Spreadsheet is available for download from [FSAdownload](http://fsadownload.ed.gov) Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov), in Excel 97-2003 Workbook format. You can download it to your workstation's local hard drive and access it by double-clicking it or by launching a columnar spreadsheet application, then opening the spreadsheet.

#### To Download the NSLDS Reaffirmation Data Spreadsheet Submittal template:

1. Go to the address field located at the top of your Web browser's window and type [fsadownload.ed.gov](http://fsadownload.ed.gov). You may need to press the **Enter** key or click the **Go** button.
2. Click the **Software** link on the left side of the page or the **Software and Associated Documents** link at the top of the page.
3. Click the **NSLDS Reaffirmation Data Spreadsheet Submittal template** link. You are taken to the download site.
4. Click the **XLS Format** link in the software section to Download/Save the file. At the File Download dialogue box, click the **Save** button. Then designate the folder/location on your local hard drive and click **Save**. Note: After selecting the drive and folder/location, use the default filename. Navigate to the folder/location with Windows Explorer and double-click the spreadsheet OR launch the spreadsheet software. Then select **File|Open** and navigate to the folder/location to open the spreadsheet. You can start entering your Reaffirmation Data records. You may enter up to a maximum file size of 1,000 KB. File size varies depending on version of software used. Save the spreadsheet after entering your data.
  - a. If you are given the option to open the spreadsheet with spreadsheet software, then select **File|Save As**, saving a copy to a folder/location on your local hard drive. You must save in .xls or .xlsx (Excel™) format. Note: After selecting the drive and folder/location, use the default filename. You can start entering your Reaffirmation Data. Save the spreadsheet after entering your data. See the NSLDS Reaffirmation Data Spreadsheet Submittal Instruction Guide for more information on uploading your spreadsheet data.
  - b. If the File Download dialogue box does not prompt you to save the spreadsheet, or your software application does not launch, then click your Web browser's back button. Navigate back to the **XLS Format** link, right-click it, and select **Save Target As...** to designate the folder/location you want to save the spreadsheet to on your local hard drive. Select **Save**.  
Note: After selecting the drive and folder/location, use the default filename.