

WebConnect through the Internet



CAMPUS  PARTNERS

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1. INTRODUCTION

WebConnect provides Internet access to your student loan accounts on DataLinkSM. Accounts are updated daily as transactions occur and data access is in real time. This real-time access provides you with the most current activity on your loans. You are able to view and update data, and review historical activity for all accounts in your portfolio.

There are several benefits to accessing DataLink via the Internet including:

- ☐ Immediate real-time access to borrower account information;
- ☐ Secure access using unique user IDs, passwords, and data encryption;
- ☐ Several applications can be open at the same time – no need to close DataLink; and
- ☐ Multiple users can access information simultaneously – each person in your office is issued a personal ID and password.

To use *WebConnect*, all you need for your desktop computer is access to the Internet and a Java-enabled Web browser - either Netscape Navigator 4.5+ or Microsoft Internet Explorer 5.0 or higher. **Note: Netscape 6.0 is not supported.**

2. ACCESSING *WebConnect* DOCUMENTATION

A *WebConnect Manual* is available in PDF format. The PDF file includes bookmarks to each chapter for easier and faster navigation through the documentation. You will need to follow these instructions to access the *WebConnect Manual*.

After you have entered our Web site address in your default Internet browser, the following screen appears. Click on the "[Click here to access user documentation](#)" link.



Figure 2-1. Welcome Screen

After clicking on the link to take you to our user documentation, you will see the following User Agreement screen. In order to see the documentation, you must agree to the provisions of the user agreement.

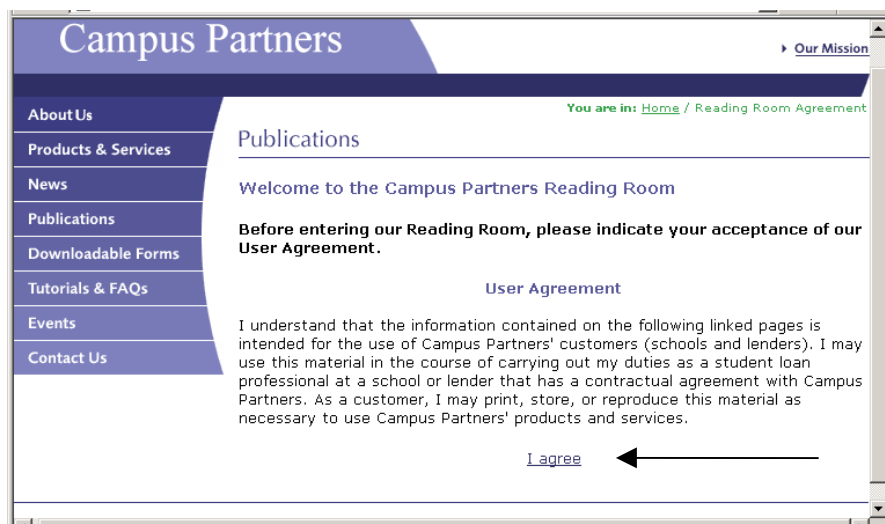


Figure 2-2. WebConnect User Agreement Screen

After accepting the provisions of the user agreement, you will enter our Reading Room.

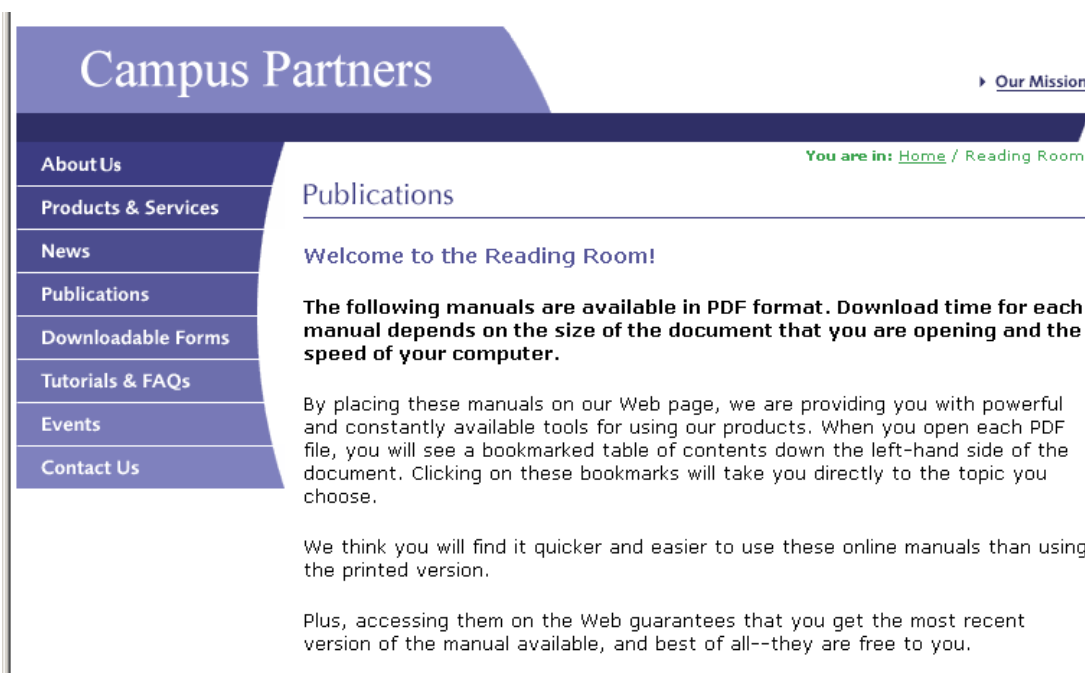


Figure 2-3. Reading Room Screen

A list of a customer manuals and instructions for opening the PDF files can be accessed by scrolling down the page

For instructions on viewing these PDF files, [see below](#).

Manual Name	Size	Date last updated on the Web
Collections System Manual	1.37 MB	7/07/04
Glossary	0.19 MB	6/24/04
On-Line Processing Manual	4.79 MB	12/24/03
Federal Regulations Manual-2004	2.01 MB	5/6/04
DocumentDirect	2.15 MB	4/2/03
WebConnect	1.56 MB	2/25/03
DataStream	2.77 MB	8/29/03
DataStream Quick Start Guide	0.31 MB	4/11/03
Service Overview Manual	3.38 MB	10/30/02
User Guide for mycampusloan.com	2.2 MB	7/01/04
eXpressReports	749 KB	6/17/04

**Figure 2-4.
List of manuals available from
our Web site and instructions
for installing Adobe Acrobat
Reader**

To view the PDF documentation, select [WebConnect Documentation](#) link. You must have the latest version of Adobe Acrobat Reader installed on your computer to view the user documentation. If you do not have the free Adobe Acrobat Reader downloaded to your computer, you can follow the links on the page to the Adobe Web site. You will need to restart your computer once you have successfully installed the software.

3. ACCESSING DataLink

WebConnect is the method to access DataLink using your default Internet browser. Once you have registered for *WebConnect*, you will need to follow these instructions to access your accounts.

After you have entered our Web site address in your default Internet browser, the following screen appears. Click on the "[Click here to start a session](#)" link.

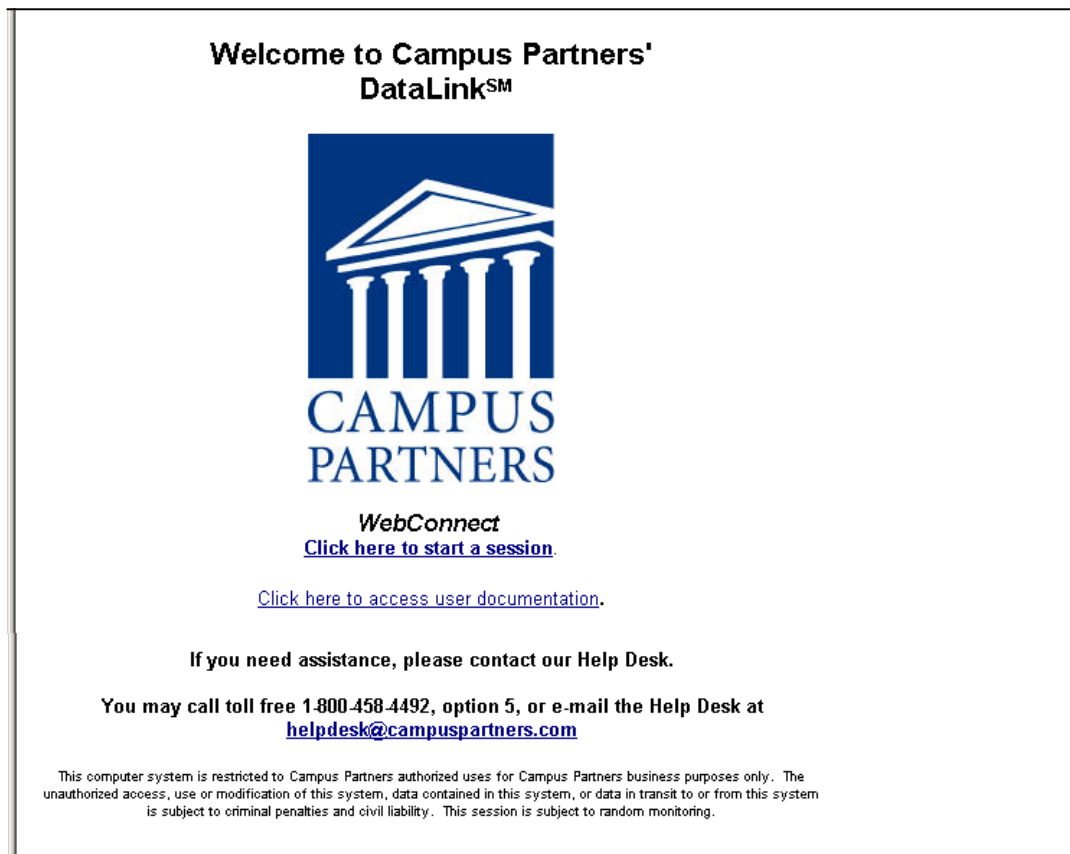


Figure 3-1. Welcome Screen

You may or may not encounter the following screen. This Security Warning or Alert screen certifies that your information will be secured (protected) and will establish an encrypted path between your computer and the server. Select the OK or Yes button to continue.

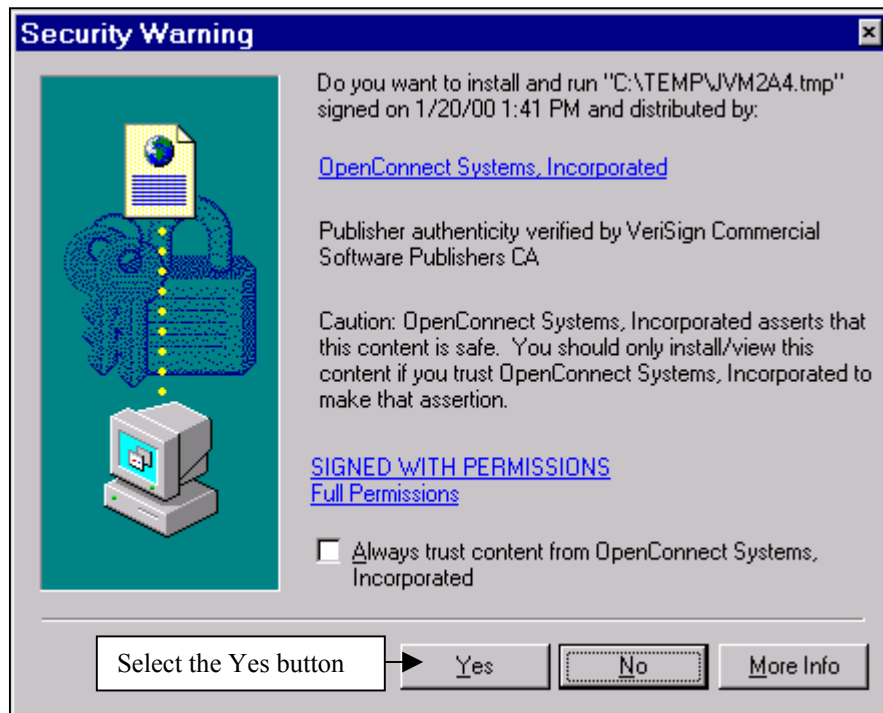


Figure 3-2. Security Warning Screen

The following screen appears while you are being connected to *WebConnect* and prior to starting your session.

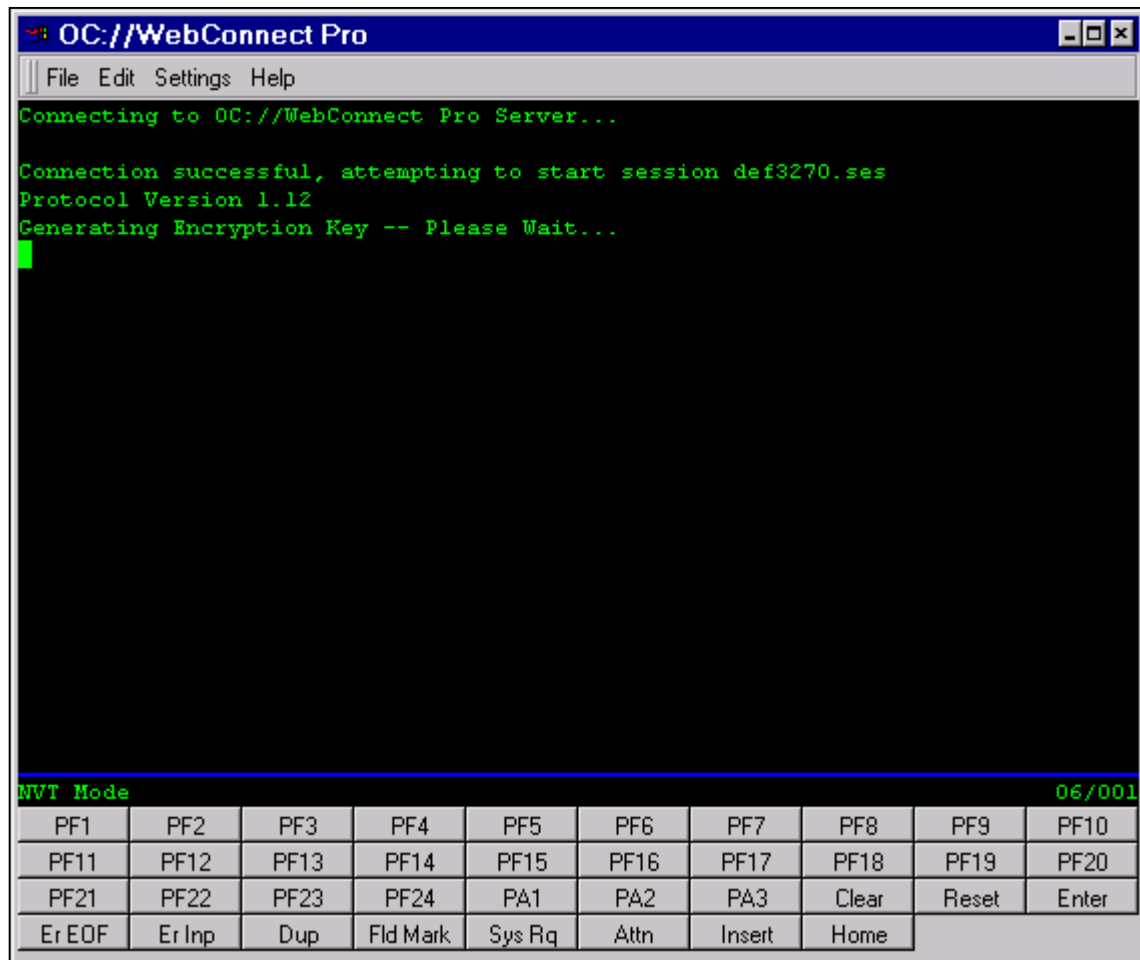


Figure 3-3. Initializing Screen

After you have successfully connected to *WebConnect*, the following TPX screen appears. Key your DataLink login ID after the Userid prompt. Your DataLink login ID will appear. Press the Enter or Tab button. Key your DataLink password after the Password prompt and press Enter. Your password will not appear. Your password must be at least six characters and a maximum of eight characters.

Enter DataLink ID
and Password.

OC://WebConnect Pro - Encrypted
_ □ ×

File Edit Settings Help

```

      0000000000000000 0000000000000000 0000000000 000000 000000
      000      000 000 000 000 0000 0000 00 00
      000      0 000 0 000 0000 000 00
      000      000      000      000 0000 000 00
      000      000000      000      000 0000 000000
      000      000 000      000      000 0000 0000
      000      000 000 00000000 000      0000000000 0000
      0000000000000000 000      000      00 000
      000      000      000      000 Rel. 5.0 00 000
      000      000      000      000      00 000
      000      000      0000      0000      000 00000
      000      000      0000000 0000000 0000000 0000000
      Copyright (C) 1984,1996 Computer Associates International, Inc.
      Userid:      (or LOGOFF)      14:39:03
      Password:      05/19/00
      New Password:  A14VLTBG
      Account:      3192-2
      Transfer:      SMRTTEST

      PF1=Help      PF3=Logoff
    
```

TN0061
14/020

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Figure 3-4. TPX Login Screen

Once you have successfully logged on to DataLink, the following screen appears. Notice your cursor is located on the Command line.

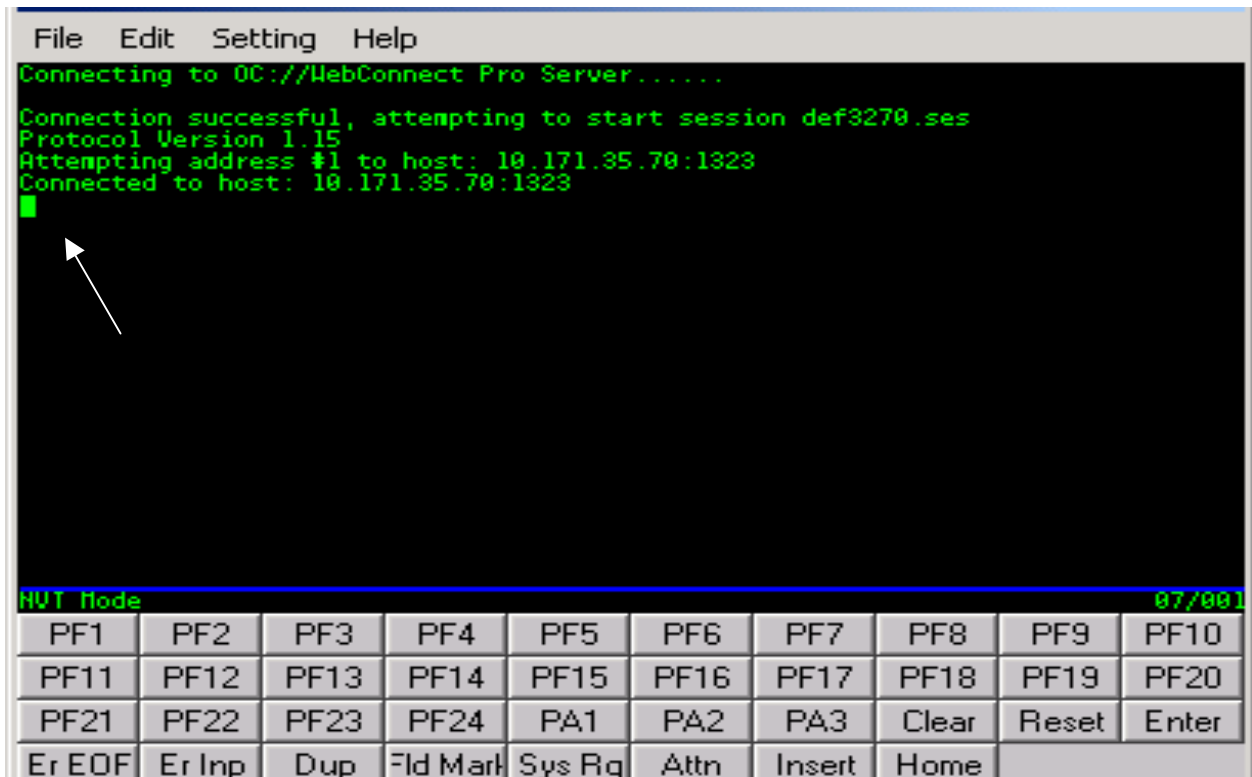


Figure 3-5. TPX Menu Screen

To move your cursor next to the CICS AE menu option, press Tab, the Home button on your keyboard or the Home button on your PF Keypad. Once your cursor is located next to the CICS AE menu option, press Enter.

Press Tab, the Home key or button to move your cursor to the CICS AE menu option.

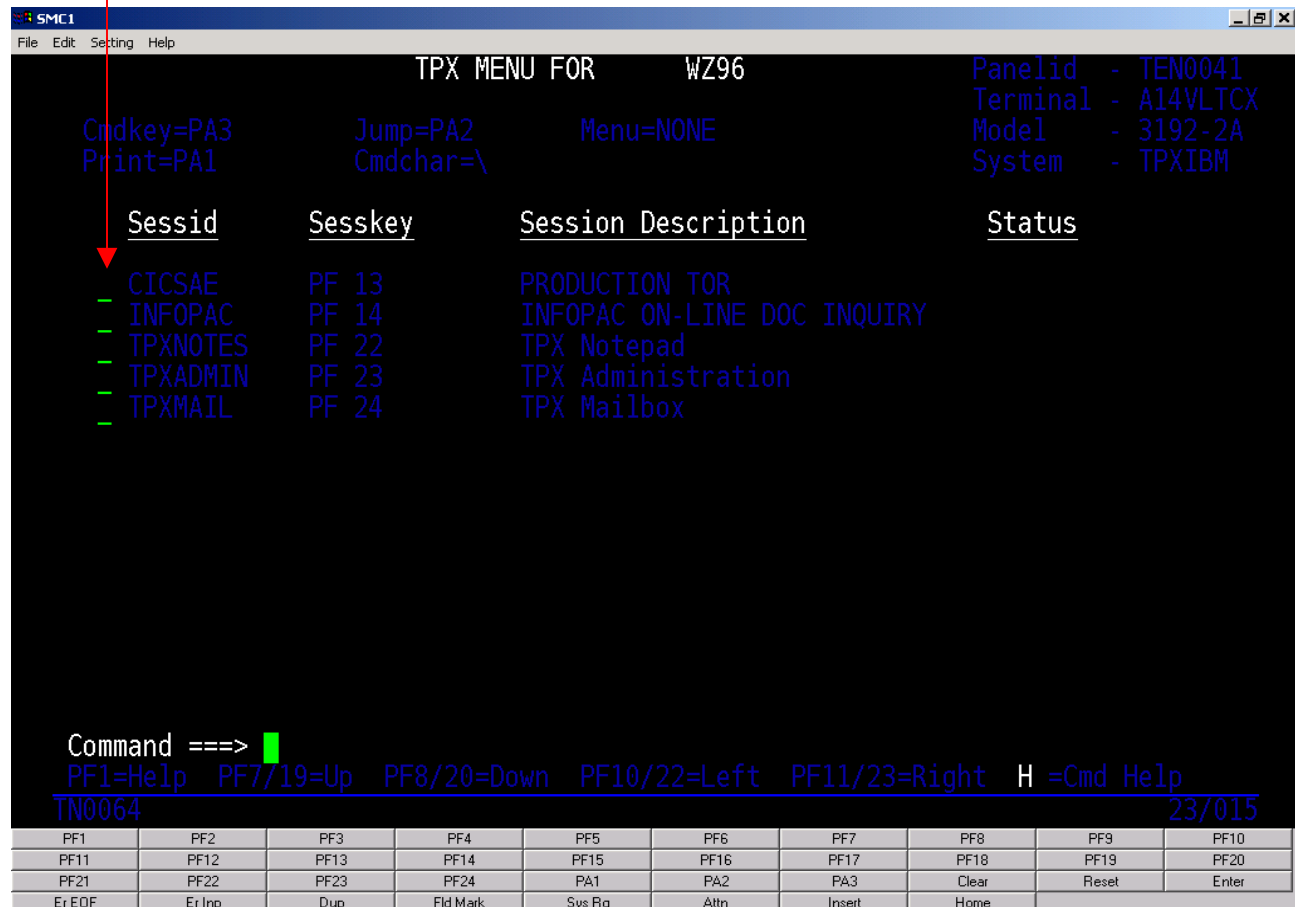
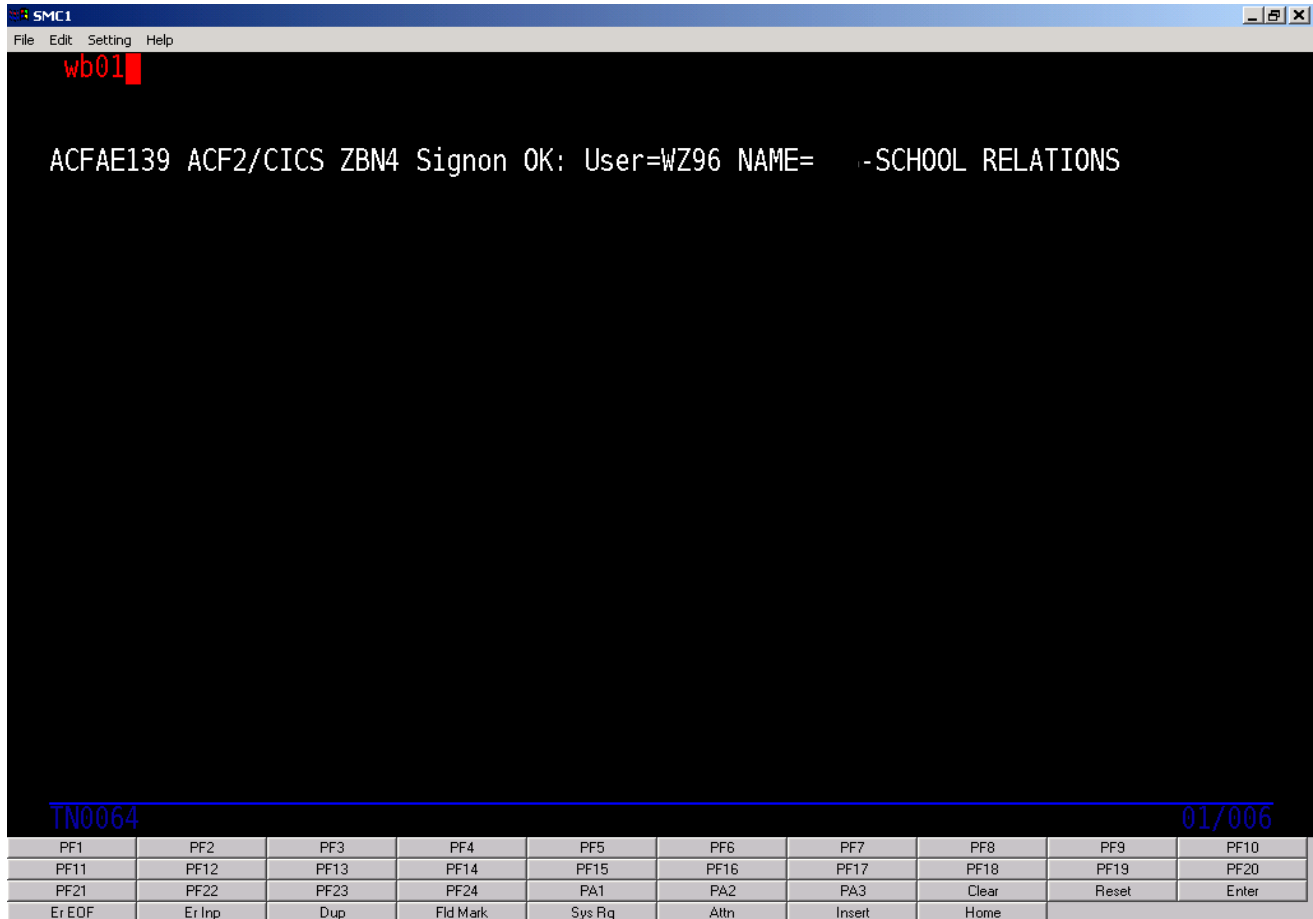


Figure 3-6. TPX Menu Screen

The following screen appears. Key WB01 (Letters W and B and Numbers 0 and 1). Press Enter.



wb01

ACFAE139 ACF2/CICS ZBN4 Signon OK: User=WZ96 NAME= -SCHOOL RELATIONS

TN0064 01/006

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Figure 3-7. Signing On Continuation Screen

The System Selection Menu appears. You may want to use your mouse to position the cursor. To activate your mouse, select the Setting menu option. Check the Cursor to Mouse option.

You may enter the borrower's account number, social security number, Program/Loan number, student ID, or name.

The Home button on your keyboard or PF keys will return you to the Option line.

SYSTEM SELECTION MENU

OPTION

ACCOUNT _____ SSN _____

PROGRAM _____ LOAN _____

NAME _____ STUDENT ID _____

BORROWER / LOAN PROCESSING MENU . BLP ADVANCES MENU ADV

NEW LOANS MENU NEWL REPROCESSING / CONV IMAGE MENU .. CIM

DATALINK-DISPATCH MENU MSGM PF KEY ASSIGNMENTS PFK

**

WELCOME TO CAMPUS PARTNERS DATALINK

**

FOR QUESTIONS REGARDING ON-LINE SERVICES, CALL THE WINSTON-SALEM HELP

DESK AT 800-458-4492 EXT 2111 FROM 7 AM TO 8 PM EDT MONDAY THROUGH

FRIDAY.

TN0064

01/063

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Figure 3-8. System Selection Menu

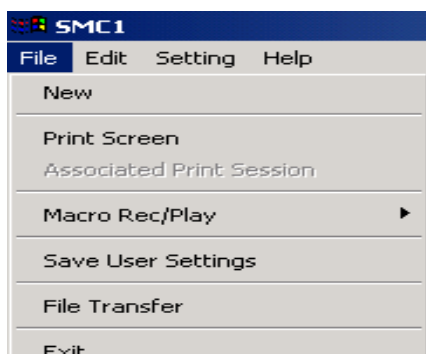
NOTE:

At this point, your screen functions and processing procedures are the same as logging on to DataLink. You should refer to your *On-Line Processing Manual* for additional processing procedures.

4. FEATURES OF *WebConnect*

File Menu Options

The following describes the features available under the File menu toolbar.



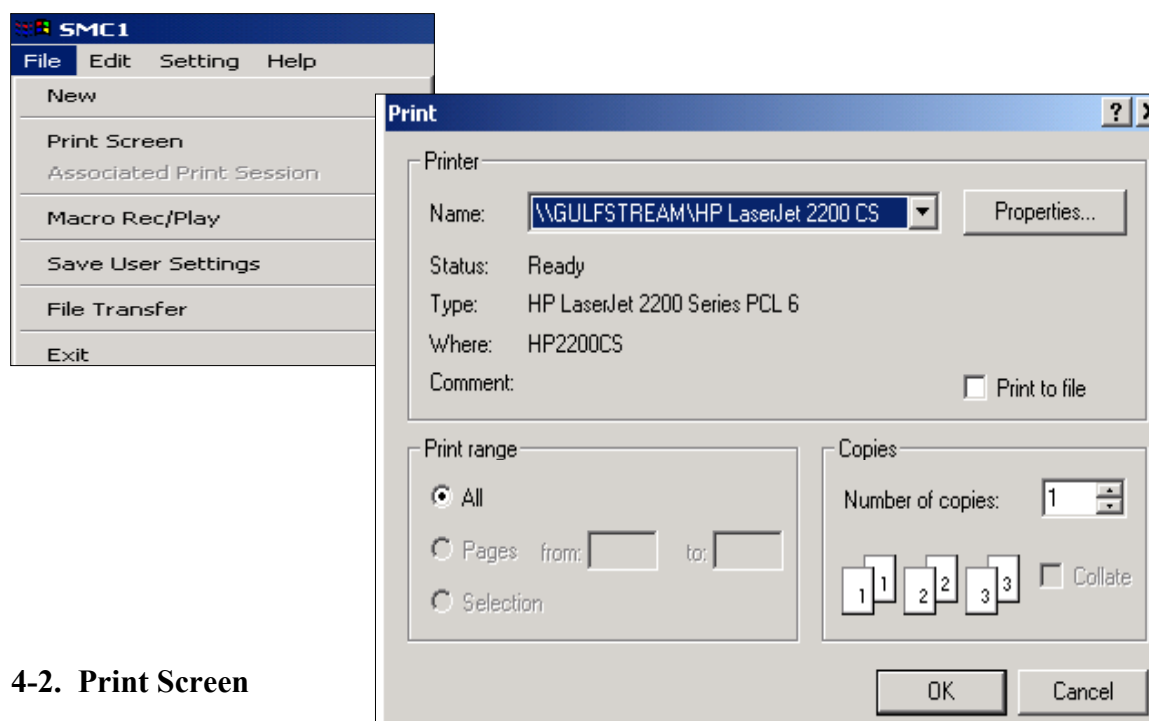
4-1. File Menu Options

New

Allows you to sign on to another TPX session.

Print Screen

The Print Screen option prints the information you are currently viewing on your screen. You may choose the printer you would like to use by using the drop down menu in the Printer dialog box. You may enter the number of copies you would like to print in the Copies dialog box. You may change printing options by selecting the Properties button. Select the Page Setup tab. You may change your paper size, paper source, and copy count. In addition, you may choose your paper orientation and the color appearance. Once you have made your selections, click the OK button. This will return you to the Print dialog box.



4-2. Print Screen

Macro Rec/Play

Keystrokes can be recorded as a macro to be played back later. Defined macros are saved locally or to the server, depending on the Save User Files setting option in user preferences. Select one of the following functions from the EmulationSession > File Menu:

- Recording a Macro
- Playing a Macro
- Saving a Macro File
- Deleting a Macro

Recording a Macro

1. From the menu bar, click File, then “Macro Rec/Play and Record Menu
2. In the Macro Name box, type the name for the new macro.
3. Click OK.
4. Type the key sequence desired for the macro.

Note: Do not use the clickpad while recording. Only keystrokes into the emulator screen are recorded, not mouse actions. For a list of the key mappings for AID keys, select Key Maps from the Help menu.

Playing a Macro

1. Select Play Macro from the Macro Rec/Play submenu. The Play Macro window opens.
2. Select the macro to be played from the drop-down list.
3. Click OK. The keystrokes previously recorded are played back.

Saving a Macro File: See the following steps to save a macro file to the server or desktop.

1. Select Save Macro File from the Macro Rec/Play submenu. The file containing all macros for your user ID is written to the server or desktop, overwriting any previous version of the file. A confirmation message will display.
2. Click OK. All of the macros in your file will be available the next time you start a session.

Deleting a Macro

1. Select Delete Macro from the Macro Rec/Play submenu. The Delete Macro window opens.
2. Select the macro to be deleted from the drop-down list.
3. Click OK. The macro is deleted.

Save User Settings Allows you to save Set Up for future use.

File Transfer Not supported at this time.

Exit

Allows you to terminate your *WebConnect* session. You will return to the opening page which is the blue blank page.

Edit Menu Options

The following describes the features available under the Edit menu toolbar.

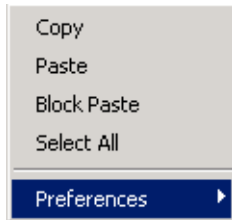


Figure 4-3. Edit Menu Options

Copy

Allows you to mark a stream of text and copy it to the system clipboard.

Paste

Allows you to paste text, in the system clipboard, to the emulation area or to any other clipboard-enabled window. For example, you may copy text from an emulation session and paste it to Microsoft Word.

Block Paste

Writes information from the clipboard in a block format.

Select All

Allows you to select the entire screen.

Preferences

Allows you to select Key Maps, Hot Spots, and Attributes

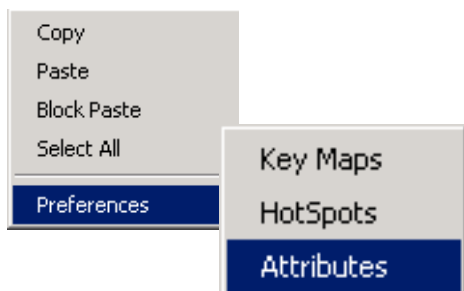


Figure 4-4. Preference Options

Key Maps

Follow these steps to map or remap keys:

1. Select Edit.Preferences> Key Maps from the menu.
2. Enter the key sequence to be mapped. The last key pressed highlights on the keyboard display, and the key sequence entered appears in the New Map Element text box.
3. Click the New Map button.

4. Choose the target(s) for the key from the buttons on the left column: Function, Character, String, or Macro.

Note: Key Mappings performed by your administrator (for example; through the administration 'Web page) are available to all users. Key mappings performed by individual users through the session applet menu are persistent between sessions, but only available to the user that entered the key mapping.

- Function—Select a function to be performed from the menu and click Accept.
- Character—Enter a character for mapping and click Accept.

Note: For 3270 session “Allow placement into numeric fields checkbox,” appears. Selecting this checkbox allows this character to be entered in a numeric field. This is the equivalent of holding down the shift key to enter non-numeric characters in a numeric field in a 3270 session.

- Strong—Enter a string for mapping and click Accept.
- Macro—Select a macro from the list and click Accept.

Any numbers of functions, characters, and strings can be mapped to key sequence.

5. When the key sequence mapping is complete, click Save to save the key mapping or Clear to start over. Repeat the previous steps to map another key sequence.
6. When finished, click Done to exit the applet.

Hot Spots

Not supported

Attributes

Follow these steps to edit your screen attributes and colors.

1. Select Edit from the menu
2. Select Preferences
3. Select Attributes

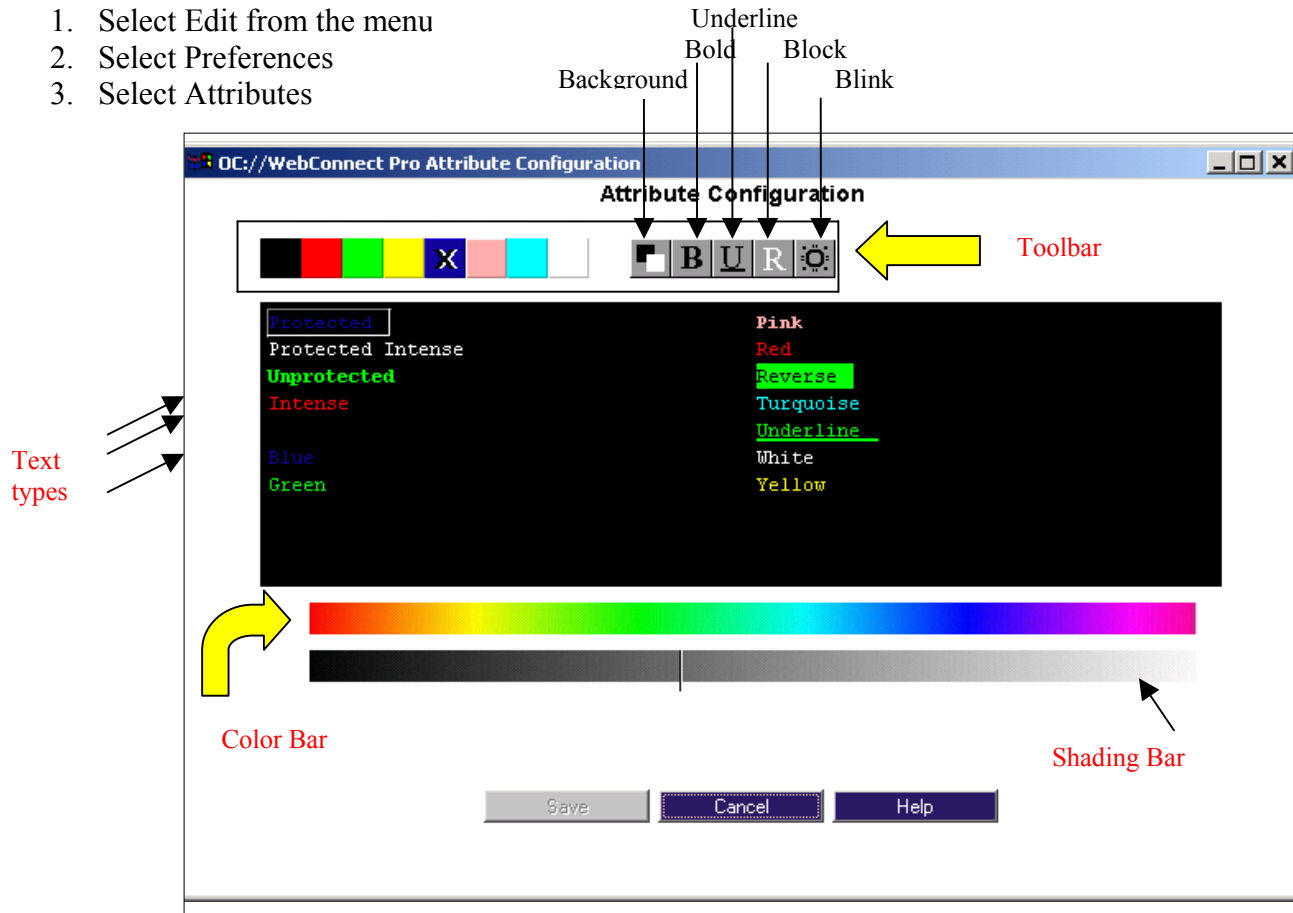


Figure 4-5. Attribute Configuration

4. The sample screen will appear.
 - a) To change background color
 - i. Select the background icon on the toolbar.
 - ii. Select color by clicking on a color on the color bar.
 - iii. Select shading by clicking on the shading bar.
 - iv. When the changes are complete, click “Save” in order to save the changes
 - b) To change font color
 - i. Choose the type of text you want to change by clicking on one of the following text types located on the screen’s left hand corner
 Protected: default color blue
 Protect intense: default color-white
 Unprotected: default color-green
 Intense: default color-red
 - ii. The selected color is marked with an “X” on the tool bar. Click on the desired color on the tool bar **OR** on the color bar.
 - iii. When the changes are complete, click “Save” to save the changes.

Settings Menu Options

The following describes the features available under the Settings menu toolbar.

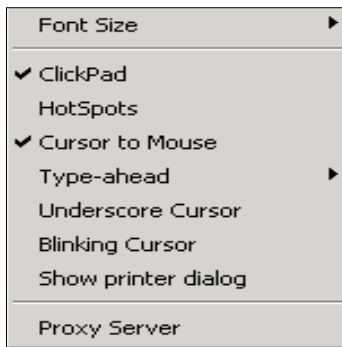


Figure 4-6. Settings Menu Options

Font Size

You may choose a smaller or larger font size. The font size ranges from 7 to 24 point. By default, the font size is set to AutoFont which is size 12.

ClickPad

While your session is running, you may use this menu option to display or hide the ClickPad or your PF keys. When ClickPad is selected, your PF keys are displayed at the bottom of your screen.



Figure 4-7. PF Keys Displayed

Refer to your *On-Line Processing Manual* on how to assign PF Keys.

When ClickPad is not selected, your PF keys are not displayed at the bottom of your screen.

```

SMC1
File Edit Setting Help

TPX MENU FOR WZ96

Cmdkey=PA3      Jump=PA2      Menu=NONE      Panelid - TEN0041
Print=PA1       Cmdchar=\    Model - 3192-2A
System - TPXIBM

  Sessid      Sesskey      Session Description      Status
- CICS AE     PF 13      PRODUCTION TOR
- INFO PAC    PF 14      INFO PAC ON-LINE DOC INQUIRY
- TPX NOTES   PF 22      TPX Notepad
- TPX ADMIN   PF 23      TPX Administration
- TPX MAIL    PF 24      TPX Mailbox

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
TN0064 23/015
  
```

Figure 4-8. PF Keys Not Displayed

Hot Spots

Not supported at this time.

Cursor to Mouse

This option allows you to use your mouse to position the cursor.

Type-ahead

This option allows you to type information before the cursor is at the designated field.

Underscore Cursor

This option allows you to toggle the cursor from block mode to underscore or from underscore to block mode.

Blinking Cursor

This option allows you to toggle the cursor from blinking to non-blinking or from non-blinking to blinking.

Show Printer Dialogue

Not supported at this time

Proxy Server

Not supported at this time

Help Menu Options

The following describes the features available under the Help menu toolbar.

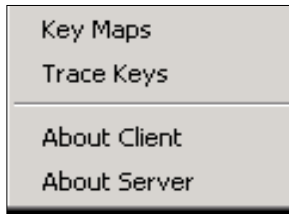


Figure 4-9. Help Menu Options

Key Maps

See pages 14-15 in this manual.

Trace Keys

Not supported at this time.

About Client

Displays the applet type and version number. Select the OK button to return to your session.

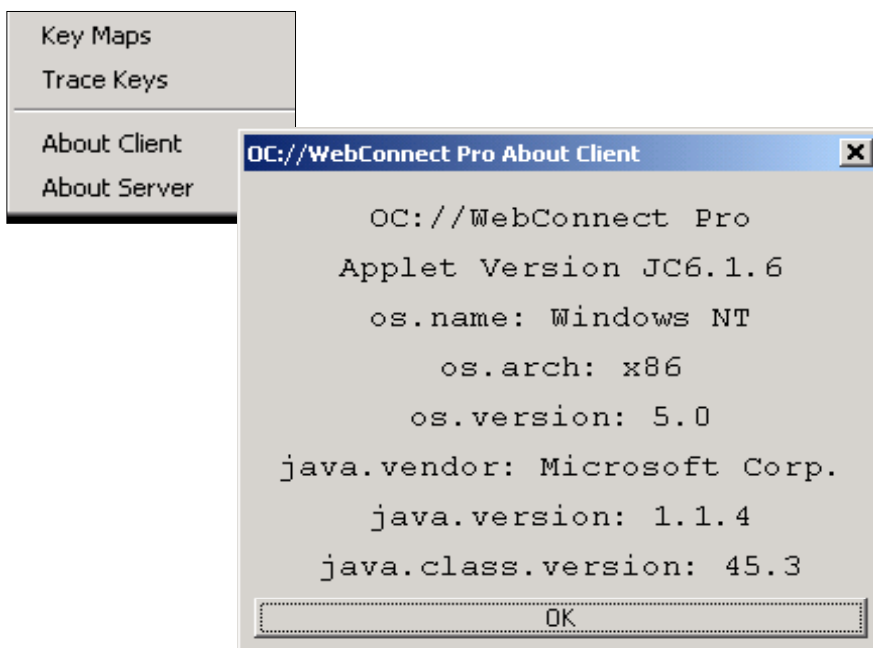


Figure 4-10. About Client Screen

About Server

Displays the server, session, security, and connection information regarding *WebConnect*. Select the OK button to return to your session.

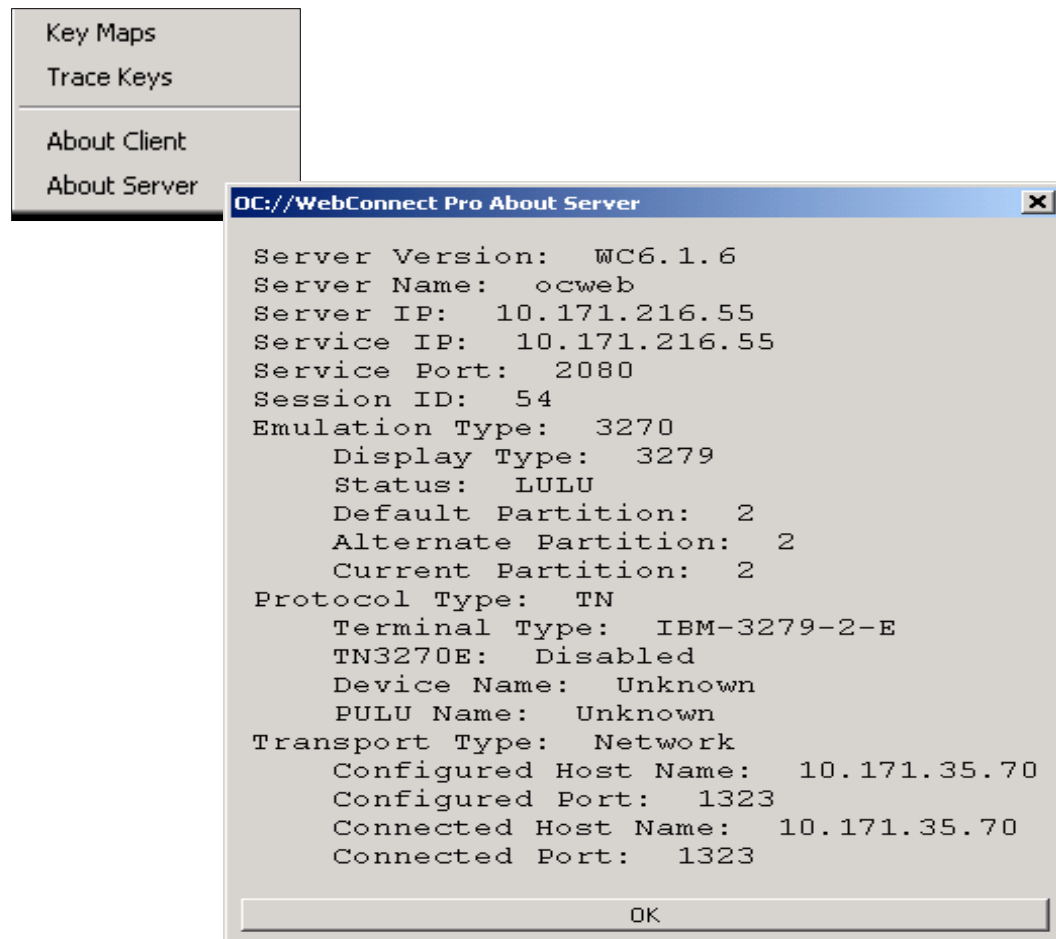


Figure 4-11. About Server Screen

5. HELPFUL HINTS

NEW! CHANGE YOUR BACKGROUND COLOR AND FONT ATTRIBUTES

For more information on these enhancements, please see p. 16 of this manual.

HELP SCREEN

If you have questions regarding a particular screen, and the on-line functions which can be performed on that screen, the HELP-Information screen is available. It provides instructions describing the screen for which HELP is requested. To access the screen, key HELP in the option field and press Enter.

RET will automatically appear in the option after you have reviewed all the HELP information. When you press Enter, the system will return you to the previous on-line screen.

PF KEY ASSIGNMENTS

You may assign functions to your PF keys. After you have assigned your PF keys to perform a specific function, such as back or forward, your F keys on your keyboard will perform the same function.

To assign functions to your PF keys, key PFK in the option field and press Enter. Tab to each PF space and assign an Option. Press a PF key to perform the function.

NOTE:

PF1 is not updateable. Other PF keys may not be updateable based on your equipment.

The following is an overview of the PF keys:

PF1 - Not updateable.

PF2 – PF12 - You may assign functions for these keys to perform specific commands. Your F keys on your keyboard will have the same function as the values assigned the PF keys. Some screens you may want to assign to a PF key include MAIN, HALL, BOR, and ADVA.

PF13 – PF24 - These PF keys are not updateable and should not be used.

PA1 – PA2 - Not updateable.

Clear - This tab will return you to the Systems Selection Menu, as shown in Figure 3-8.

Enter - Updates commands entered in the Option field on DataLink screens.

ErEof - Erase key.

ErInp - Erases borrower input. Allows you to enter information on a new borrower on a blank screen.

Attn - Returns you to the TPX screen, as shown in Figure 3-6.

Insert - Allows text to be inserted.

Home - On most DataLink screens, this function will place the cursor in the Option field. On the TPX screen, this function places the cursor beside the CICS AE menu option.

You should refer to your *On-Line Processing Manual* for additional processing procedures.

CREATING SHORTCUTS

You may create a shortcut to *WebConnect* on your Desktop using Microsoft Internet Explorer or Netscape Navigator.

Using Microsoft Internet Explorer

After connecting to the *WebConnect* Web site, select the File on the Menu Toolbar. Scroll down to the Send option and select the Shortcut to Desktop option.

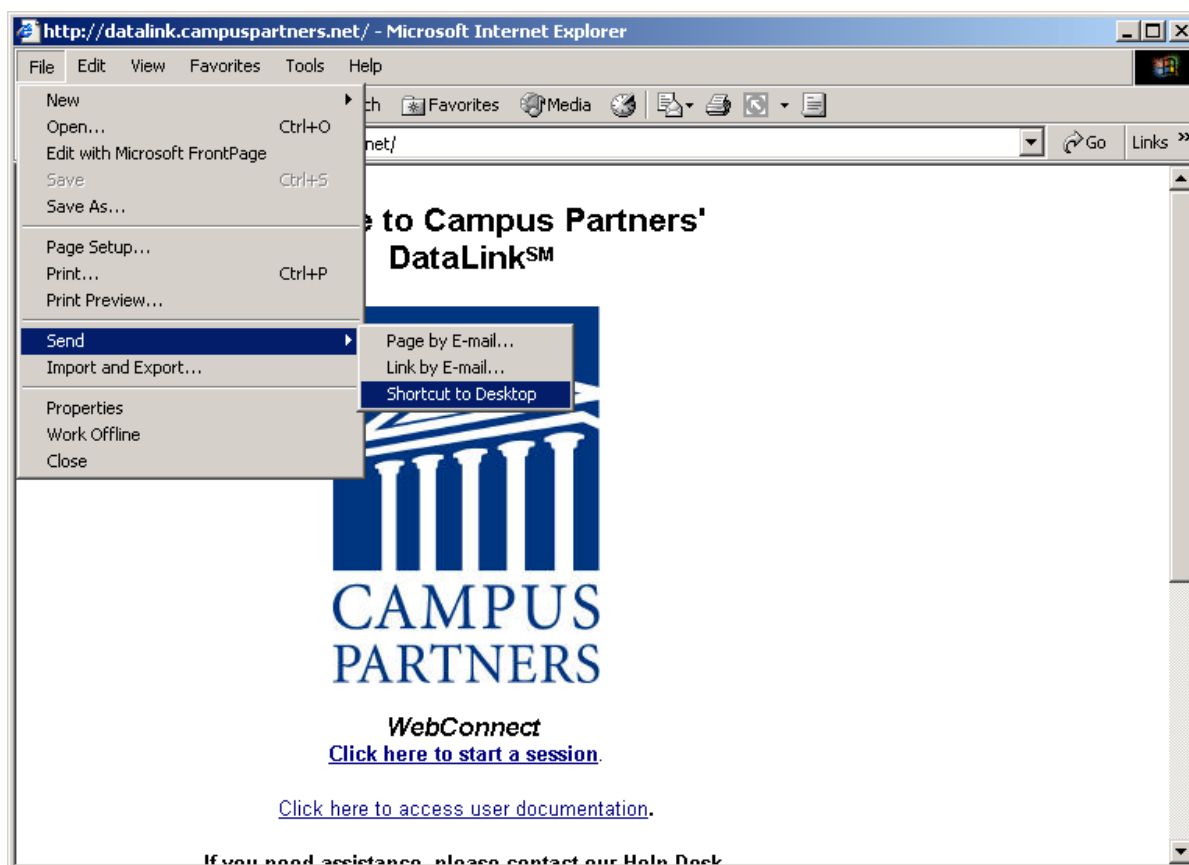


Figure 5-1. Shortcut To Desktop (Microsoft Internet Explorer)

To view your shortcut, minimize the Internet browser window. The following *WebConnect – Sessions* is displayed on your Desktop.



Figure 5-2. Shortcut Key

Using Netscape Navigator

After connecting to the *WebConnect* Web site, right click your mouse and follow the instructions for creating a short cut.

If you have any problems creating a short cut, please contact your Customer Service Representative.