**Nelnet Start of Term Reminders**

There are 3 things that have to be done for starting a new term:

1. When you get ready to start the new term for RTS, make sure that you update the GTVSDAX entry for the ZXRBACM – Balance Compare process. If you do not, then your balance changes could be incorrect or might now flow over. This can be found in the B9\_ZXRBACM documentation.pdf). At the bottom of page one is the example. The only thing that will change here is the term code. You will change it to your current banner term code/current Nelnet processing term code.

Make sure that you setup an entry in GTVSDAX that looks EXACTLY like the entry below.

This Code entry MUST BE UPDATED each semester with the CURRENT BANNER TERM CODE in order for this process to work correctly.



**This Code entry MUST BE UPDATED each semester with the CURRENT BANNER TERM CODE in order for this process to work correctly.**

1. Don’t forget to setup the new term in the RTS SSO Gateway and make it active. This allows the Pay By Payment Plan with Nelnet button to appear on the RTS payment page in banner self-service for your students. (RTS\_SSO\_Gateway\_Configuration.pdf). Setup for this begins on the bottom of page 5 Configure Term Support.

**Configure Term Support**

On the same page, verify that **Term Support** is set to LOCAL. (If not, then select **LOCAL** from the drop-down menu and click **Update External Application**.)



To configure the terms to be active for Nelnet term-based single sign-on, scroll down to the Terms section and click **+Add Term**.



Enter the **Term Code**, **Name** and **Description** for the term and click **Add**.



Repeat this process for all terms you want to be active for Nelnet term-based single sign-on. (To remove a term, click the **Delete** button to the left of the Term in the list of terms.)

1. Make sure that you have entered/enabled the new term in RTS Manager (the one that controls the Pay By Credit and Pay by Check buttons). If the term is not enabled here, the student cannot choose that as a payment term in the RTS portion.



1. Also contact Nelnet and make sure they have activated the term on their side. If so, you are going to contact a student and ask them to try again.