

September 2022

RE: EDEExpress for Windows 2023-2024, Release 1.0

Dear EDEExpress Users:

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2023-2024, Release 1.0. This is the initial EDEExpress software release for the 2023-2024 award cycle and includes the Application Processing and Packaging modules, as well as Global functionality such as Security setup, Document Tracking, and User Database.

About this Cover Letter

This letter includes the following information:

- Overview of EDEExpress 2023-2024, Release 1.0
- Login information for EDEExpress 2023-2024
- Product Registration Information
- A list of 2023-2024 enhancements available in Release 1.0
- Enrollment instructions for FAA Access to CPS Online
- Release 1.0 software and user documentation download instructions
- Microsoft Windows compatibility and Section 508 compliance notices
- Contact information for technical support and additional assistance

Important Note for Packaging Users: See the note under the Packaging section later in this letter for important information regarding the Federal Pell Grant (Pell Grant) award limits in the EDEExpress 2023-2024 Release 1.0 Packaging module.

EDEExpress 2023-2024, Release 1.0

EDEExpress 2023-2024, Release 1.0 consists of two software modules:

- Application Processing
- Packaging

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup and entry, and User Database setup and entry, is added during any installation of EDEExpress. Release 1.0 also includes setup, entry, import, and printing functionality for the College Financing Plan (previously called the Financial Aid Shopping Sheet).

Release 1.0 does not overwrite your EDEExpress databases from prior cycles; instead, it creates a new database specific to 2023-2024 data. You can pull forward certain EDEExpress 2022-2023 data elements for use in 2023-2024, including setup parameters, student demographic data, and user-defined data fields, using the Prior Year Import feature.

Logging into EExpress 2023-2024

When you first access EExpress 2023-2024 after installation, the default User ID is SYSADMIN and the default password is **\$y\$tem Adm1n**. Be sure to include the space between **\$y\$tem** and **Adm1n** (the two parts of the default password).

After you enter the default user ID and password, EExpress requires that you immediately define a new password for the SYSADMIN. EExpress passwords must be a minimum of 12 characters in length and must include at least one uppercase letter, one lowercase letter, one number, and one keyboard character that is not a letter or number (such as an exclamation mark or other punctuation symbol). You can adjust the minimum password length and other requirements in the Password Setup dialog box (**Tools, Setup, Global, Password Setup**).

The SYSADMIN user ID provides access to critical administrative functions only in order to limit its use for routine software tasks and improve your ability to trace actions taken in the software to specific users. EExpress administrators at your school should create unique user IDs in Security Users setup with the necessary access (based on the associated Security Group) and log into the software under those IDs for most software tasks they perform.

For more information on security setup, see EExpress Help in the software and the *EExpress for Windows 2023-2024, Release 1.0 Desk Reference*, which is available for download from the [Software and Other Tools](#) page of the Knowledge Center at FSA Partner Connect Web site, located at <https://fsapartners.ed.gov/knowledge-center>.

Product Registration

EExpress 2023-2024 includes a limited-time voluntary product registration feature intended to assist with future planning and enhancements. This feature is designed to be a quick and easy process requiring minimal time and effort for your staff, particularly if you are a returning EExpress user and you opt to take advantage of the auto-fill option (see separate sub-section below).

The product registration process contains questions about EExpress modules and specific functionality you currently use and your student population size. It also asks for your feedback and recommendations for EExpress, and gathers data on whether (or how) you use EExpress in combination with other systems in order to better understand your needs as a user. After you have completed registration, you can submit your registration response to Federal Student Aid and complete the process.

Access to the product registration is limited to one EExpress user at any given time. If you are a multi-campus school using a shared EExpress database, we recommend you limit your response to the main campus user to avoid duplicate or conflicting feedback.

The Startup Information pane will display reminder messages reminding you to complete and submit your voluntary product registration responses by the **September 15, 2023** deadline. You (and other users defined in your EDEExpress database) are prompted to complete the product registration process each time EDEExpress 2023-2024 is accessed (in Release 1.0, Release 2.0, and any potential subsequent releases) prior to the deadline unless a response has already been submitted. EDEExpress automatically removes the product registration prompt from the Startup Information pane if your PC's system date is after September 15, 2023.

See the specific sections below for more information on completing the Product Registration process:

Accessing Product Registration

To access the product registration feature, click **Fill Out** in the Startup Information pane of the EDEExpress Desktop. The pane will display reminders to complete and submit your complete product registration responses by the deadline.

Auto-Fill Option

The product registration process for EDEExpress 2023-2024 includes functionality that gathers information about your EDEExpress use by directly accessing and analyzing EDEExpress databases on your PC for the current and, optionally, previous cycles. This information automatically pre-populates responses for the product registration, saving you research and entry time.

To take advantage of this automatic update option, select **Yes, I'd like to have the system pre-populate some of the product registration answers** on the initial Welcome page. To include data about your EDEExpress 2022-2023 use in addition to 2023-2024, identify the location of your EDEExpress 2022-2023 database (expres23.accdb) in the **File** field provided before clicking **Next** to proceed with the process.

EDEExpress highlights information transferred to the product registration from your current and prior-year databases in blue. You can manually edit this transferred information as needed. The blue highlighting is removed from fields updated by the automatic process and then edited by an EDEExpress user subsequently after navigating away from and back to the page in question.

The automatic update process can only be used once per EDEExpress 2023-2024 database.

Entering and Saving Product Registration Responses

The next section of the product registration is comprised of several pages of general questions about your school, your student population, your general use of EDEExpress, and your overall level of satisfaction with EDEExpress, and captures any suggestions or recommendations for future enhancements.

The subsequent sections of the product registration ask about the specific EDEExpress modules you use, which functions you use in each module, and your technical environment. You are presented with individual pages with questions specific to the Global, Application Processing and Packaging, Direct Loan, Pell, and TEACH Grant modules, followed by a page asking about your EDEExpress installation, your operating system, and whether you use EDEExpress in combination with an external system.

At any time during completion of the product registration, you can save your progress and exit the process by clicking **Save** at the bottom of the screen. EDEExpress stores your progress and returns you to the same location in the product registration the next time you access it. You can also click **Close** to exit the product registration process without saving. Use the **Back** and **Next** buttons to navigate to previous or subsequent pages in the process.

Note: If you complete the automatic update process, some questions may already be completed for you and highlighted in blue, indicating they were updated based on information in your current or prior-year EDEExpress database.

Bypassing Product Registration

Although Federal Student Aid is eager to hear your feedback and learn more about how your school or institution uses EDEExpress, your participation in the product registration process is optional. If you prefer not to complete the product registration, you can disregard messages regarding product registration that appear in the Startup Information pane prior to the 9/15/2023 submission deadline. The product registration process, if incomplete, will initiate each time you start the EDEExpress 2023-2024 software if more than 30 days have elapsed since installation, and you will need to close it manually.

Alternatively, the Welcome page of the product registration process includes an option to bypass entry and submission of your responses and indicate to Federal Student Aid that you are not participating. On the Welcome page, select **I would not like to provide feedback to be used to improve the product** and click **Next**. A page will display asking you to verify that you do not want to complete the product registration. You can click **Submit** on this page to send a blank response to Federal Student Aid or you can click the **Click Here** link to return to the Welcome page and choose a different option for completing the process.

Product Registration Completion and Submission

An interactive summary report is displayed at the end of the product registration process, prior to the final submission step. You can click sections of the report to return to specific questions and revise your answers. If you are satisfied with all your responses, click **Submit** to send your product registration information to Federal Student Aid using the e-mail client on your PC.

Release 1.0 Enhancements

The following product enhancements have been incorporated into EDEExpress 2023-2024, Release 1.0.

General

- **Updated Cycle References and Message Classes** – We updated software labels, help system topics, reports, and other functionality throughout EDEExpress to reference the 2023-2024 cycle. Message classes with cycle indicators are also updated for 2023-2024 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EDEExpress.
Note: For more information regarding message classes used by the CPS in 2023-2024, see the Processing Codes section of the *2023-2024 Electronic Data Exchange (EDE) Technical Reference*, available on the Knowledge Center Web site.
- **Updated EDEExpress Icon and Splash Screen Color to Match 2023-2024 FAFSA** – The EDEExpress software’s Windows icon and splash screen (which is displayed when you first start the software) have been color-coded yellow to match the 2023-2024 Free Application for Federal Student Aid (FAFSA®) form.
- **Switch User Login Option Added for System Administrators** – If you are logged into EDEExpress using the SYSADMIN user ID, you can now switch to a different user ID without exiting and restarting the software. Click the **Switch User** option under the File menu to initiate the Login dialog box and log into EDEExpress using a different User ID than SYSADMIN.
- **Refresh Option Added to Queries, Pending Imports Panes of EDEExpress Desktop** – We added a Refresh button to the Pending Imports and Queries panes of the EDEExpress Desktop, enabling you to instantly refresh the information displayed in each pane.

Application Processing

The following enhancements are available in the EDEExpress Application Processing module in Release 1.0:

- **Incarcerated Applicant Flag Added to ISIR** – Beginning in 2023-2024, we created a separate version of the paper FAFSA for incarcerated applicants, which must be mailed to a separate P.O. Box. You can also submit the FAFSA on behalf of incarcerated students using the FAA Access to CPS Online Web site. To assist you in identifying incarcerated students, we added a new ISIR field labeled as the Incarcerated Applicant Flag. This new field is displayed on the ISIR Review tab and in the Browse dialog box, is available to print on the ISIR in EDEExpress, and can be selected in Queries and File Formats setup.

- **NSLDS TEACH Grant Award Information Added to ISIR** – We updated the NSLDS information provided in the ISIR to include three new fields that can help you determine the status of a student’s TEACH Grant award: the TEACH Grant Discharge, TEACH Grant Discharge Amount, and TEACH Grant Adjusted Disbursement fields. All three data elements print on ISIR and NSLDS reports and are displayed in the NSLDS information dialog box (**View, NSLDS**).

Note: For more information on updates to the 2023-2024 ISIR, see the *2023-2023 Summary of Changes for the Application Processing System Guide*, which is available on the Knowledge Center Web site.

Packaging

While no major changes have been made to the EDEXpress Packaging module for 2023-2024, note the following considerations when using Release 1.0:

Federal Pell Grant Award Limits in Release 1.0 Packaging

At this time, the U.S. Department of Education’s (ED’s) Fiscal Year 2023 Appropriation has not been approved. Therefore, the Federal Pell Grant Payment and Disbursement Schedule used by the Release 1.0 Packaging module is based on the 2022-2023 Pell Grant payment and disbursement schedules in Dear Colleague Letter GEN-22-04, posted on March 24, 2022 to the Knowledge Center Web site.

After ED’s Fiscal Year 2023 Appropriation is finalized, we will update the Pell Grant Payment Schedule, if necessary, through a future release of EDEXpress. If you use the EDEXpress Packaging module to award Pell Grants, you may want to wait until it is known if the Pell Payment Schedule changes.

Discontinuation of Subsidized Loan Eligibility for Graduate/Professional Students

As a result of the Budget Control Act of 2011, SEC. 502, Direct Subsidized Loans cannot be awarded to graduate and professional students (college grade level 6 and 7) if the loan period begins on or after July 1, 2012. We have not modified EDEXpress to accommodate this legislative change, so we recommend that you adjust your Packaging setup accordingly to ensure you are taking this requirement into account.

There are several possible approaches you can take in Packaging setup to prevent the package process from awarding subsidized loans to graduate or professional students, including the use of queries in Fund Maintenance or Award Methodology setup.

For more guidance on how you can modify Packaging setup to address this legislative change, see the [January 11, 2012 electronic announcement](#) posted to the Knowledge Center Web site.

Enrollment for FAA Access to CPS Online

To ensure your school can take full advantage of the EDEXpress 2023-2024 interface with the FAA Access to CPS Online Web site, the Primary Destination Point Administrator (DPA) of the TG number used to send and receive FAFSA and ISIR correction data should verify your enrollment status.

- If your school is enrolled for 2022-2023, your enrollment status rolls over to 2023-2024.
- Your school's Primary DPA must actively confirm the FAA Access to CPS Online services and users associated with your school's TG number on a periodic basis. Monitor the Knowledge Center Web site and e-mail notifications you may receive from Federal Student Aid for announcements on when you need to confirm services and users on behalf of your school.
- If your school is not enrolled, your school's Primary DPA can complete the enrollment for FAA Access to CPS Online site services for your school through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at fsawebenroll.ed.gov.
- A Federal Student Aid User of Electronic Services Statement must be printed by the Primary DPA and signed by new users of the FAA Access to CPS Online site. While you do not mail the statements to Federal Student Aid's Participation Management system, you must retain signed copies at your school.

All Primary DPAs and other FAA Access users at your school can obtain their FSA User IDs (if they have not already done so) by completing the FSA User ID enrollment process. For more detailed information on the FSA User ID creation process, see the [April 6, 2009 Electronic Announcement](#) posted on the Knowledge Center site.

You can enter your TG Number, School Code, and Application Save/Restore Password (used for initial applications only) in EDEExpress FAA Access setup (**Tools, Setup, Global, FAA Access**) or enter them each time you connect to FAA Access to CPS Online through the FAFSA and Student Inquiry tabs in EDEExpress. You will be prompted separately for your FSA User ID and password, which are not stored in the EDEExpress database and must be provided each time you log in to FAA Access to CPS Online.

How to Get EDEExpress and Documentation

You can download Release 1.0 and related user documentation from the [Software and Other Tools](#) page of the Knowledge Center at FSA Partner Connect Web site, located at fsapartners.ed.gov/knowledge-center.

EDEExpress Software

Instructions for downloading EDEExpress are located in the "Downloading Documentation and Software from the Knowledge Center Web Site" section of the *Installation Guide for EDEExpress for Windows 2023-2024*.

Note: Some organizations restrict their employees from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

User Documentation

The most recent versions of user documentation can be downloaded from the Knowledge Center Web site. These documents include:

- EDEExpress for Windows 2023-2024 Installation Guide
- EDEExpress for Windows 2023-2024, Release 1.0 Desk Reference
- Technical References

The 2023-2024 versions of the *EDE Technical Reference* and the *EDEExpress Packaging Technical Reference* provide technical guidance and record layouts for schools or other organizations that need to interface local software or mainframe systems with EDEExpress 2023-2024. The *EDEExpress Packaging Technical Reference* also contains worksheets you can use to help plan and implement your Packaging module setup in EDEExpress 2023-2024.

Compatibility and Compliance

Microsoft Windows Information

EDEExpress 2023-2024 is supported currently for the Microsoft Windows 8.1 and Windows 10 operating systems only. For more information on minimal and optimal system recommendations, see the *EDEExpress 2023-2024 Installation Guide* and the [August 27, 2020 electronic announcement](#) posted to the Knowledge Center Web site.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, all EDESuite PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields. To accommodate this restriction, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.
- All software fields that are shaded blue after a previously saved value has been modified also display a “-C” after the software label. The “-C” text indicates the field has been changed.

Getting Help

If You Have Technical Support Questions

If you have questions regarding EDEExpress installation or functionality or require other technical assistance, please contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support Monday through Friday, 8 a.m. – 8 p.m. (ET), at **800/330-5947**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov.

You can also post questions regarding EDEExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.