

# FSA FMS System Access Request Instructions

All users of the Financial Management System are required to submit updated security forms annually to the U.S. Department of Education, Office of Federal Student Aid. The forms located on the FSA Knowledge Center should be reviewed and completed as indicated below.

**Important note to Federal Loan Servicers:** Please wait to submit your FMS User Account Request Package until you have obtained the following items: Federal Student Aid network account (ed.gov email) and US Department of Education PIV card/USAccess PIV card.

Please read and complete all appropriate sections of the User Account Request Form (UARF). Return the completed forms to the specified FMS organization noted in the instructions within the user access request package.

Please read the Security Awareness Training presentation carefully and comply with the requirements it contains. Focus your attention to information related to password protection, incident reporting, security of sensitive data, and the security contacts. To acknowledge you have reviewed the Security Awareness Training, review and sign the Security Awareness Completion Declaration on page 26 of the User Access Request Form.

All signed and completed UARF forms should be returned through email attachment to [FMS.Operations@ed.gov](mailto:FMS.Operations@ed.gov).

Please reference the 'FMS Role Catalog' for a listing of role names, descriptions, and applicable user types. If you need assistance in determining the correct roles to request, please contact [FMS.Operations@ed.gov](mailto:FMS.Operations@ed.gov).

If you have any questions about these materials or if you have any security-related concerns, please don't hesitate to contact the FMS Help Desk at 1-800-433-7327, Option 1 or e-mail [FMS.Operations@ed.gov](mailto:FMS.Operations@ed.gov).

Note: If you do not have the ability to complete a PDF form, please contact [FMS.Operations@ed.gov](mailto:FMS.Operations@ed.gov) for assistance.