

March 2024

## **RE: EDEExpress for Windows 2024-2025, Release 1.0**

Dear EDEExpress Users:

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2024–25, Release 1.0. This is the initial EDEExpress software release for the 2024–25 award cycle and includes the Application Processing and Packaging modules, as well as Global functionality such as Security setup, Document Tracking, and User Database.

**New for 2024–25!** Release 1.0 introduces a redesigned user interface that enables you to access critical information more quickly and work more efficiently within and across modules. For more information about redesigned functionality and additional enhancements, see the “EDEExpress Redesign Overview” and “Release 1.0 Enhancements” sections in this cover letter.

### **About this Cover Letter**

This letter includes the following information:

- Overview of EDEExpress 2024–25, Release 1.0
- Login information for EDEExpress 2024–25
- EDEExpress redesign overview
- A list of additional 2024–25 enhancements available in Release 1.0
- Product Registration Information
- Important notice regarding FAFSA Partner Portal (FPP) website interface
- 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

### **EDEExpress 2024–25, Release 1.0**

EDEExpress 2024–25, 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.

Release 1.0 does not overwrite your EDEExpress databases from prior cycles; instead, it creates a new database specific to 2024–25 data. You can pull forward certain EDEExpress 2023–24 data elements for use in 2024–25, including setup parameters, student demographic data, and user-defined data fields, using the Prior Year Import feature.

## Logging into EDEExpress 2024–25

When you first access EDEExpress 2024–25 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, EDEExpress requires that you immediately define a new password for the SYSADMIN. EDEExpress 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. EDEExpress 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 EDEExpress Help in the software and the *EDEExpress for Windows 2024–25, Release 1.0 Desk Reference*, which is available for download from the [Software and Other Tools](https://fsapartners.ed.gov/knowledge-center) page of the Knowledge Center at FSA Partner Connect Web site, located at <https://fsapartners.ed.gov/knowledge-center>.

## EDEExpress Redesign Overview

EDEExpress 2024–25 introduces a redesigned user interface that enables you to access critical information more quickly and work more efficiently within and across modules. This modernized, student-centric interface retains the main EDEExpress “desktop” screen of prior versions while introducing new navigation menus and options on the top, left, and bottom portions of the screen that provide quick access to key features and functions.

Within open student records, we streamlined the entry process by replacing module-specific “tabs” with a single Manual Entry screen, within which you can quickly shift between different module-specific records (such as demographic, ISIR, Packaging, and loan/grant records). Where possible, we integrated fields from previously separate dialog boxes and menu options into the primary entry screens, delivering more easily accessible and comprehensive information in fewer mouse clicks.

Other key features implemented in Release 1.0 as part of the redesign include:

- **Redesigned EDEExpress Desktop** – The EDEExpress Desktop is a navigation tool that works in conjunction with the top menu bar and left navigation bar to provide quick and easy access to frequently used functionality and critical information while working outside student records. Based on the redesign, the three sections of the EDEExpress Desktop are **Query**, **Startup Notifications**, and **What’s New**. You can designate any of the three as the primary top section with wider margins by clicking the **plus sign (+)** in the top right corner of the section.

- **Left Navigation Bar** – We added a vertical navigation bar on the left side of the main EDEExpress screen that provides quick access to key features and functionality, student records for all modules, and other convenient shortcuts. Click one of the buttons to expand the primary menu items, which consist of entry screens (such as the Demographic or Awards screen) broken out by sections, reports and other informational screens (such as the ISIR and ISIR Review screens), and shortcuts to major functions such as import, export, print, and setup.
- **Bottom Control Bar** – We added a control bar to the bottom of the main EDEExpress screen when student records are open that provides quick access to key functions (such as save, close, and print), Global features applicable across modules (User Database, Document Tracking, Notes entry), and module-specific functions such as Package, Unpackage, and Repackage.
- **Expanded Options for Opening Single/Multiple Student Records** – We expanded the options for opening single or multiple existing student records in EDEExpress. In addition to the Search field on the top menu bar where you can open records by name or Social Security Number (SSN), we added a new Select Student screen with options for opening single or multiple records including by query, record type, or recently viewed records. You can also continue to open student records from the Browse option or the Query section of the EDEExpress Desktop.
- **“Pop-out” Windows** – When working in a student record, you can now click a button in the banner bar at the top of the window to open the current student record screen in a separate window (or to close a separate window you already have open). This enables you to edit and save two different sections of the student’s record, which can be helpful if you need to enter or adjust values on one screen to satisfy data edits on another screen. You can have a maximum of two student entry screens open at the same time.
- **Save Updates Across Records** – When working within a student record, you can now move from screen to screen (i.e., from Demographic screen to Awards screen) without saving the record first. When you are ready to exit and you run the save process, all updates to all screens across the student record are saved.
- **Report Improvements** – Release 1.0 implements a redesigned version of the *Institutional Student Information Record* (ISIR) report, including labeled, separate sections for processed results, consent information, and financial information provided manually by the student and other FAFSA® contributors.
- **Themes** – We added a Theme setting that enables you to choose between a Light and Dark color scheme. The selected theme is applied to the main EDEExpress screen and desktop, including the title, menu, and banner bars at the top of the screen, the left navigation bar, the control bar at the bottom of the screen, and student entry screens. You can change the theme setting at any time under the **View** menu.

We will continue enhancing and modernizing EDEExpress features and functionality in subsequent versions and cycles. In addition to the overall user interface, areas of enhancement will include the look, feel, and readability of reports, lists, and other documents, such as import edit reports, as well as dialog boxes and external export.

This letter, the EDEExpress Help system, and other EDEExpress 2024-25 documentation such as the *EDEExpress 2024–25 Release 1.0 Desk Reference* describe Release 1.0 enhancements in more detail and integrate revised guidance on navigating the new EDEExpress interface to complete specific tasks. See the next section for more information on additional enhancements implemented in Release 1.0.

## Additional Release 1.0 Enhancements

The following general product enhancements are available in EDEExpress 2024–25, 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 2024–25 cycle. Message classes with cycle indicators are also updated for 2024–25 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 FAFSA Processing System (FPS) and Federal Tax Information Module (FTIM) in 2024–25, see the *2024–25 FAFSA Specifications Guide*, available on the Knowledge Center Web site.
- **Updated EDEExpress Icon and Login Screen**– We redesigned the EDEExpress software’s Windows icon and initial screen, which is displayed when you first start the software. The startup screen now also functions as the login screen (see “Logging into EDEExpress 2024–25” earlier in this letter) in addition to displaying important links to Privacy Act and Internal Revenue Service (IRS) information.
- **Favorite Reports and Pending Imports Relocated to Left Navigation Bar** – As part of the redesign of the EDEExpress Desktop, the **Favorite Reports** and **Pending Imports** sections have been relocated to the menus that open from the left navigation bar on the EDEExpress main screen when you click the **Home** or **Import** buttons, respectively.
- **Keyboard Shortcuts and Hotkeys Expanded** – We updated keyboard shortcuts and hotkeys to accommodate the redesigned user interface. For example, when you are viewing a student entry screen, using the Tab key to move from field to field, and are currently focused on a display-only field (like a status value), you can click **C**, **S**, or **P** to close the record, save the record, or open the print dialog box, respectively. See the “Keyboard Shortcuts and Hotkeys” topic in EDEExpress Help for a full listing of these time-saving options.

### Global

The following enhancements associated with the Global module have been incorporated into EDEExpress 2024–25, Release 1.0.

- **New Demographic Student Entry Screen** – We consolidated all demographic record entry to a single Demographic screen with multiple sub-sections, eliminating

sub-tabs for certain data such as address, status, and change date information. The new Demographic screen sections are listed under the Manual Entry menu accessible from the left navigation bar within an open student record.

- **Document Tracking, User Database, and Notes Entry Relocated** – You can now access the Document Tracking, User Database, and Notes dialog boxes in an open student record by clicking the associated buttons (**Docs**, **User Data**, or **Notes**) in the control bar at the bottom of the entry screen. These buttons are available regardless of the entry screen you have open for the student and provide quick access for viewing, adding, and modifying document tracking, user database, and notes fields and values at the student level.

## Application Processing

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

- **New Application Processing Student Record Screens** – As part of the shift in the redesigned EDEExpress user interface from student “tabs” to expanded entry and report screens, all Application Processing information is now located within open student records under the ISIR section of the Manual Entry menu that is accessible from the new left navigation bar. The ISIR section options include:
  - **ISIR** – Displays the ISIR report for the active transaction designated on the ISIR Review screen in HTML format for quick reference and review, including labeled, separate sections for processed results, consent information, and financial information provided manually by the student and other FAFSA® contributors. The ISIR report can also be printed from this screen by clicking the **Print** button on the new control bar at the bottom of the screen.
  - **ISIR Review** – Enables you to view a student’s ISIR data, designate and print the student’s active transaction, and compare data between two transactions.
  - **List-Changes** – Displays the processed changes made to the active ISIR transaction designated on the ISIR Review screen, including each updated ISIR field name and the verification, highlight, or correction flag associated with the field change. This was previously a report in the EDEExpress Global module.
  - **FTI** – Displays the Federal Tax Information (FTI) data associated with the active ISIR transaction, if imported into EDEExpress. See the related bullet below for more information.
  - **NSLDS** – Displays all National Student Loan Database System (NSLDS) data received on the ISIR (if imported into EDEExpress) for the selected student in the same format as the NSLDS report available in EDEExpress. The student’s financial aid history is displayed in separate sections specific to Overpayments, Flags and Contact/Summary Information, Aggregate Information, Pell Grant data, TEACH Grant data, Loan Detail Information, and MPN/Loan Limit Information.
- **Import and Print Updated for Redesigned ISIR** – We updated EDEExpress to import the revised ISIR, which has been significantly modified for 2024-25 to add new fields, modify labels and/or values for existing fields, and remove data that is no

longer applicable. The ISIR print report in EDEExpress reflects these changes and has been re-organized into categorical sub-sections that more closely reflect how data is conveyed in ISIR files.

A printed ISIR includes all the applicant information submitted by the student and other FAFSA contributors, computed results from the FPS and FTIM, and database match information from other federal agencies, such as the Social Security Administration (SSA).

- **FTI Report Added** – We added a new report for FTI data that can be printed with the ISIR or separately as needed. The new FTI report displays financial information provided by the IRS to the FTIM and included on the ISIR for the student and other FAFSA® contributors where applicable, such as the student’s spouse or parents.

**Important Note:** Legislative changes require that all FAFSA® contributors provide consent each cycle for the release of their FTI data by the IRS for use in federal student aid eligibility calculations. FTI data included with the ISIR must be protected by schools and only shared with authorized parties, in accordance with *IRS Publication 1075*. You can opt to include or exclude FTI data from your ISIR import into EDEExpress by selecting or clearing the new **Import FTI Data?** checkbox in the Import dialog box.

**Note:** For more information on updates to the 2024-25 ISIR, see the *2024–25 FAFSA Specifications Guide*, available on the Knowledge Center Web site.

## Packaging

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

- **New Packaging Student Entry Screen** – As part of the shift in the redesigned EDEExpress user interface from student “tabs” to expanded entry and report screens, all Packaging information is now located within open student records under the Awards section of the Manual Entry menu that is accessible from the new left navigation bar. The Awards screen is divided into different sections you can jump to using the links from the expanded Manual Entry menu. Some sections, such as Awarded Funds, Award Letter, and User Formulas, are only available based on the record’s Packaging Status, the presence of packaged funds, the definition of User-Defined Formulas in Packaging setup, or other criteria.
- **“Inactive” Field Added to Packaging Setup Codes/Profiles Created by Prior-Year Import** – We added an **Inactive?** checkbox to Academic Year Profile, Fund Maintenance, Award Methodology, and Budget setup screens for the Packaging module. This checkbox is selected automatically for profiles created by importing prior-year data into EDEExpress 2024-25. Inactive profiles are not available for assignment to student records. To clear the checkbox, review each imported setup profile or code, update any missing, inaccurate, or incomplete information as needed, and save the record.
- **Enrollment Intensity Field Added to Academic Year Profile Setup** – We updated the Academic Year Profile setup dialog box to add the new Enrollment Intensity

percentage value for each term, replacing the Enrollment Status field from prior cycles. In addition, we removed the setup feature for Expected Family Contribution (EFC) program length due to the replacement of the EFC with the Student Aid Index (SAI) data element for Pell Grant award calculations.

Enrollment Intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be  $7 \div 12 \times 100\% = 58\%$ . An Enrollment Intensity of zero indicates the student is not enrolled for the term, while an Enrollment Intensity of 100 indicates full-time enrollment for the term.

- **Minimum/Maximum SAI Columns Added to Award Methodology Setup** – We updated the Award Methodology setup dialog box to implement Min and Max SAI columns and remove columns referencing the EFC. The Min and Max SAI columns function similarly to the removed EFC columns, acting as fund criteria and limiting the awarding of the specific fund type to student records with an SAI falling within the defined value range.

**Note:** The Min and Max SAI settings in award methodologies do not apply to the calculation of Pell Grant awards during the Package and Repackage processes in EDEExpress.

- **Packaging Process Updated for New Pell-Related Fields/Values** – The Awards screen includes new and modified fields being implemented for the 2024-25 processing cycle and forward. This includes new SAI and Pell SAI fields, as well as Enrollment Intensity, Pell Maximum Indicator (Pell Max), Pell Minimum Indicator (Pell Min), Iraq and Afghanistan Service Grant (IASG) Flag, and Children of Fallen Heroes (CFH) Flag fields, which impact the calculation of remaining need and help determine Pell Grant awards for Packaging records during the Package and Repackage processes.

**Note:** If you import ISIR data into Packaging to create student records, these fields are updated automatically with the values from the active ISIR transaction and cannot be modified manually.

- **Packaging External Import Updated for New/Modified Fields** – The EDEExpress Packaging Import Add record layout also includes the new and modified fields that are being implemented for 2024–25, including SAI and Pell SAI, Enrollment Intensity, Pell Max, Pell Min, the IASG Flag, and the CFH Flag. See the *EDEExpress 2024–25 Packaging Technical Reference* for the most recent external import record layouts for the Packaging module.

### ***Federal Pell Grant Award Calculations in Release 1.0 Packaging***

We updated the EDEExpress 2024-25 Release 1.0 Packaging module to calculate Pell Grant awards according to changes implemented as part of the *FAFSA Simplification Act*, which was enacted into law as part of the *Consolidated Appropriations Act* of 2021. The FAFSA Simplification Act extends the Federal Pell Grant to more students and links eligibility to family size and the federal poverty level.

Where possible, the law mandates that FSA use data received directly from the IRS to calculate Pell Grant eligibility and the SAI. EDEExpress uses new data elements provided on the ISIR, including SAI and Pell SAI, Pell Maximum Indicator, Pell Minimum Indicator, the IASG Flag, and the CFH Flag, along with school-provided calculations for fields such as Enrollment Intensity, to calculate student Pell Grant awards during the Package and Repackage processes.

For more detailed information on changes to the Pell Grant award calculation process, see the *2024-25 Student Aid Index (SAI) and Pell Eligibility Guide* and its appendices, which are available for download from the Knowledge Center website.

### ***ISIR Import Logic for College Grade Level***

**New for 2024 25!** We updated functionality associated with the import of ISIR data into Packaging to translate the Grade Level in College value from the 2024 25 ISIR into an approximate College Grade Level field value on the Awards screen. The Grade Level in College field on the 2024 25 ISIR is limited to four values (1-4), while the Packaging record's College Grade Level field has eight values (0-7). This value difference requires additional translation by EDEExpress, including analysis of NSLDS data, during the ISIR import to determine the College Grade Level value.

We strongly recommend you review College Grade Level values on imported records prior to packaging awards and adjust if needed. One easy method for completing this review is to use Packaging Multiple Entry after each ISIR import to quickly view and update College Grade Level values on multiple new Packaging records at the same time.

The table below describes how EDEExpress converts the Grade Level in College from the ISIR to the College Grade Level value on the Packaging record:

<b>Grade Level in College (ISIR)*</b>	<b>College Grade Level (Packaging)</b>	<b>College Grade Level Description</b>
1	0	1st year/never attended college
1	1	1st year/attended college before
2	2	2nd year/sophomore
3	3	3rd year/junior
3	4	4th year/senior
3	5	5th year/other undergraduate
4	6	1st year graduate/professional
4	7	Continuing graduate/professional or beyond



\* The Grade Level in College values on the ISIR are **1** (First Year [Freshman]), **2** (Second Year [Sophomore]), **3** (Other Undergraduate [Junior or Senior]), and **4** (College Graduate, Professional or Beyond [M.B.A., M.D., Ph.D., etc.]).

### ***Graduate/Professional Students Ineligible for Subsidized Loans***

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 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.

## **College Financing Plan**

For consistency with other changes related to the redesigned 2024-25 FAFSA® and ISIR, we replaced all EFC fields and field labels in College Financing Plan setup, entry, and print with the new SAI field. In addition, the "Original SSN" field from prior cycles is now just SSN, and Middle Initial is now Middle Name. Lastly, the first and last name field lengths have been expanded to a maximum of 35 characters each, and the relabeled Middle Name field is 15 characters maximum.

## **Product Registration**

EDEExpress 2024–25 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 EDEExpress user and you opt to take advantage of the auto-fill option (see separate sub-section below).

The product registration process contains questions about EDEExpress modules and specific functionality you currently use and your student population size. It also asks for your feedback and recommendations for EDEExpress and gathers data on whether (or how) you use EDEExpress 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 EDEExpress user at any given time. If you are a multi-campus school using a shared EDEExpress database, we recommend you limit your response to the main campus user to avoid duplicate or conflicting feedback.

The relabeled Startup Notifications section of the EDEExpress Desktop displays reminder messages reminding you to complete and submit your voluntary product registration responses by the **September 15, 2024** deadline. You (and other users defined in your EDEExpress database) are prompted to complete the product registration process each time EDEExpress 2024–25 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 Notifications desktop section if your PC's system date is after September 15, 2024.

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

## Accessing Product Registration

To access the product registration feature, click the Product Registration link in the Startup Notifications section of the EDEExpress Desktop. The desktop section will display reminders to complete and submit your complete product registration responses by the deadline.

## Auto-Fill Option

The product registration process for EDEExpress 2024–25 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 2023–24 use in addition to 2024–25, identify the location of your EDEExpress 2023–24 database (expres24.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 2024–25 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 Notifications desktop section prior to the 9/15/2024 submission deadline. The product registration process, if incomplete, will initiate each time you start the EDEExpress 2024–25 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.

## **FAFSA Partner Portal Interface and Enrollment**

**Important Note!** The FAFSA Partner Portal website (formerly the FAA Access to CPS Online website) is currently under development and will be implemented in 2024. We

will update EDEExpress 2024–25 in a future release to implement related functionality such as the Student Inquiry screen within open student records.

To ensure your school can take full advantage of the EDEExpress 2024–25 interface with the FPP website when it becomes available, 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 FAA Access for 2023–24, your enrollment status rolls over to the FAFSA Partner Portal for 2024–25.

Your school's Primary DPA must actively confirm the FPP website 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 FAFSA Partner Portal website services for your school through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at [fsawebenroll.ed.gov](https://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 FAFSA Partner Portal website. 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.

## 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](https://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 2024–25*.

**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 website. These documents include:

- *EDEExpress for Windows 2024–25 Installation Guide*

- *EDEExpress for Windows 2024–25, Release 1.0 Desk Reference*
- *EDEExpress for Windows 2024–25 Packaging Technical Reference*

The *EDEExpress Packaging Technical Reference* provides technical guidance and record layouts for schools or other organizations that want to interface local software or mainframe systems with the EDEExpress 2024–25 Packaging module. It also contains worksheets you can use to help plan and implement your Packaging module setup in EDEExpress 2024–25.

You can also download the *2024–25 FAFSA Specifications Guide* from the Knowledge Center website. The multi-volume guide replaces the *EDE Technical Reference*, *ISIR Guide*, *SAR Comment Codes and Text Guide*, and other documents provided previously by Federal Student Aid, and provides detailed technical guidance, record layouts, and other information regarding FAFSA processing systems, as well as the ISIR and its field values.

## **Compatibility and Compliance**

### **Microsoft Windows Information**

EDEExpress 2024–25 is supported currently for the Microsoft Windows 10 operating system only. For more information on minimal and optimal system recommendations, see the *EDEExpress 2024–25 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. EDEExpress includes enhancements to print functionality and the design of reports, lists, and other documents to improve our Section 508 compliance, including the ability to print reports in HTML format, which is more compatible with screen reader software.

In addition, 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 an asterisk or “-R” after the software label. The “-R” or asterisk indicate the field is required.
- All software fields that are shaded green 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 the FPS Help Desk (formerly CPS/SAIG Technical Support).

You can reach the FPS Help Desk Monday through Friday, 8 a.m. – 8 p.m. (ET), at **1-800-330-5947**. You can also send email inquiries, comments, or suggestions to [support@fps.ed.gov](mailto:support@fps.ed.gov).

**Note:** CPS/SAIG Technical Support has been renamed to coincide with the 2024–25 award year. The phone number is the same (1-800-330-5947) but please note the new email address. There will be a transition period during which the [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) email inbox will continue to be monitored but we recommend using [support@fps.ed.gov](mailto:support@fps.ed.gov) going forward.

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](https://ed.gov/offices/OSFAP/services/fsatechsubscribe.html).