Session 22

Using FAA Access to CPS Online to Request ISIRs from the New ISIR Datamart

Ginger Klock

Matt Kain

Agenda

- What is FAA Access to CPS Online?
- Student Aid Internet Gateway Enrollment
- ISIR Request
- Questions and Comments

FAA Access to CPS Online

What is FAA Access to CPS Online?

- Online system which allows FAAs to access:
  - Student Inquiry
  - Batch Status (2003-04 only)
  - Signature Hold File Request
  - Application/Correction Entry
  - Restore A Saved Applicaton
  - ISIR Request
- URL: **fafsa.ed.gov/faa/faa.htm**

Student Aid Internet Gateway Enrollment

How Does the DPA Enroll FAA Users?

- Access the Student Aid Internet Gateway On-line at:

fsawebenroll.ed.gov

- Choose Enroll for FAA Online Access

Enroll for FAA Online Access

Enroll FAA users for access to the CPS Online Web site for FAFSA/ISIR data, or for FISAP online access.

Enrolling New FAA Users

- Enter TG Number
- Enter DPA's SSN and DOB
- Select "Add new FAA User"
- Select to mirror DPA access or customize access

SAIG-FAA Enrollment Form - CPS 2004-2005

As the destination point administrator, you may select below the desired combination of service options/access rights/institutions for a FAA user. When you have completed the selection of rights, press "Update" to assign the rights.

- Use the "Duplicate DPA Rights" button to have the FAA User rights mirror the destination point administrator rights
- Use the "Apply to all institutions" button to assign the same service options and rights for all institutions that do not necessarily mirror the DPA
- Use the "Clear all FAA access rights" button to clear all access rights for the FAA User

[Duplicate DPA access rights]

If you want to assign access rights that do not mirror the DPA rights, you may use this section. You may choose to initially select to mirror the DPA, then change access rights or institutions below. Or you may select to assign the same access rights for all institutions for a service and then modify.

To apply the same access rights for all institutions, select the service option and choose the access rights from the selections below. When finished, click "Apply to all institutions".

☐ Student Inquiry/Application and Correction Entry	Read ▼	☐ Signature Hold File Requests	Write ▼
☐ PIN Requests	Write ▼	☐ ISIR Analysis Tool	Write ▼
☐ Return of Title IV Funds *New*	Write ▼	*New*	

[Apply to all institutions]   [Clear all FAA access rights]

Sort by School Code | Sort by School Name

Please indicate what institutions the FAA user should have access to along with the type of access right :

	School Code	Institution Name	Student Inquiry/Application and Correction Entry	Signature Hold File Requests	PIN Requests	ISIR Analysis Tool	Return of Title IV Funds
☑	E89033	SMITH STATE COLLEGE	Write ▼	Write ▼	Write ▼	Write ▼	Write ▼

[Update]   [Cancel]

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ISIR Request: Enrollment

- ISIR delivery method option provided on SAIG Enrollment Web under the CPS Service
- Default is automatic daily receipt (like current system)
- DPA may change option at any time
- Users who select automatic daily receipt can also request ISIRs at any time

◇ **Central Processing System**

Information about your organization

For which school do you want this DPA's destination point to submit and/or receive data with the Central Processing System (CPS) and/or the Pell Grant Payment System?

Federal School Code :	E89033

For which award years?	2004-2005

Is this destination point to provide all CPS services for the school selected?   Yes ◉ No ○

Is this destination point to provide service for Initial Applications for the school selected?*   Yes ◉ No ○

The following ISIR preference will apply to all institutions for this TG number for the 2004-2005 cycle.

Please indicate the delivery method.   Daily ○ By request ◉

FAA Access

Help   FAQs

FAA Access to CPS Online

Welcome to FAA Access to CPS Online!

Use FAA Access Online to:

- View students' SAR data
- Check the status of batches
- Request the signature hold file and set the frequency of receipt
- Enter a FAFSA or Renewal FAFSA
- Correct a processed FAFSA
- Continue working on a saved FAFSA
- Enter a Verification Worksheet
- Request ISIR data

Select **Next** to continue.

Next ▶

? Need help with this page?

Confirming Your Identity

We need some personal information and the PIN we mailed to you. You must provide this information to access U.S. Department of Education information through the Internet. Please answer the following questions and select **Submit**.

Since your PIN can be used to retrieve personal information about your students, you must not share or disclose the PIN to others. By using your PIN, you agree that it has not been compromised -- no one besides you knows it. If you think your PIN has been compromised, you should change it at the U.S. Department of Education's PIN Registration Web site using the option **"Change PIN"**.

What is your social security number?
Please enter this number without the dashes. For example, 123456789. If a foreign school's FAA, please enter your pseudo SSN starting with the letter 'F'.

What are the first two (2) letters of your last name?

What is your date of birth?
Please enter this date in "mmddyyyy" format. For example, 08171975 for August 17, 1975.

What is your PIN?

Submit

Need help with this page?

EXIT

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FAA Access to CPS Online

Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide your Destination Code and/or your Federal School Code:

- **Student Inquiry**
  View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, SAR Comments, etc.
- **Batch Status**
  Check the status of batches submitted to the CPS for application or correction processing for a particular award year. You can view these batches sorted by: Federal School Code or ISIR Type/Batch Type.
- **Signature Hold File Request**
  If you want to receive a list of students for your school whose applications are on hold pending receipt of signature(s), you may determine how often you would like to receive the signature hold file.
- **Application/Correction Entry**
  Enter a student's FAFSA, Renewal FAFSA or FAFSA Corrections or Verification Worksheet on the Web form and submit it to the CPS for processing.
    - **FAFSA Application**
    - **Renewal FAFSA**
    - **FAFSA Corrections**
    - **Verification Worksheet**
- **Restore a Saved Application**
  Restore a partially completed and saved FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing.
    - **FAFSA Application**
    - **Renewal FAFSA**
    - **FAFSA Corrections**
- **ISIR Request**
  Request ISIR data

Need help with this page?

EXIT

Help   FAQs

Destination/Federal School Code Entry

We need you to provide us with your Destination Code and school year. After you have entered your Destination Code and school year, select **Next** to continue.

What is your Destination Code?
 Enter this number beginning with 'TG'.

For which school year are you logging in?
   The 2004-2005 School Year (July 1st, 2004 - June 30th, 2005)
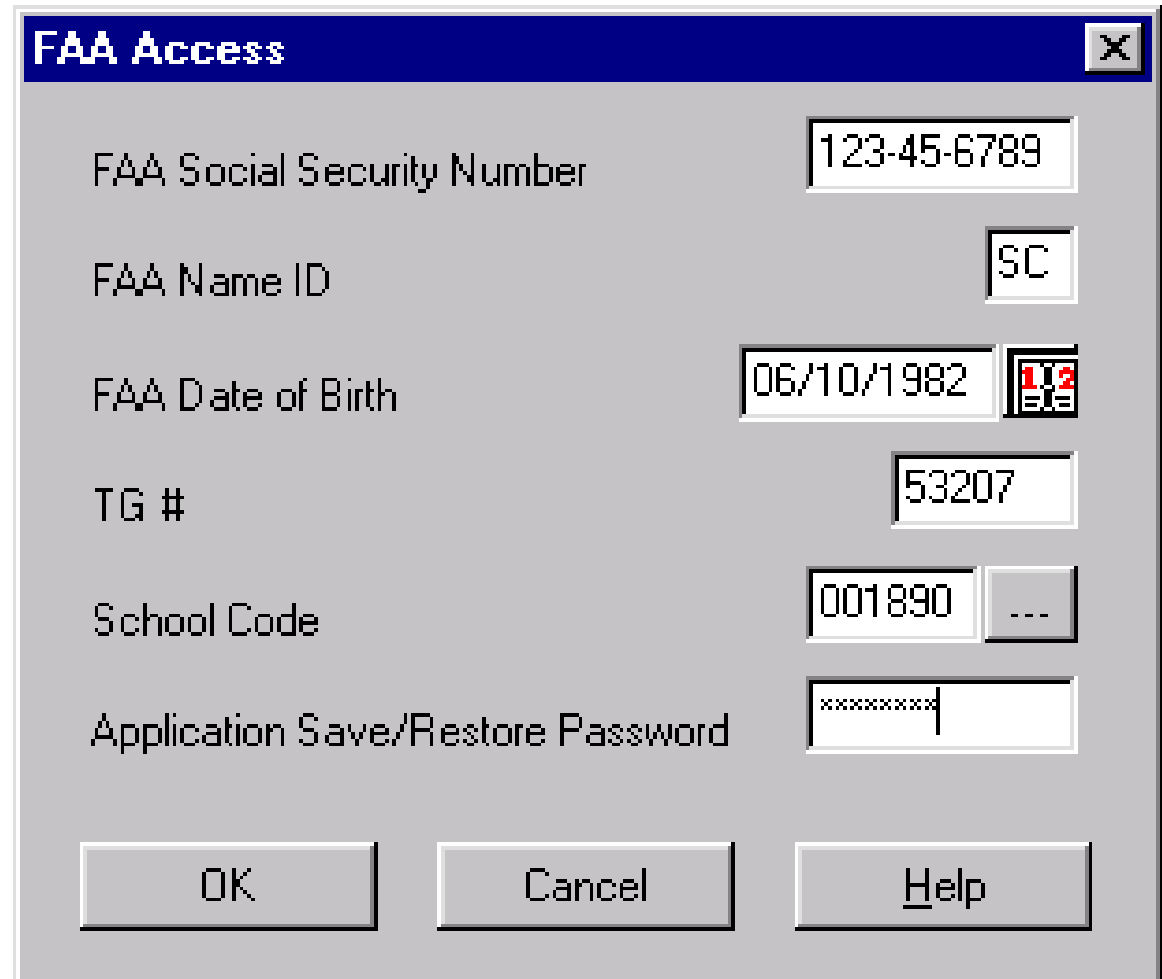
2004-2005 ▼

? **Need help with this page?**

◀ **Previous**   **Next** ▶

EXIT

EDExpress Application Processing

- In 2004-2005, EDExpress interfaces directly with FAA Access to CPS Online through an embedded browser
  - Clicking on the FAFSA Tab in EDExpress will take you to FAA Access Application Entry
  - All application and correction entry will be done in FAA Access

Access through EDExpress

- Global Setup
- Store FAA's stable data
- Optional
- Utilizing Embedded Browser Technology
- Stored data turns to asterisks for security/but updatable

FAA Access

FAA Social Security Number	123-45-6789
FAA Name ID	SC
FAA Date of Birth	06/10/1982
TG #	53207
School Code	001890 ...
Application Save/Restore Password	********

OK   Cancel   Help

FAA Access PIN Authentication and Automation Information ✕

We need some personal information and the PIN we mailed to you. You must provide this information to access your U.S. Department of Education information through the Internet. Please answer the following questions and select Submit below.

Since your PIN can be used to retrieve personal information about you and to sign documents, you must not share or disclose the PIN to others. By using your PIN, you agree that it has not been compromised -- no one besides you knows it.

PIN Authentication Data

Social Security Number: xxxxxxxxxx

Name ID: xx

Date of Birth: xxxxxxxxxx

PIN: _____

Automation Information

TG Number: 99999

School Code: 001002 ...

Save/Restore Password: xxxxx

Submit   Cancel

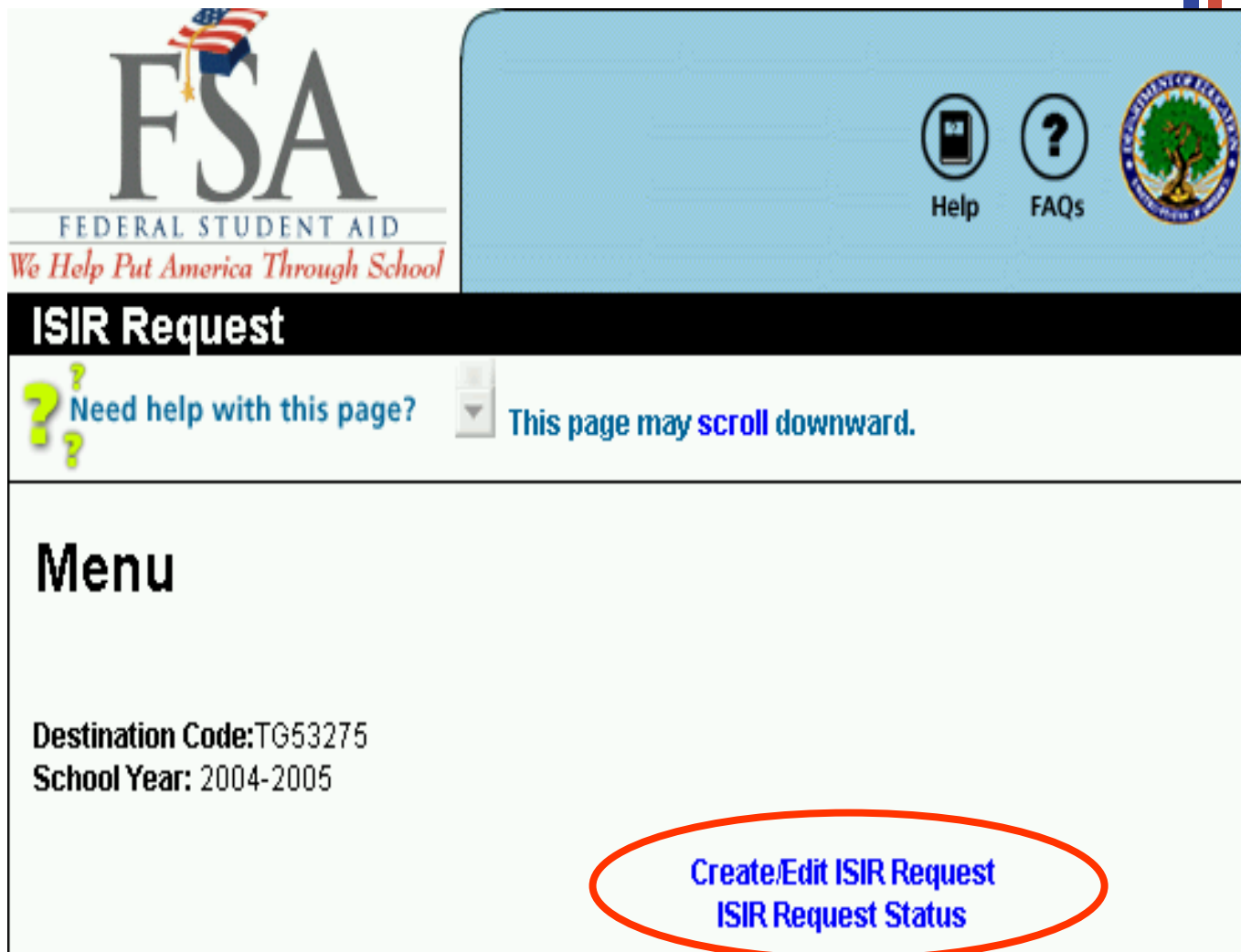- Pre-fill with "stored" stable data from setup
- Just Add PIN

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ISIR Request

ISIR Request

- New feature in FAA Access to CPS Online allows users to request ISIRs from CPS

- Destinations have option to continue receiving all ISIRs automatically or receiving only the ISIRs they request

- ISIR Request will be used for Duplicate, Year to Date and Federal Data Requests

ISIR Request: Main Menu

- Two options available on ISIR Request menu:
  - Create/Edit Request
  - Check Request Status

ISIR Request: Selection Criteria

- SSN/Name ID (manually enter or provide SSN file)
- School code
- Transaction number: first, last, all, specific, or greater than X
- Eligibility status
- Veteran status

- Verification status
- Dependency status
- Grade level
- EFC range
- Date Range for process date, receipt date, or date completed
- Combination of these fields

Grade Level:

☐ First year never attended
☐ First year attended before
☐ Second year
☐ Third year
☐ Fourth year
☐ Fifth year or more undergraduate
☐ First year graduate
☐ Continuing graduate

Over what EFC range would you like the ISIRs?

Starting EFC: [   ]

Ending EFC: [   ]

Which date should be used to select on: [Processed Date ▼]

Over what date range would you like the ISIRs?
Enter the date in mmddyyyy format. For example, 01012003.

From: [01012004]

To: [03012004]

Date to start Execution: [03022004]
Note: Leave this date blank for the request to processed after the next CPS
Compute.

❓ Need help with this page?

| ISIR Request Menu | Review Request |

RETURN TO FAA MENU - EXIT

ISIR Request: SSN File

ISIR Request: Enter SSNs

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Help   FAQs

ISIR Request

Need help with this page?   This page may **scroll** downward.

SSN Entry

Destination Code: TG52222
School Year: 2004-2005

Enter the SSN, Name ID, Transaction Number, and Transaction Number qualifier.

SSN	Name ID	Transaction Number
		Select ▼
		Select ▼
		Select ▼
		Select ▼
		Select ▼

Add SSNs

Need help with this page?   ◄ **Previous** | **ISIR Request Menu** | **SSN Entry Complete**

RETURN TO FAA MENU - **EXIT**

ISIR Request: Select Schools

ISIR Request

?? Need help with this page?   ▾ This page may **scroll** downward.

School Selection

Destination Code: TG52222
School Year: 2004-2005

Select the school's ISIRs you want to recieve.

☐ 001007 CENTRAL ALABAMA COMMUNITY COLLEGE
☐ 001329 UNIVERSITY OF THE PACIFIC

Select All

?? Need help with this page?   ◀ **Previous** | **ISIR Request Menu** | **School Selection Complete**

RETURN TO FAA MENU - **EXIT**

Help   FAQs

ISIR Request: Selection Criteria Confirmation

ISIR Request

Need help with this page? This page may **scroll** downward.

Selection Criteria Confirmation

Destination Code: TG53275
School Year: 2004-2005

Eligibility status: Pell Eligible

Request Type: ISIR

Date selected on: Processed Date

Date range:

 From: 01/01/2004

   To: 03/01/2004

Date to start Execution: 03/02/2004

Edit ISIR Request

Need help with this page?   ◀ **Previous**   **ISIR Request Menu**   **Submit Request**

RETURN TO FAA MENU - **EXIT**

ISIR Request: Check Request Status

- Request Status
  - Pending
  - In Progress
  - Complete

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ISIR Request

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Request Status

Destination Code: TG53275
School Year: 2004-2005

Request Date: 11/17/2003
Request Status: Pending
Request Completion Date:
Number of ISIRs:

Edit ISIR Request
Delete ISIR Request

ISIR Request: Query Requirements

- Queries can be set up
  - to run following the next CPS compute or
  - at a future date
- Query must be completed before next query can be submitted
- Last query entered is displayed when user returns to ISIR Request
- No limit on number of times an ISIR is requested

ISIR Request: Examples

- Year To Date

- All records for one or more school(s)

- By Processing date

- Don't want any ISIRs until X date

- Duplicate Requests

ISIR Request: Actual Examples Requested

- Schools with SSN Request
- Most popular Criteria used:
    - School Specific
    - Transaction Specific
    - SSN Specific
    - Date to Evaluate (Process/Transaction/Completion)
    - Grade Level Specific

ISIR Request: Query Results

- As queries run, files of requested ISIRs generated

- Files loaded to SAIG mailboxes in ISRF05OP message class

- Files of requested ISIRs must be retrieved within 14 calendar days

School's Responsibility

"Pushed" ISIRs

- Certain ISIRs automatically "pushed" regardless of option selected by institution
  - EFC changes
  - SAR C Code changes
  - System-generated transactions (NSLDS post-screening, DHS automated secondary confirmation, reprocessing, etc.)

School Responsibilities

- Retrieve and review all of the ISIRs that are automatically pushed to you

- Review the ISIRs for all of the students who have enrolled at your school

Additional Information and Resources

- FAA Access to CPS Online URL:

  fafsa.ed.gov/FAA/faa.htm

- SAIG Enrollment URL:

  fsawebenroll.ed.gov

Demo Site for FAFSA on the Web and FAA Access

- Purpose: For FAA's to learn and to train staff
- **fafsademo.test.ed.gov**
  – User Name: **eddemo**
  – Password: **fafsatest**
- Documented in the 2004-2005 CPS Test System User Guide
  – fsadownload.ed.gov/CPS TestSys0405.htm

CPS Web Applications Demo System

Welcome to the Department of Education's CPS Web Applications Demo System

This Web site is brought to you as part of the U.S. Department of Education's efforts to make its processing systems available to the financial aid community in a demonstration environment. This will allow users to become familiarized with the CPS Web Applications products available to federal financial aid applicants. This site offers all the functionality features of the production site.

However, 2001-2002 applications are not available on the Demo system. The submitted applications are not processed and the data is deleted daily from the demo server. Processes that depend on historical data such as renewal applications, correction applications, SAR duplicate requests, application status check and electronic signature submittals have been assigned an assortment of preloaded test data. These student IDs and PINs are given **below**.

Printed signature pages include a 'test sample' watermark and should **NOT** be mailed to the processor. The demo signature page is **NOT** accepted or processed. Also, an estimated EFC is **NOT** calculated after an application is submitted. The EFC value is always 99999 for any test case on the fafsademo site.

Preloaded Test Data

2002 - 2003 Renewal FAFSA on the Web

Test Case	SSN	Name ID	DOB	PIN	Dependency Model
1	393-04-0005	DA	08/21/1980	1681	Dependent
2	593-04-0011	MO	08/21/1980	1271	Dependent
3	200-10-4101	FI	05/05/1980	1188	Dependent
4	493-04-0008	SM	07/22/1977	1818	Independent
5	265-60-1501	FA	08/25/1977	1934	Independent
6	293-04-0039	SM	08/21/1965	8820	Independent

2002 - 2003 FAFSA Corrections on the Web,
Duplicate SAR Request, Status Check and Electronic Signatures

Test Case	SSN	Name ID	DOB	Transaction Number	PIN	Dependency Model
1	555-11-4004	SM	02/151990	01	1337	Dependent
2	400-30-4204	BI	01/01/1981	01	1941	Dependent
3	400-30-4414	AP	08/21/1982	01	2319	Dependent
4	555-01-0014	ED	02/15/1990	01	1091	Independent
5	445-01-0060	RO	09/01/1971	01	2312	Independent
6	265-60-1501	FA	08/25/1979	01	1711	Independent

Continue

Technical Assistance

We appreciate your feedback and comments.

CPS/SAIG Technical Support

can be reached at:

Phone: 1-800-330-5947

Fax: 319-665-7662

E-mail: **cpssaig@pearson.com**

Questions and Comments

- Need more information while at the conference?
  - Come to the PC Lab for assistance with
    - FAA Access to CPS Online
    - FAFSA on the Web
    - SAIG Enrollment