CPS Test System User Guide

2016-2017

U.S. Department of Education

FEDERAL STUDENT AID

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Preface

About This Guide

The CPS Test System User Guide describes Federal Student Aid's Central Processing System (CPS) Test System and the testing process. It provides testing instructions for the mainframe test environment, as well as instructions for using the CPS Web Applications Demonstration (Web Demo) System.

This guide assists staff members of schools and software development companies that create systems to exchange application and correction data with the CPS. State agencies can also refer to this guide when testing their systems' ability to receive Institutional Student Information Records (ISIRs).

This guide is also a resource for financial aid administrators (FAAs) and others in the financial aid community who are interested in using the Web Demo system for training purposes. Users of the Web Demo system can complete and submit sample *FAFSA on the Web* (FOTW) applications, as well as make corrections. In addition, financial aid administrators can use the Web Demo system to train their staff on FAA Access to CPS Online.

If you have questions, see "Getting Help" in this guide for technical support options.

Holiday Closings for the 2016-2017 Processing Cycle

The CPS Test System does not process data on the holidays listed in the tables below, but data can be submitted on those dates. A network message will be sent to notify you when closings are scheduled.

Holiday	2015	2016
New Year's Day	Thursday, January 1	Friday, January 1
Martin Luther King's Birthday	Monday, January 19	Monday, January 18
Washington's Birthday	Monday, February 16	Monday, February 15
Memorial Day	Monday, May 25	Monday, May 30
Independence Day	Friday, July 3	Monday, July 4
Labor Day	Monday, September 7	Monday, September 5
Columbus Day	Monday, October 12	Monday, October 10
Veterans Day	Wednesday, November 11	Friday, November 11
Thanksgiving Day	Thursday, November 26	Thursday, November 24
Day after Thanksgiving	Friday, November 27	Friday, November 25
Christmas Day	Friday, December 25	N/A
Day after Christmas	N/A	Monday, December 26

CPS Test System

Overview

What can be tested on the CPS Test System?

The CPS Test System includes two testing environments: a mainframe test environment (accessed through the Student Aid Internet Gateway [SAIG]) and a Web demo system.

Testing is optional; ED does not require it. The CPS Test System is a tool for you to use to ensure that your processing system interfaces properly with the CPS.

Mainframe Test System

The mainframe portion of the CPS Test System is designed to test application and correction data processing between your system and the CPS outside the production environment.

You can use CPS test files of application records and matching ISIRs, or you can create and submit your own application test records.

To submit *only* test correction records you have created, you must call CPS/SAIG Technical Support (see "Getting Help" in this guide) to request record IDS that will process successfully in the CPS Test System. At the end of each processing day, the test database tables are cleared, and we restore the original data needed for correction processing.

Note: We recommend you test your correction process.

Issues Log

We will post a Microsoft Excel spreadsheet listing issues or changes made to the Mainframe Test System. Each entry in the log includes the date the item was identified, resolved, or resulted in a change. The log is updated throughout the cycle when changes are made to the system. It includes the status of resolved and unresolved issues so that you can easily determine if and when previously identified issues were resolved. It also indicates whether the specifications or test cases have been updated for 2016-2017.

The Issues Log is available on the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov. Select **Technical References and Guides**, scroll to **CPS Test System**, and select **2016-2017**.

Web Demo System

This portion of the CPS Test System contains demonstration versions of both the FOTW and FAA Access to CPS Online Web sites, allowing users to complete and submit sample FOTW applications in a test environment.

The FOTW Demo site can be used to simulate the electronic application entry process for parents and students or as an aid in training financial aid administrators to help students complete electronic applications. Financial aid administrators can also use the Web Demo system to become familiar with FAA Access to CPS Online and train their staff to use the system.

See page 12 of this user guide for a complete description of the Web Demo system.

CPS Test System Availability

Mainframe Test System

On December 27, 2015, the 2016-2017 mainframe test system will begin running in addition to the 2015-2016 system.

Note: Test files will be available in early December. Changes identified after files are posted will be incorporated into future postings on FSAdownload as they are resolved. Issues with the files will be documented in the Issues Log posted on the FSAdownload Web site.

Web Demo Site

The FOTW and FAA Access to CPS Online Demo sites will be available for use in December 2015. Federal Student Aid will post an announcement on FSATECH, the Information for Financial Aid Professionals (IFAP) Web site (ifap.ed.gov), and the SAIG when the site is updated for 2016-2017.

Getting Started

Steps for Getting Started

1. Obtain a Destination Point Number

To use the CPS Test System, you must be able to transmit data over the SAIG. To do this, you must be enrolled as a destination point. Destination points are designated by a TG number assigned by Federal Student Aid (FSA). If you need a destination point number (also called a TG number), enroll online at the SAIG enrollment Web site:

fsawebenroll.ed.gov

CPS/SAIG Technical Support will mail you a TG number. Your TG number consists of seven characters: the letters TG followed by a five-digit numeric or alphanumeric ID. The TG number identifies your school as a destination point and enables you to exchange data with the CPS.

When your destination point number has been created, you can then register for an FSA User ID on the SAIG enrollment Web site. An FSA User ID is required for access to FAA Access to CPS Online; however, it is not required to access the CPS Test System.

For information on becoming a destination point or about FSA User IDs, contact CPS/SAIG Technical Support at:

800/330-5947

319/665-4762

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

2. Download the Electronic Data Exchange Technical Reference

The *2016-2017 Electronic Data Exchange (EDE) Technical Reference* contains the electronic application and correction record layouts you will need to create data records and develop your system as specified by the CPS. It also contains the ISIR record layout and other information needed to format your data correctly.

The *EDE Technical Reference* is available in Adobe PDF format on the FSAdownload Web site.

To download this document:

1. Go to fsadownload.ed.gov/docsStudentAidGateway.htm.
2. Click ***Electronic Data Exchange Technical Reference, 2016-2017***.
3. Right-click **PDF Format** next to "Record Layouts."
4. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.
5. Open the saved file in the Adobe Acrobat Reader to view and print the document.

The CPS Test Process

Steps for the CPS Test Process

1. Create or Request Data

To use the CPS Test System, you must create test application records or request Social Security Number (SSN) IDs to create your correction records. You can create test application records in three ways: download and use the CPS test application and ISIR files, download and use the CPS test application file as a template, or create your own application data. All application data transmitted to the CPS test system must be formatted according to the appropriate record layout in the *2016-2017 EDE Technical Reference*.

The *2016-2017 EDE Technical Reference* is available for download in Adobe PDF format on the FSAdownload Web site. See "Getting Started" earlier in this user guide for instructions.

Application Data for Testing

The three ways to create test application records follow.

Download and Use the CPS Test Application and ISIR Files

You can download a file of simulated test application data from the FSAdownload Web site, along with its corresponding test ISIR file. The test file contains approximately 3,000 records.

In the test application data file, use the method described in the "SSNs for Application Test Records" section later in this guide to change the simulated SSNs to identify them as specific to your destination point. The data on the ISIRs you receive should match the test ISIR file you downloaded.

To download the test application data file:

1. Go to fsadownload.ed.gov/docsStudentAidGateway.htm.
2. Click **CPS Test System, 2016-2017**.
3. Click **Text Format** next to "Electronic Application Test Data."
4. Select **File, Save As** from your browser's menu bar and choose a location for the file.

5. Click **Save**.
6. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

Download and Use the CPS Test Application File as a Template

You can download the file of test application data from the FSAdownload Web site and use it as a template to create your own application data.

Be sure to change the SSNs using the method described in the "SSNs for Application Test Records" section.

Remember, if you change any of the data in the test records other than the SSN, the resulting ISIRs will not match the CPS test ISIR file. You would need to check your results manually.

To download the test application data file, follow the instructions above in the "Download and Use the CPS Test Application and ISIR Files" section.

Create Your Own Application Data

If you prefer, you can create your own unique application test data according to the record layout specifications in the *2016-2017 EDE Technical Reference*. If you choose this method, you must manually check the ISIRs you receive.

To download the record layout specifications:

1. Go to fsadownload.ed.gov/docsStudentAidGateway.htm.
2. Click ***Electronic Data Exchange Technical Reference, 2016-2017***.
3. Right-click **PDF Format** next to "Record Layouts."
4. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.
5. Open the saved file in the Adobe Acrobat Reader to view and print the document.

SSNs for Application Test Records

Each test record must contain a simulated SSN. The first five characters of this simulated SSN must be your destination code (TG number). This ensures the test data you are submitting is unique to your destination point.

All characters in simulated SSNs must be numeric. If your TG number begins with "A," use "1" for the first character in your simulated SSNs. If it begins with "B," use "2."

We recommend using the remaining four characters to number the records sequentially. Here are some examples.

If your TG number is 72420, the SSNs of your first five application records could be:	If your TG number is A0001, the SSNs of your first five application records could be:
72420**0001** 72420**0002** 72420**0003** 72420**0004** 72420**0005**	10001**0001** 10001**0002** 10001**0003** 10001**0004** 10001**0005**

You can create and transmit as many application test records as you want.

If you plan to submit multiple files of electronic applications on the same day, use unique simulated SSNs for the students in all the files you submit on that day. Test records are cleared from the database each evening, so you can use the same set of simulated SSNs again the next day. The CPS runs the process once a day, excluding holidays and weekends.

School Codes for Application Test Records

A Federal School Code must be provided in the first school code position of each record. You can include a school code in positions 2 through 6 if you choose.

For each record sent and processed, you will receive one ISIR back in one of the following message classes:

TDAP17OP – Daily Application ISIRs initiated from your destination point

TGCO17OP – Daily Correction ISIRs initiated from your destination point

For message class names, see "Import Data to Your System" on page 10.

Correction Data for Testing

For correction records, you must contact CPS/SAIG Technical Support to obtain the SSNs for a series of test correction records that are already in the CPS test database. You can request up to 25 correction SSNs.

You can contact CPS/SAIG Technical Support at:

800/330-5947

319/665-4762

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

If you are submitting multiple corrections for your assigned correction IDs in a single day (whether in different batches or in the same batch), you must use the same Federal School Code in the correction for that SSN. The Federal School Code is located in field 52 (positions 649 to 654) of the electronic correction record layout in the *2016-2017 EDE Technical Reference*.

2. Export Data from Your System

After your test data is formatted according to the specifications in the Record Layouts section of the *2016-2017 EDE Technical Reference*, transmit the data through the SAIG using these message classes:

Applications	**TAPS17IN**
Corrections	**TCOR17IN**

The CPS processes the records it receives once a day, usually in the morning.

3. Import Data to Your System

After the CPS processes your test application files, it returns the data to your SAIG mailbox. The data is identified with these message classes:

Application ISIRs	**TDAP17OP**
Correction ISIRs	**TGCO17OP**

If your input files contain data outside of the CPS processing specifications, the CPS will not process your files. Instead, associated error files are placed in your SAIG mailbox for you to retrieve. The data is identified with these message classes:

Application errors	**TAPE17OP**
Correction errors	**TCOE17OP**

Use the Processing Codes section of the *2016-2017 EDE Technical Reference* to help you resolve the errors you receive in these files.

4. Review Test Results

Each school uses different systems and has different reasons for testing. You can conduct testing at your convenience, and the results are for your use only.

If you used:

- **The CPS test input file and changed only the SSNs**, you can check your results with the CPS test ISIR file. Both the test input file and the test ISIR file are available at the FSAdownload Web site.
- **The CPS test input file and changed the SSNs and other data** in the file, you must check the resulting ISIRs manually.
- **Data you created** using the *2016-2017 EDE Technical Reference* record layouts, you must check the resulting ISIRs manually.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's personally identifiable information (PII) protected by the Privacy Act.

State Agency Testing

Steps for State Agency Testing

1. Download Test ISIRs

State agencies can test their systems by downloading a file of test ISIRs from the FSAdownload Web site.

To download the file of test ISIRs:

1. Go to the FSAdownload Web site.
2. Click ***Technical References and Guides***.
3. Click **CPS Test System, 2016-2017**.
4. Click **Text Format** next to "Electronic Application Test Data."
5. Select **File, Save As** from your browser's menu bar and choose a location for the file.
6. Click **Save**.
7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

2. Conduct Tests as Needed

After downloading the test ISIR file of approximately 3,000 records, you can use the test data as you choose. Since testing is not required, you can conduct the testing at your convenience.

Import the data into your system and review it to ensure the data is displayed correctly and used appropriately by your system.

Match Data

The match agency data on the test ISIRs is simulated data. It does not compromise any student's personally identifiable information (PII) protected by the Privacy Act.

CPS Web Applications Demonstration System

What is the CPS Web Applications Demonstration System?

The CPS Web Applications Demonstration (Web Demo) System (fafsademo.test.ed.gov) offers demonstration versions of FOTW and FAA Access to CPS Online (including Return of Title IV Funds on the Web) and is preloaded with test data for your use. It offers most of the features of the production versions of the sites, except that no data is processed. On the Web Demo system, you can perform the functions listed below.

Both the current and prior cycle's versions of our Web sites are available in the demonstration system. Pre-loaded demonstration data is available for both award years.

FAFSA on the Web

- Complete and submit a sample FAFSA®
- Make corrections
- Check application status
- Sign applications electronically
- Search for Federal School Codes
- View and print SAR information

FAA Access to CPS Online

- View and print processed student data
- Apply signatures to records in a signature hold status
- Compare ISIRs
- Enter applications and make corrections

- Request ISIRs
- Enter student identification verification results

Return of Title IV Funds on the Web

- Calculate and manage the return of Title IV funds

The Web Demo system serves as a tool for financial aid administrators to demonstrate FOTW to students and parents. Financial aid office staff can also use the site to learn about FAA Access to CPS Online, as well as FOTW.

All entered data is cleared from the database each evening. The site is unavailable on Sundays from 5 a.m. to 11 a.m. ET due to regularly scheduled maintenance.

Accessing the Web Demo System

The Web Demo system is password-protected. When you enter the site, a login box appears.

For the User Name (case-sensitive), type: **eddemo**

For the Password (case-sensitive), type: **fafsatest**

Click **OK**. The Welcome page appears. You can find test IDs and PINs on this page.

Accessing the FAA Access to CPS Online Demo Site

To log in to the FAA Access to CPS Online Demo site,

1. Select the **FAA Access to CPS Online Demo System** button on the home page.
2. Re-enter the login information provided in the preceding section.
3. Click **OK**.

To access specific functions within FAA Access to CPS Online, you need a destination code and a Federal School Code.

For the Destination Code, type: **TG99999**

For the Federal School Code, type: **001002**

Getting Help

Sources of Assistance

Federal Student Aid Information Center (FSAIC)

The Federal Student Aid Information Center (FSAIC) serves the public with information about the federal student aid application process. FSAIC customer service representative support is provided in English and Spanish. Customers include students, parents, and FAAs seeking general information about federal grant and loan programs and assistance with the FAFSA (paper and FAFSA on the Web versions, including Federal Student Aid PIN assistance) and student aid processing timeframes.

Types of FSAIC assistance include: FAFSA status checks, completion of FAFSA and FAFSA corrections, requests to change addresses and Federal School Codes on the FAFSA, duplicate SAR requests, identification of holders of existing student loans (including contact information), Federal Student Aid publication fulfillment, and assisting the student with NSLDS's loan and TEACH Grant exit counseling sessions.

800/4-FED-AID (800/433-3243); 319/337-5665; or TDD/TTY 800/730-8913

Representatives are available Monday through Friday from 8 a.m. to 10 p.m. ET. During peak processing periods, representatives are available during extended hours which may include certain Saturdays and Sundays. FSAIC is closed on federal holidays with a few exceptions. For specific hours of operation including weekend and holiday hours, visit the StudentAid.gov Web site at studentaid.ed.gov/contact.

CPS/SAIG Technical Support

You can get help with the FAA Access to CPS Online Demo site and the CPS Test System by contacting CPS/SAIG Technical Support at:

800/330-5947

319/665-4762

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

Hours of operation are 8 a.m. to 8 p.m. ET, Monday through Friday.

FSATECH

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For information on subscribing to FSATECH, go to:

ed.gov/offices/OSFAP/services/fsatechsubscribe.html