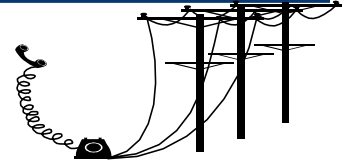


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# Title IV Electronic Processes

## Appendix E



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## Title IV Electronic Processes Requirements

Schools in the Direct Loan Program communicate electronically with the U.S. Department of Education (ED) and ED's Direct Loan contractors. Electronic capability is a requirement for participating in the program.

### Minimum Electronic Processes for Schools

- ◆ Participating in the Title IV Wide Area Network (TIV WAN).
  - ◆ The TIV WAN enrollment document can be downloaded (in PDF format). See “Dear Colleague” Letter GEN 98-24 at <http://ifap.ed.gov>
- ◆ *For the 1998-99 processing year and beyond:*
  - ◆ receiving Institutional Student Information Records (ISIRs),
  - ◆ adding the school to the Central Processing System (CPS) Record, and
  - ◆ having online access to the National Student Loan Data System (NSLDS).
- ◆ Having access to ED's Information for Financial Aid Professionals (IFAP) Web site (<http://ifap.ed.gov>).
- ◆ Submitting the Application for Approval to Participate in Federal Student Financial Aid Programs (initial certification, recertification, reinstatement, and changes) through the Internet.
- ◆ Submitting the Fiscal Operations Report and Application to Participate (FISAP) through TIV WAN.
- ◆ *For the 1999-2000 award year and beyond:*
  - ◆ reporting Federal Pell Grant payments electronically through TIV WAN,
  - ◆ submitting Student Status Confirmation Report (SSCR) data electronically to NSLDS, and
  - ◆ submitting Federal Perkins Loan data electronically to NSLDS.

## Technical Specifications Required for Electronic Processing by Schools

### Minimum Hardware Configuration for Schools

- ❖ IBM or fully IBM-compatible PC
- ❖ 200 MHZ Pentium processor or comparable
- ❖ 64 MB RAM
- ❖ 4.0 GB SCSI Hard Drive
- ❖ 56K Analog Modem
- ❖ 3.5-inch/1.44 MB Diskette Drive
- ❖ SVGA Monitor
- ❖ Windows 95 Keyboard
- ❖ Laser printer capable of printing on standard paper (8.5 x 11-inch)
- ❖ 12 x CD-ROM with sound board
  - ❖ Needed if school wants to use the EDEExpress Tutorial and the AWARE software.

### Minimum Software Requirements for Schools

- ❖ 32 bit operating system
- ❖ Windows 95, Windows 98, or Windows NT 4.x
- ❖ an Internet Service Provider (ISP)
- ❖ Netscape Navigator 3.0 or 3.01 (domestic), Explorer 4.0, Explorer 4.01 (with 5PA), or other Web browser
  - ❖ ED is testing other Web browsers that will be made available to the public in the near future.

### Other Requirements for Schools

- ❖ Dedicated phone line
- ❖ 3.5-inch high density, double-sided diskettes