Enrolling EDconnect Users for the EDconnect Entitlement Service
Attachment to February 2012 Electronic Announcement

In this attachment, we explain the process to enroll users for the EDconnect Entitlement service.

Note: On February 12, 2012, Primary Destination Point Administrators (PDPAs), Secondary DPAs (if applicable), and any DPA user currently enrolled for a mailbox will automatically be enrolled for the EDconnect Entitlement service under this mailbox.

However, if any user who is automatically enrolled for the EDconnect Entitlement service does not have an FSA User ID, he or she will need to register for one.

Enrolling Existing FAA Access to CPS Online Users for the EDconnect Entitlement Service under the CPS Batch Services TG Number

PDPAs and Secondary DPAs of the Primary TG number (Destination Point/SAIG Mailbox) for a school or servicer should follow these instructions when enrolling an existing user for the new EDconnect Entitlement service. ***Note:*** An ***existing*** user is one who currently has FAA Access to CPS Online access under the CPS Batch Services TG Number. (If the user does not meet these criteria, skip to "Enrolling New Users for the EDconnect Entitlement Service.")

1. Select the **Primary Destination Point Administrator Access** link on the SAIG Enrollment Web site.
2. Enter your **FSA User ID** and **Password**. Select **Submit**.
3. Select **Manage Electronic Services**.
4. Enter the TG number that is currently enrolled for CPS Batch Services for your organization. Select **Next**.
5. Select **View/Change an existing user or user rights** from the menu.
6. The **Select a User** screen will display the employees at your organization(s) who are currently enrolled for FAA Access to CPS Online. For each user, you will see the cycles and services for which he or she is currently enrolled. A link to add EDconnect Entitlement Access displays below the user's name. **Note**: The Destination Point Administrator's (DPA) name enrolled for CPS Batch Services for your organization will not be listed. In addition, EDconnect users who are DPAs of a mailbox will automatically be enrolled for the EDconnect Entitlement service and will also not be displayed with the EDconnect Entitlement.
7. Select the **Add EDconnect** link.
8. On the **EDconnect Entitlement Access** page, select **Yes** when asked "Do you wish to enroll the new EDconnect user for EDconnect transmissions?" Select **Continue**. Repeat steps 6 – 8 until all users you wish to add the EDconnect Entitlement to have been completed.

Enrolling New Users for the EDconnect Entitlement Service

PDPAs and Secondary DPAs of the Primary TG number (Destination Point/SAIG Mailbox) should follow the instructions below to enroll ***new*** users for the EDconnect Entitlement service. ***Note:*** A ***new*** user is one who is not currently enrolled as a DPA of mailbox they use for transmission or is only an FAA Access to CPS Online user but needs to have the EDconnect

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Entitlement under a different TG Number other than the CPS Batch Services TG Number. Select the **Primary Destination Point Administrator Access** link on the SAIG Enrollment Web site.

1. Enter your **FSA User ID** and **Password**. Select **Submit**.
2. Select **Manage Electronic Services**.
3. Enter the **TG number** for your organization for which EDconnect access is needed. Select **Next**.
4. Select **Add a new user** from the menu.
5. Enter the demographic information for the user you are enrolling. Select **Continue**. (Schools and/or Servicer organization types which are enrolled for CPS Batch Services proceed to Step 7. All others go to Step 8.)
6. On the **Electronic Services Selection** page, select **Yes** when asked "Do you want to enroll a new EDconnect user. Select **Next**.
7. On the **EDconnect Entitlement Access** page, select **Yes** when asked "Do you wish to enroll the new EDconnect user for EDconnect transmissions?" Select **Continue**.
8. Select **Open Statements (required)** on the **Federal Student Aid User Statement** page to print the Federal Student Aid User Statement. A Federal Student Aid User Statement must be completed for every employee to whom you grant EDconnect access. After the statement is signed by both the Primary DPA and the person he or she is enrolling, the Primary DPA must store the statement in his or her files. Do not send the statement to the Department of Education.
9. After successfully printing the Federal Student Aid User Statement, close the Adobe Acrobat window to return to the **SAIG User Statement** page. Select **Continue**.
10. Select **OK** when asked if you have successfully printed the SAIG User Statement. It is advisable to print the **Receiving Confirmation** page for your records.
11. Select **Continue** on the **Receiving Confirmation** page to return to the **Enroll Users for Electronic Services** page. If you have additional users to add, return to step #5 in these procedures and repeat the process.

Before a new EDconnect user can log into EDconnect 8.0, he or she must have an FSA User ID. If the new EDconnect user does not have FSA User ID, he or she must go to the SAIG Enrollment Web site and select the **FSA User ID Registration** link to register. After the new EDconnect user has completed his or her registration, an FSA User ID will be e-mailed to him or her.

Signature Page Information

The signature page does not need to be submitted to the Department of Education (the Department). However, the PDPA or Secondary DPA must print the Federal Student Aid User Statement if enrolling new users for EDconnect access. After the statement is signed by both the PDPA and the person he or she is enrolling, the PDPA must store the statement in his or her files. The user statement is not sent to the Department.