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Actions for COD System User Access for R2T4
Attachment to February 2019 Electronic Announcement

This table shows the actions a user may need to take to obtain access to the COD System to use the R2T4 application. Each user must be enrolled for the COD Online Service, have an FSA User ID and password, and have a valid/registered Two-Factor Authentication (TFA) token. If any requirement is missing, the user can resolve it by taking the action(s) noted in the last column.

As a reminder, the R2T4 application will not be available in the COD System until April 7, 2019, but schools can begin the process to obtain COD System access prior to that date.

I am an R2T4 user with the following access:

COD Online Service (user can already log in to COD Web Site)	FSA User ID and password	TFA Token	...so I need to take the following action.
Yes	Yes	Yes	No further action needed. ***Note:*** In some cases, an existing COD System user may need to change his or her COD user role. If so, he or she will need to work with the school's Primary Destination Point Administrator (PDPA) to update the user role in the SAIG Enrollment website.
No	Yes	Yes	I need my (PDPA) to enroll me for the COD Online Service in the SAIG Enrollment website.
Yes	Yes	No	I need to obtain and register a TFA token.
No	No	No	I need to: • Have my PDPA enroll me for the COD Online Service • Obtain an FSA User ID and password • Obtain and register a TFA token

Enrollment for the COD Online Service

If an R2T4 user is not an authorized COD System user, he or she will need to be enrolled for the COD Online Service by the school's PDPA. In a separate attachment to this announcement, we provide additional information to assist PDPAs who need to enroll users for the COD Online Service. PDPAs will also choose a COD user role for the new user. All COD user roles will have R2T4 access, so PDPAs should assign the appropriate level of **COD System access** for the new user.

Special Note about COD Online Service Enrollment for Users Associated with Multiple Schools

As noted earlier, R2T4 users must be enrolled for the COD Online Service and have an FSA User ID and password. Each user associated with multiple schools must enroll for the COD Online Service for *each school* for which COD Web Site access is needed. However, the user will only have one FSA User ID for the login process. For example, if a user is associated with five schools, the user will need to complete the enrollment steps five times, but will use the same FSA User ID and password to log in to the COD Web Site.

In addition, if a school uses a third-party servicer, but also has school users that need access to the COD Web Site, those school users must enroll for the COD Online Service via the SAIG Enrollment website. The third-party servicer cannot complete the COD Online Service enrollment process for the school users.

FSA User IDs and Passwords

In addition to enrollment in the COD Online Service, R2T4 users will need an FSA User ID and password to log in to the COD Web Site.

Most current R2T4 users already have FSA User IDs and passwords. However, if a user does not have an FSA User ID and password, he or she will need to complete the following steps (after they are enrolled for the COD Online Service):

1. Go to the SAIG Enrollment website and click on the "FSA User ID Registration" link on the left-hand side of the home page.

2. Enter the identifying information requested and click on "Submit."

3. Follow the remaining steps, which include establishing a password and setting up challenge questions.

During the FSA User ID registration process, the user will be presented with the email address reflected within the SAIG Enrollment website. We will use this email address to send the FSA User ID. **Note:** If the user changes the email address during the registration process, we will use the new email address to send the FSA User ID, but it will not be saved or updated within the SAIG Enrollment website.

TFA Tokens

After the FSA User ID registration process is complete and the FSA User ID is received, the user will then need to register his or her TFA token to associate it with the FSA User ID, if they do not already have one. Users who do not have a TFA token should contact their Primary Destination Point Administrator (PDPA) to obtain one. If the user is a PDPA and needs a TFA token, contact TFA_Communications@ed.gov, and include the school name and OPE ID on the correspondence.

To register a TFA token, use the following steps:

1. Go to the following URL: https://sa.ed.gov/enrole/SAWeb/selfmenu.jsp.

2. Click on the token registration link: "Register/Maintain Token."

3. Enter your FSA User ID and password and click on "Login."

4. Complete the token registration information.

5. When the "Success" message is displayed, the token has been registered.

Contact Information

If you have questions about how to enroll a user for the COD Online Service or how to register for an FSA User ID, contact CPS/SAIG Technical Support at 1-800-330-5947. You may also email CPSSAIG@ed.gov.

If you have questions about TFA tokens, email TFASupport@ed.gov.