

High-Level Overview of Redesigned IFAP Web Site
Attachment to November 2008 Electronic Announcement

On November 23, 2008, we plan to implement a reorganized and redesigned [Information for Financial Aid Professionals \(IFAP\) Web site](#). The purpose of this document is to provide a high-level overview of the key features of the redesigned site.

We cover information in the following order:

- Home Page
- Application Processing, Campus-Based, & Grant and Direct Loan (COD) Processing Information Pages
- Electronic Announcement Types

Reminders:

- 1) We plan to post more detailed information about the key features of the site through a series of announcements during the week of December 8-12, 2008. Each announcement will cover a specific area of the site and will address questions and clarification requests that we receive from users during the first two weeks after implementation.
- 2) The new features of the redesigned site will include some that have been available on the Financial Aid Professionals Portal (FAP) Web site (<http://fsa4schools.ed.gov>). With the inclusion of the FAP features on the redesigned site, we will retire the FAP upon implementation of the new IFAP Web site.

Home Page

The Home Page will be reorganized and redesigned to assist with easier navigation within the site.

Top Menu Bar – A menu bar at the top of the Home Page will provide links to the main areas of the site. This menu bar will appear on each page within the site. The items on the menu bar will include the following:

- Home – Main page of the site
- Getting Started – Introduction to the site for new users and others who want assistance in using the site, particularly those new to financial aid
- What's New – Complete listing of the most recent postings to the site
- Calendar – Tool to view current conferences, trainings, deadlines, or other events related to financial aid
- iLibrary – Categorization of all current and archived postings on the site by Program Type, Functional Type, and Document Type
- Help – Contact information for customer service centers, FAQ/Site Map/Search Tips for site, and glossary
- Feedback – Electronic submission options for questions/suggestions about the site and Title IV policy questions

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My IFAP – The My IFAP link at the top of the navigation area on the left side of the Home Page will replace what was previously called IFAP Member Services. For registered members of IFAP Member Services who currently receive the IFAP subscription e-mails, there will be no interruption in subscription service. Upon implementation of the new site, subscribers will automatically continue to receive these e-mails and no action will be required if they wish to continue receiving the IFAP weekly subscription e-mails.

The following upgrades to the previous service will be available under My IFAP:

- Option to subscribe to and receive a daily IFAP subscription e-mail
- Ability to change/reset a password
- Ability to bookmark pages of interest on the site

Left Navigation Area Links – Links to Web sites that are frequently accessed by the financial aid community will be provided in the navigation area on the left side of the Home Page. The listing of links will be categorized to assist a user in easily navigating to a needed link.

Center Four Boxes – Four boxes in the top center of the Home Page will provide access to the following postings:

- Tools for Schools – Online and computer-based training resources
- Worksheets, Schedules, & Tables – Worksheet, schedule, and table resources
- Publications – Program-related and processing-related publications
- Processing Resources – Program and system processing information and materials

What's New – The What's New area in the bottom center of the Home Page will provide an abbreviated list of the most recent postings to the site. A complete listing of recent postings will be available by clicking on a link provided in this area or by clicking on What's New in the menu bar at the top of the Home Page.

Right Feature Area Items – The following items will be provided in the feature area on the right side of the Home page:

- Hot Topics – Links to timely items of importance
- Handbook – Links to current and archived versions of the Federal Student Aid Handbook
- Training – Link to training resources for Title IV participants
- Letters & Announcements – Links to Dear Colleague Letters and Electronic Announcements
- Laws & Regulations – Links to the Code of Federal Regulations, Federal Register publications, the Higher Education Act (HEA), and the U.S. Code

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Application Processing, Campus-Based, & Grant and Direct Loan (COD) Processing Information Pages

We will consolidate operational communications and guidance, technical documents, and related information specific to each of our major system/program areas into three processing information pages. A user will access these pages via the Processes Resources box in the top center of the site's Home Page. The processing information pages are as follows:

- Application Processing Information
- Campus-Based Processing Information
- Grant and Direct Loan (COD) Processing Information

We will explain the key features of the processing information pages in the series of announcements that we plan to post during the week of December 8-12, 2008.

Electronic Announcement Types

Beginning with the implementation of the redesigned site and Electronic Announcements posted on or after November 19, 2008, we will categorize Electronic Announcements by the following types:

- Application Processing
- Campus-Based
- COD System
- Direct Loans
- EDESuite
- FFEL
- General
- Grants
- Loans

This categorization in conjunction with the Electronic Announcement's subject will assist users in more easily identifying the information that is communicated in an Electronic Announcement.

Notes:

1) Electronic Announcements posted before November 19, 2008 will not be assigned a category; however, they will be available under Electronic Announcements and able to be accessed via one of the following navigation options:

- Letters & Announcements in the right feature area on the Home Page
- iLibrary on the menu bar at the top of the Home Page

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- 2) We will use our new Campus-Based Electronic Announcement type to provide operational information related to the Campus-Based programs. We will continue to post Campus-Based (CB) Dear Colleagues Letters as applicable. All Campus-Based Dear Colleague Letters posted prior to and after implementation will be available under Dear Colleague Letters and able to be accessed via one of the following navigation options:
 - Letters & Announcements in the right feature area on the Home Page
 - Campus-Based Electronic Announcements and Letters page under Campus-Based Processing Information
 - iLibrary on the menu bar at the top of the Home Page

- 3) We will retire the previous Direct Loan Bulletin format and use our new Direct Loan Electronic Announcement type to communicate Direct Loan-related information. All Direct Loan Bulletins posted prior to the implementation will be available under Direct Loan Bulletins and able to be accessed via one of the following navigation options:
 - Direct Loans page under Grant and Direct Loan (COD) Processing Information
 - Archives area of iLibrary on the menu bar at the top of the Home Page