Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Session 7

Using the eCampus-Based System

Dorothy Proctor
Theresa Urban

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Session Outline

- eCampus-Based Overview – (Page 4)
- Campus-Based Calendar – (Page 5-6)
- FISAP Welcome Page – (Page 7-8)
- FISAP Tutorial – (Pages 9 – 11)
- Security Overview – (Pages 12 - 13)
- SAIG – (Pages 14 - 21)
  - Enrollment
  - Access Rights
- Security Login – (Pages 22 - 24)
- Navigation – (Page 25)
- Help – (Pages 26)
  - Section Level
  - Page Level
  - System Level
- Glossary – (Page 27)
- Self-Service - (Pages 28 - 36)
  - Free Adobe Reader
  - Forms (PDF)
  - Reports
  - Notifications
  - Acknowledgements
  - Contacts
  - IFAP
- Proposed Self Service – (Pages 37)
- Setup – (Pages 38 - 40)
  - Change Years / Schools
  - Reallocation
  - Work Colleges Form
  - Administration
- FISAP - (Page 41)
- Home - (Page 42)
- Validation – (Pages 43 - 46)
  - Fix Error
  - Log
- Submission – (Pages 47 - 51)
  - Validation
  - Certification
  - Confirmation
- Logout (Page 529)
- Campus Based Funding Formula (Pages 53-58)
- Waiver Processing (Page 62)
- Reference Material – (Page 63)
- Questions/Feedback – (Page 64)

eCampus-Based Overview

- Reallocation Form
- FISAP on the Web
- Award Process
- Waiver Process

- **eCB's FISAP On The Web** **www.cbfisap.sfa.ed.gov**

Campus-Based Calendar
2004 – 2005 Award Year

FISAP On the Web Available	**July 17, 2003**
Reallocation Form Due	**August 22, 2003**
Supplemental Awards Issued	**September 15, 2003**
FISAP & Combined Certification Due	**October 1, 2003**
FISAP Edit Corrections Due	**December 15, 2003**
Tentative Awards Posted	**February 1, 2004**
Under-Use Waiver Request Due	**February 13, 2004**

Campus-Based Calendar
2004 – 2005 Award Year

Work Colleges Application Agreement Due	**March 9, 2004**
Under-Use Waiver Notification Issued	**March 15, 2004**
Final Awards Issued	**April 1, 2004**
Close-Out of Awards Posted	**May 1, 2004**
Community Service Waiver Request Due	**May 21, 2004**
TC Payments Issued	**June 1, 2004**
Funds Available for Draw Down	**July 1, 2004**
Inst. Share Waiver Notification Issued	**June 30, 2004**

FISAP Welcome Page

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

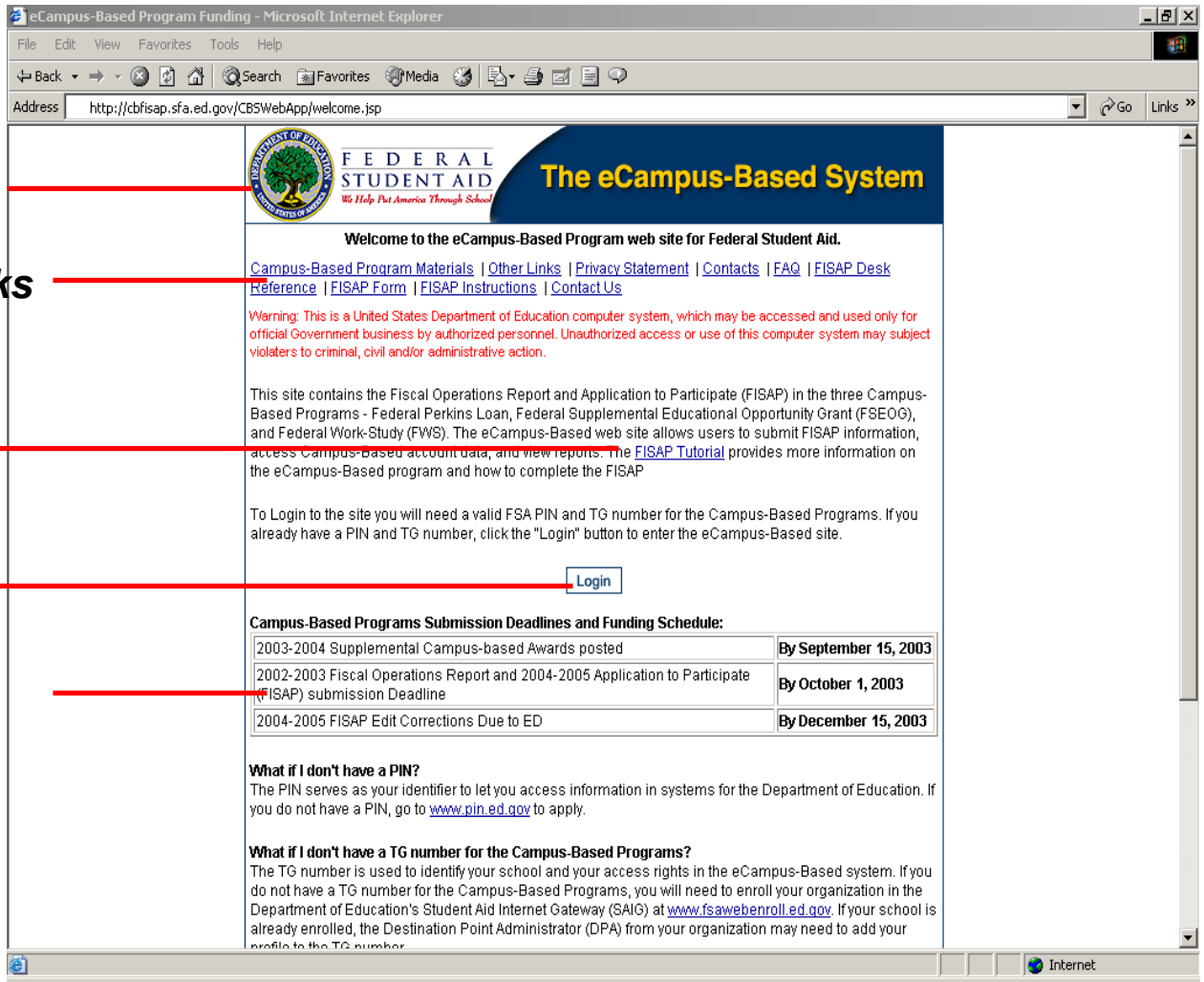
Welcome/Overview

Frequently Used Links

FISAP Tutorial

Click to Login

eCB Important Dates



FISAP Welcome Page

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

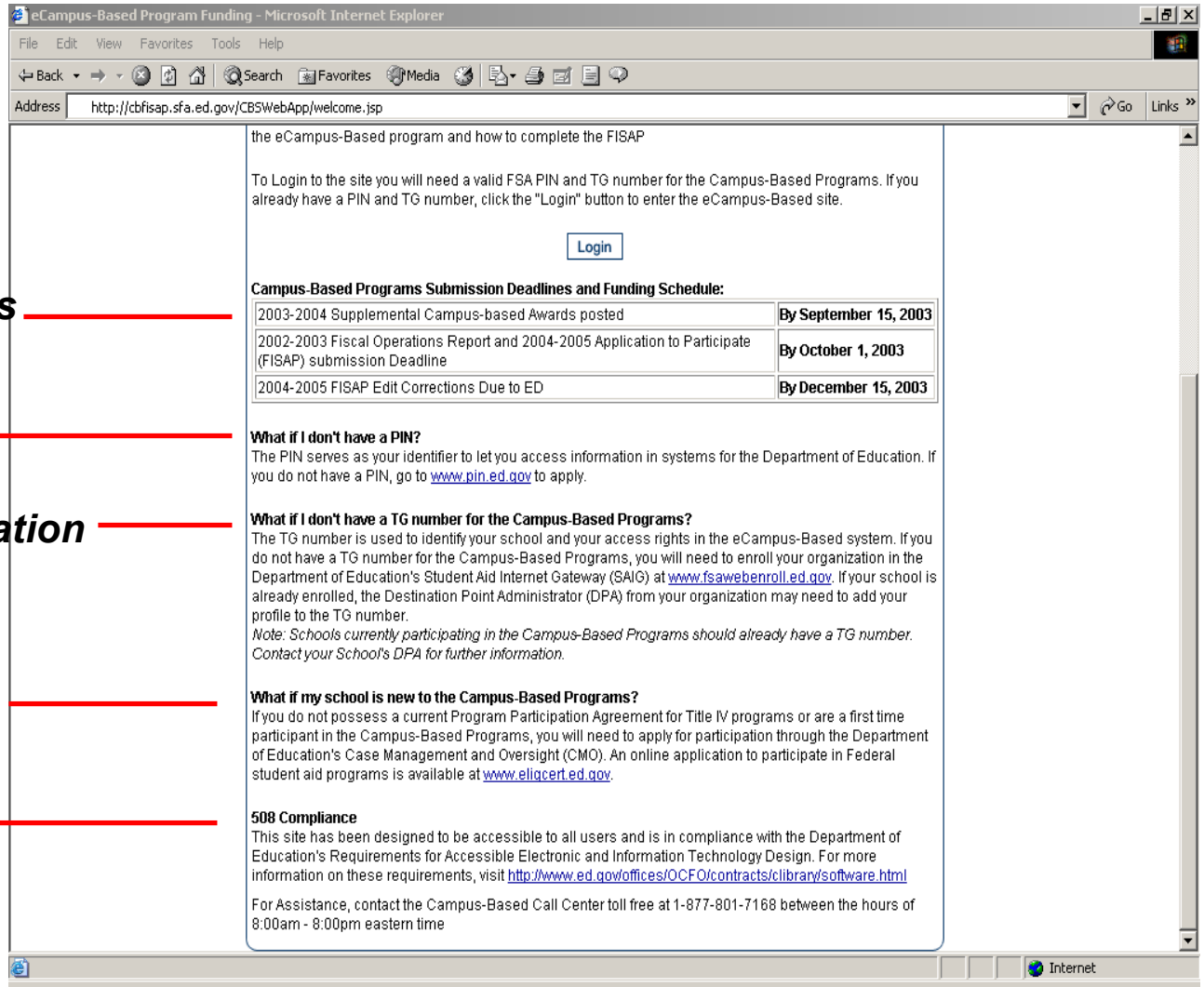
eCB Important Dates

PIN Information

TG Number Information

Eligibility Process

508 Compliance



FISAP Tutorial

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Click Here to Enter Tutorial

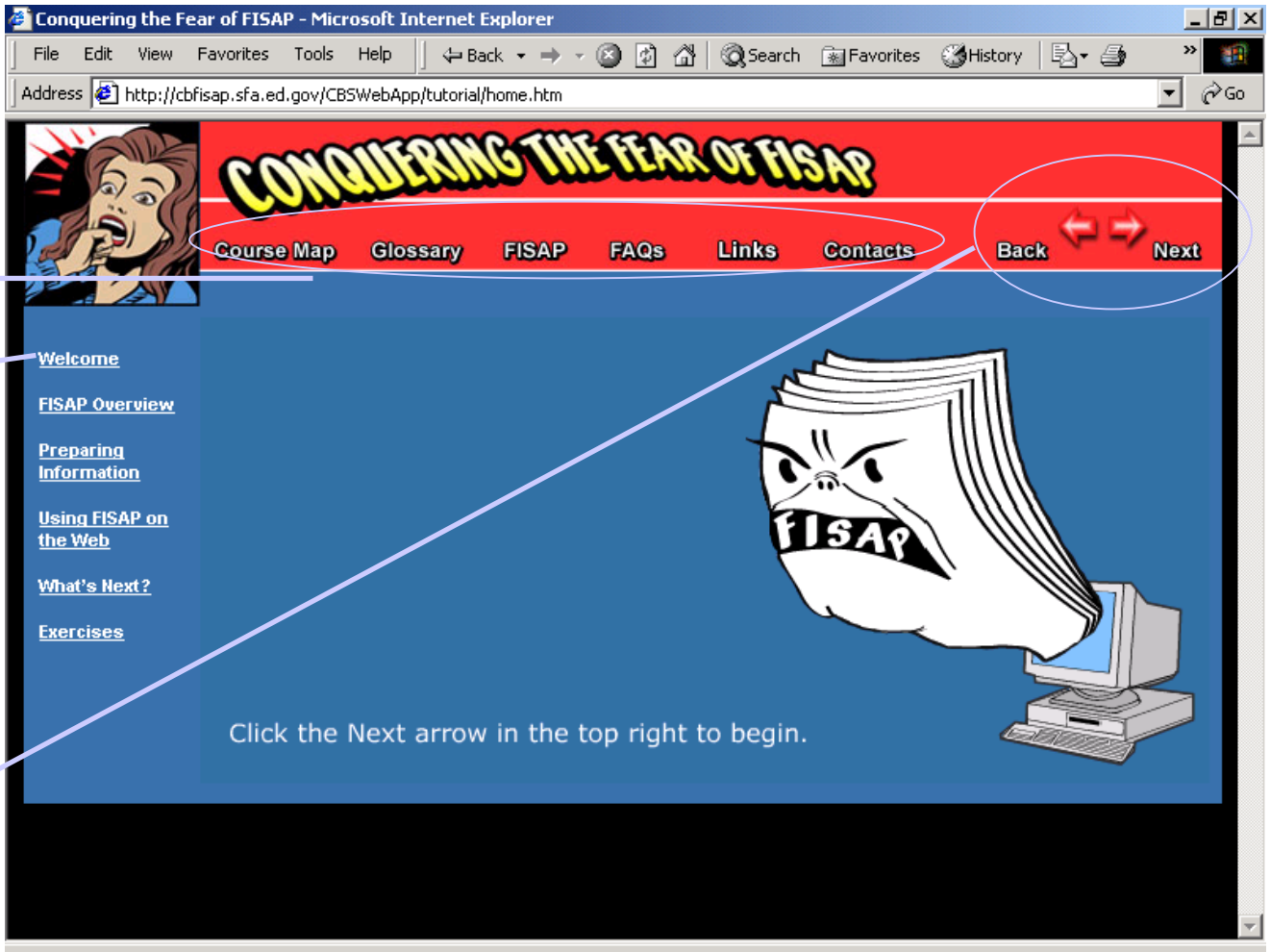
FISAP Tutorial

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Top Bar Navigation to Quickly Access a Topic Area

Left Side Navigation for Step-By-Step Tutorial

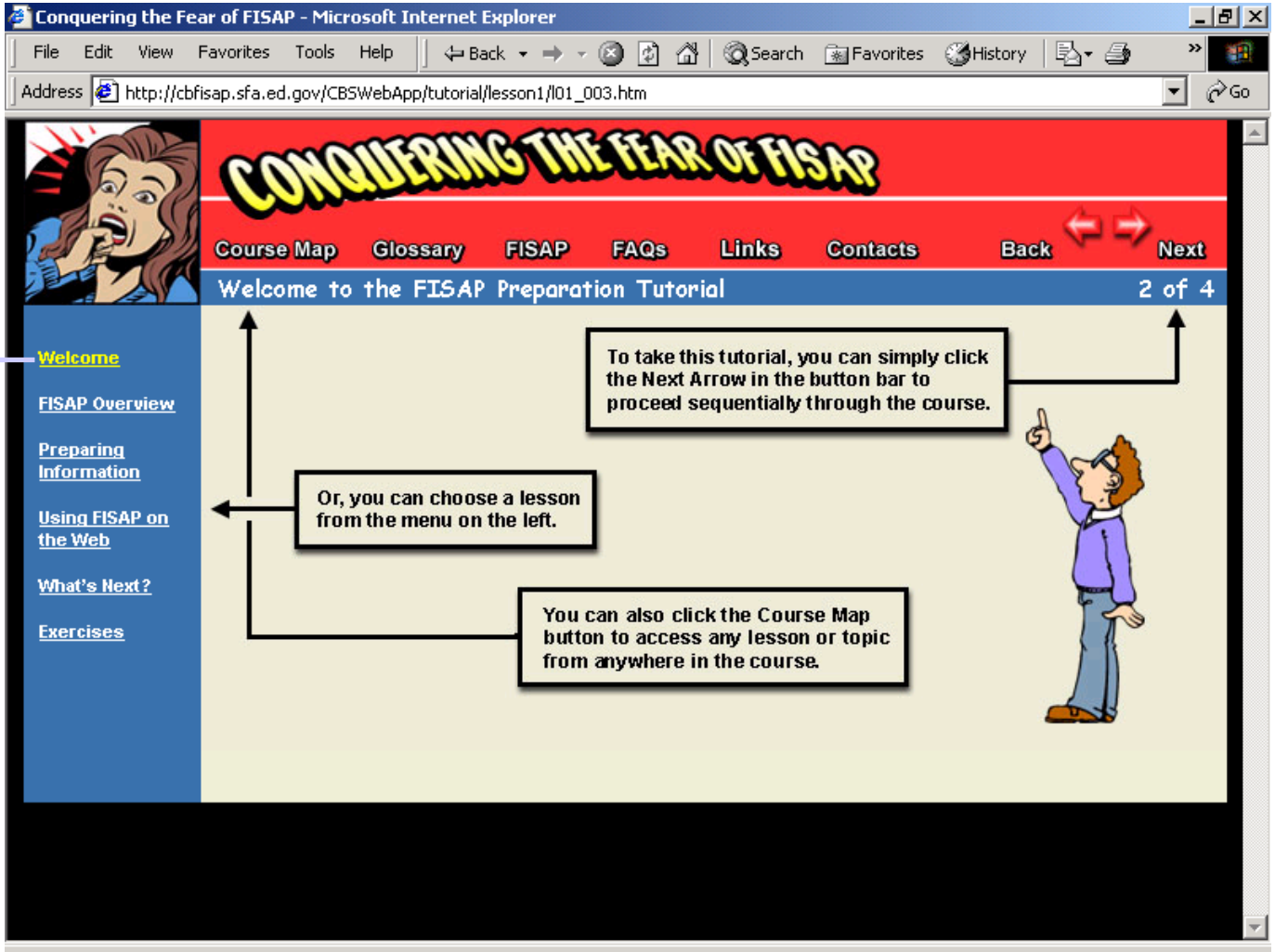
Back & Next Navigation Selection Within Each Tutorial



FISAP Tutorial

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Easy to Follow Instructions



Security - Overview

- Individuals Need an FSA PIN **AND**
- Destination Point Administrator (**DPA**) Needs to Add the FISAP User to the School's TG Number and Provide FISAP Access Rights Via the Student Aid Internet Gateway (SAIG)

FSA PIN

+

TG Number

=

FISAP Access

- **FSA PIN Site** **www.pin.ed.gov**
- **Student Aid Internet Gateway** **www.fsawebenroll.ed.gov**

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Security - Overview

www.pin.ed.gov

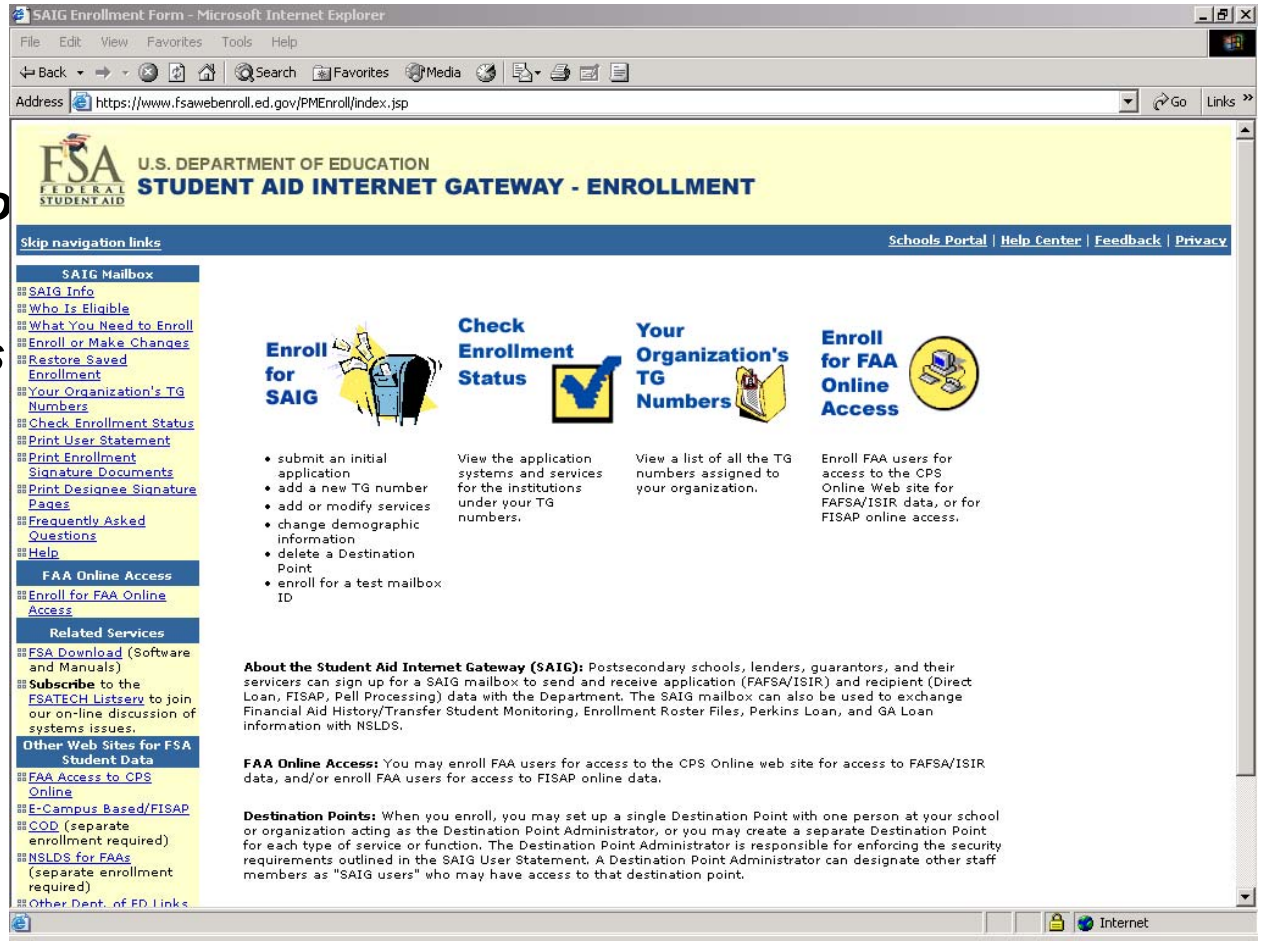
E-Mail Notification
Or Via the
U.S. Postal Service

Security - Overview

The User's Role Can Be "Tailored" by the DPA to Allow…

"Submit" = All Functions
"Write" = Edit Only
"Read" = View Only

On-Line Role Changes Are Effective Immediately

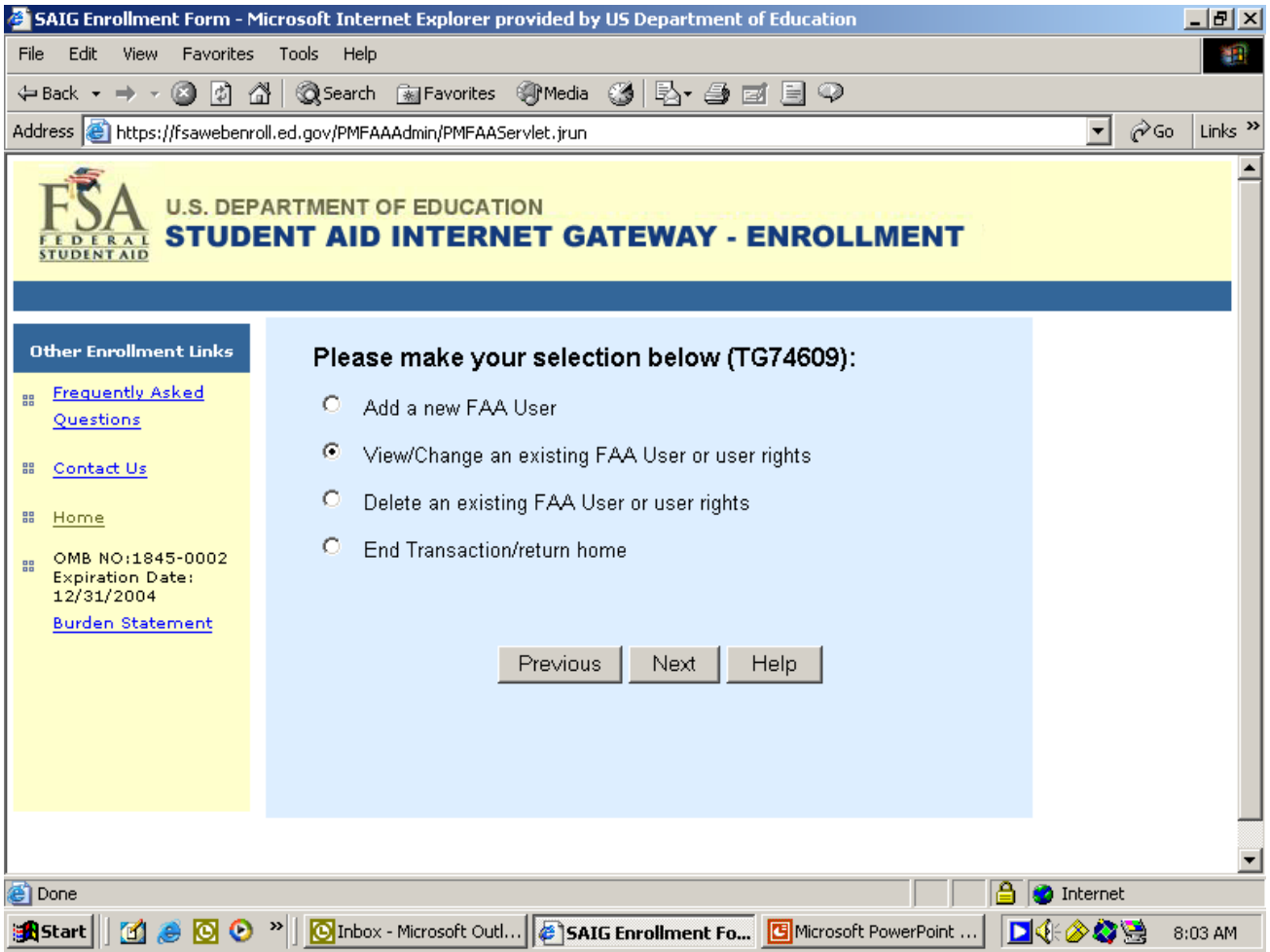


- **Student Aid Internet Gateway** **www.fsawebenroll.ed.gov**

SAIG - Enrollment Form

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

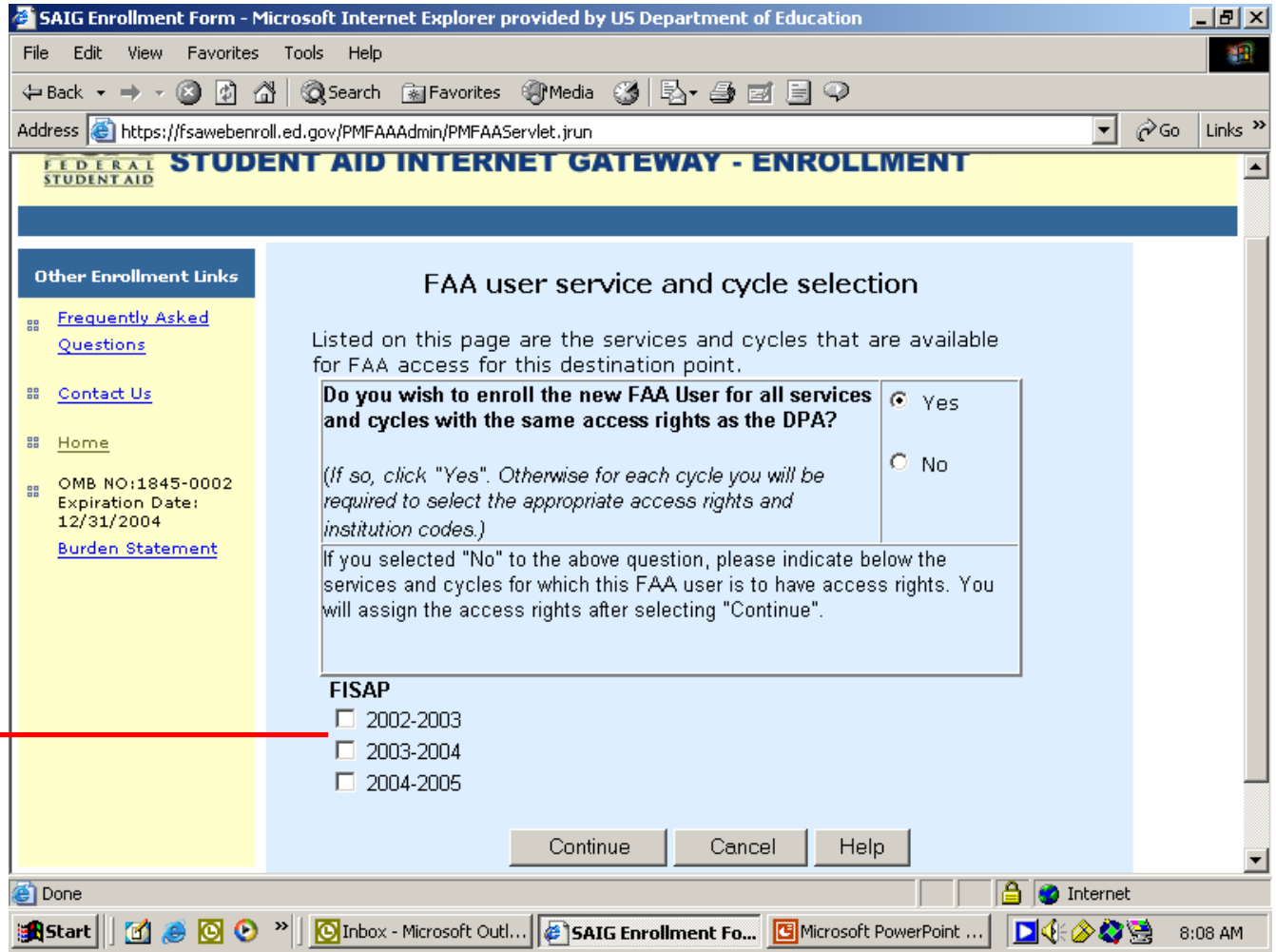
DPA Can Add, Change, View, or Delete FAA User



SAIG - Enrollment Year

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

DPA Selects Cycle Year

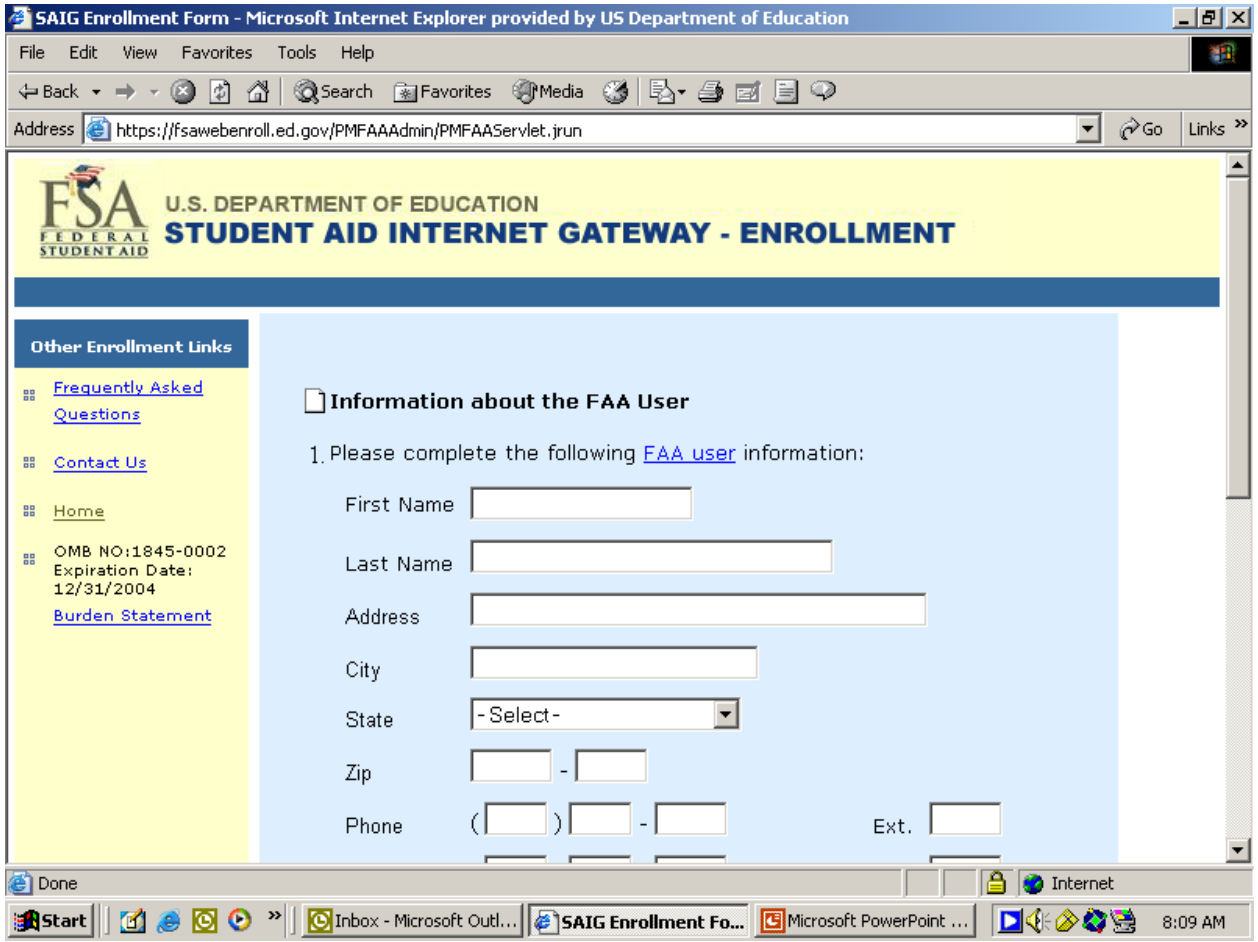


SAIG - Enrollment Data

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

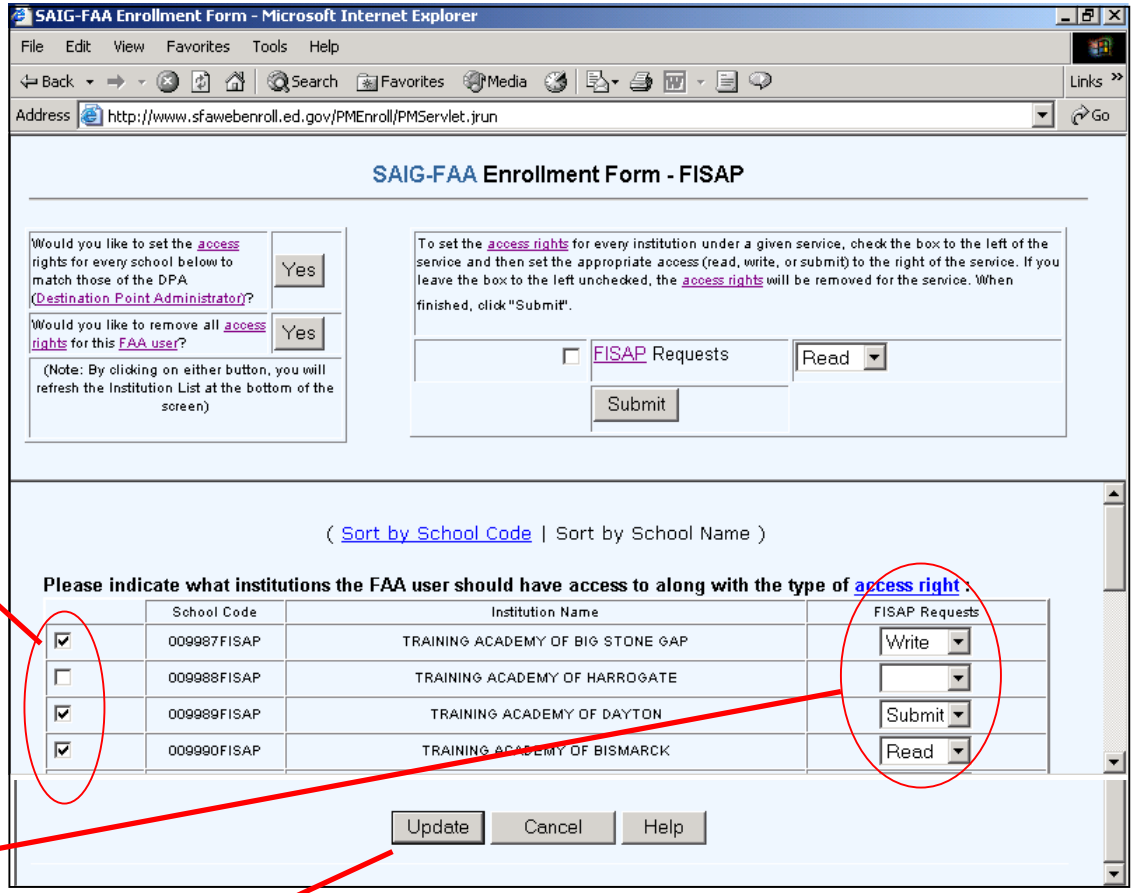
DPA Enters New FAA User Enrollment Information

Information Must <u>EXACTLY</u> Match Data Entered in FSA PIN Site (First Name, Last Name, DOB, SSN)



SAIG - Access Rights

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003



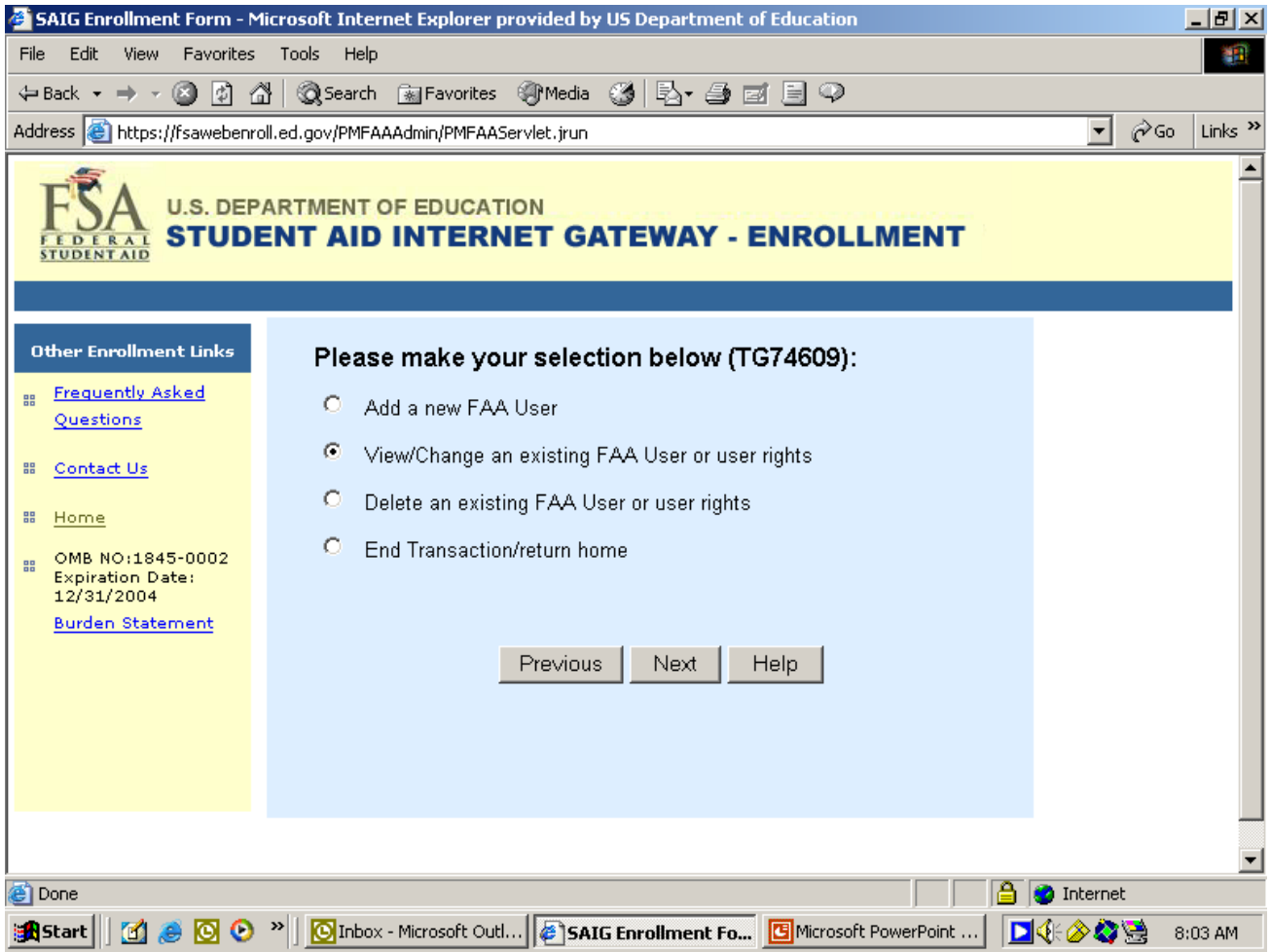
DPA Selects School(s) by Checking the Appropriate Boxes

DPA Selects FISAP Access Rights

DPA Presses Update To Complete Adding New FISAP User

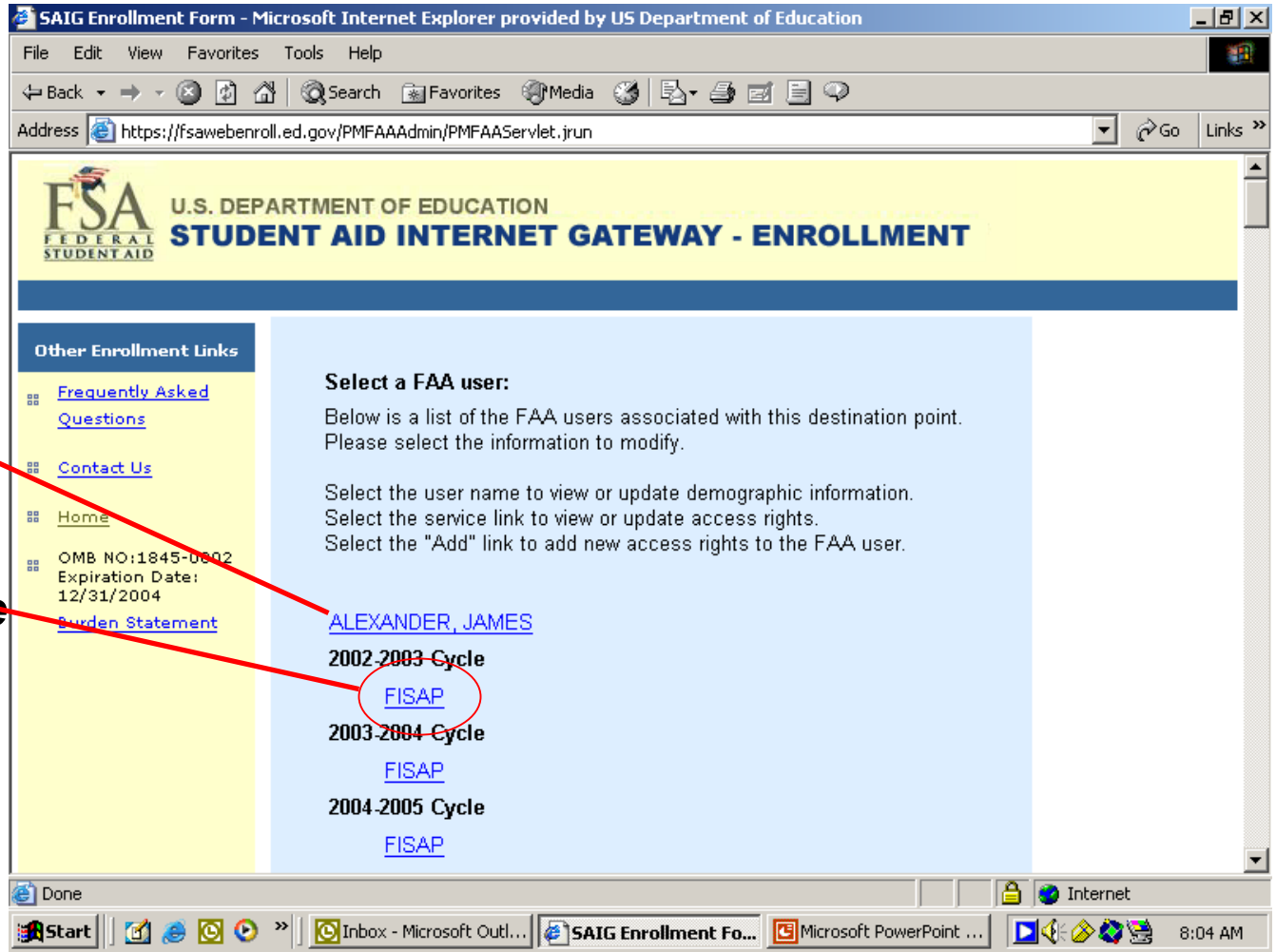
SAIG - Change Rights

DPA Can Change FAA User Access Rights

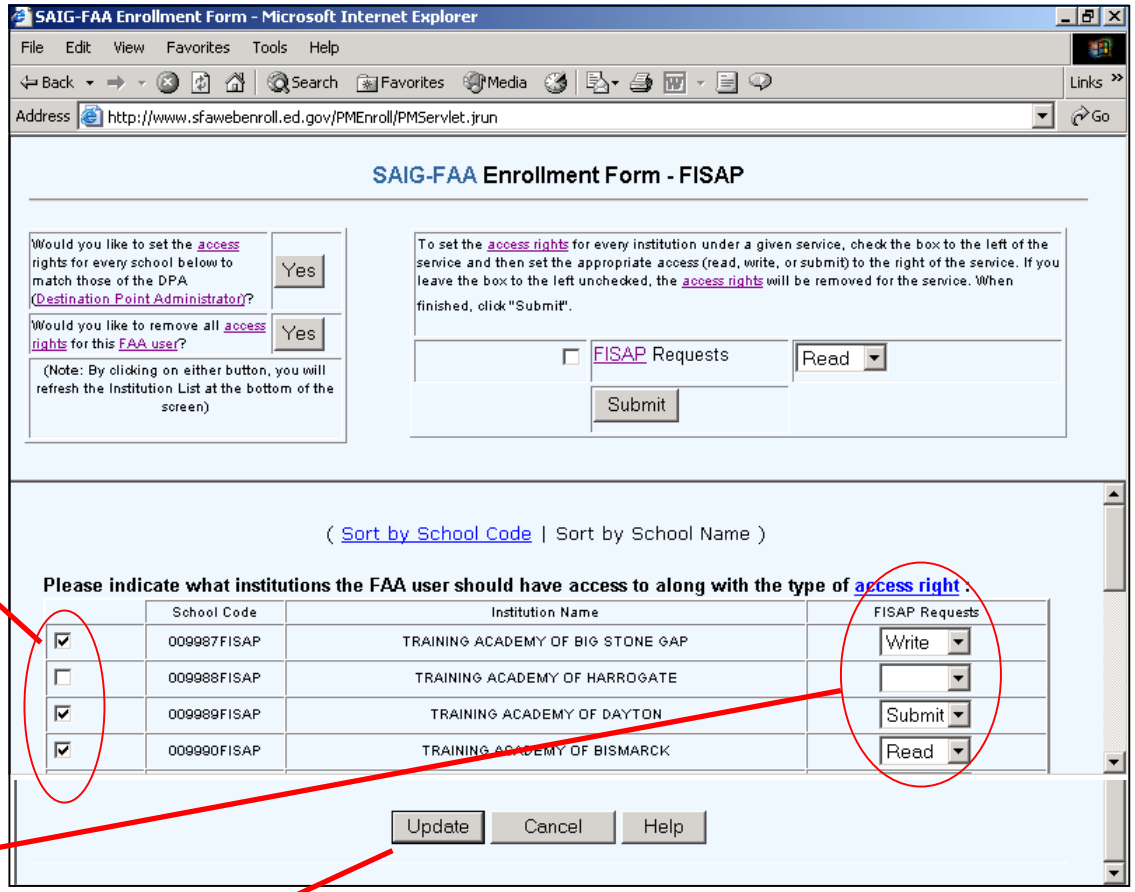


SAIG - Change Access

DPA Can Change FAA User Access Rights by Selecting FISAP for the Appropriate Cycle



SAIG - Change Rights



DPA Selects School(s) By Checking the Appropriate Boxes

DPA Selects FISAP Access Rights

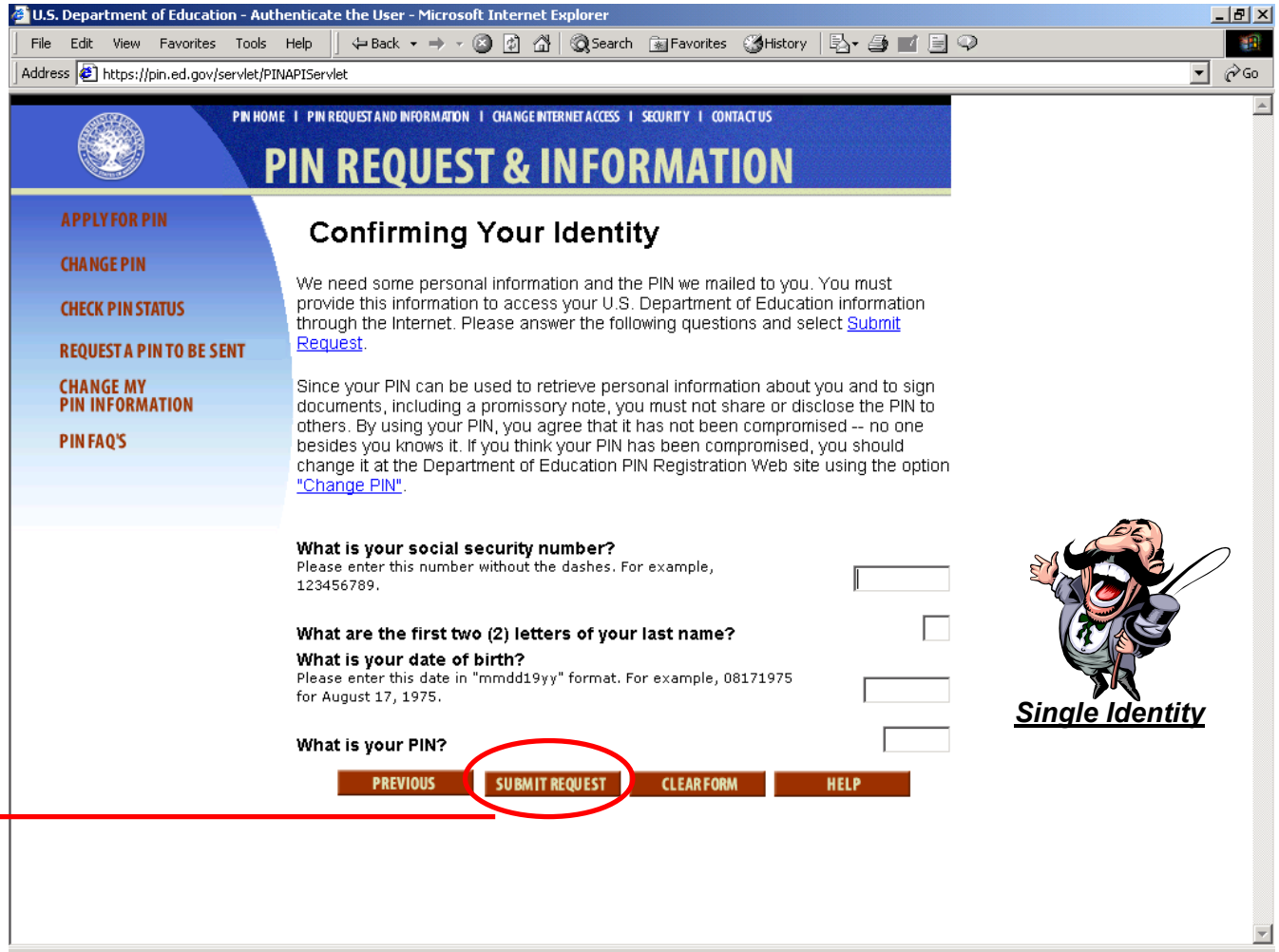
DPA Presses Update to Update User Access Rights

Security - Login

The User Is Automatically Redirected to the PIN Registration Site After Selecting Login

The User Provides Their Information to Validate Identity

User Submits Request

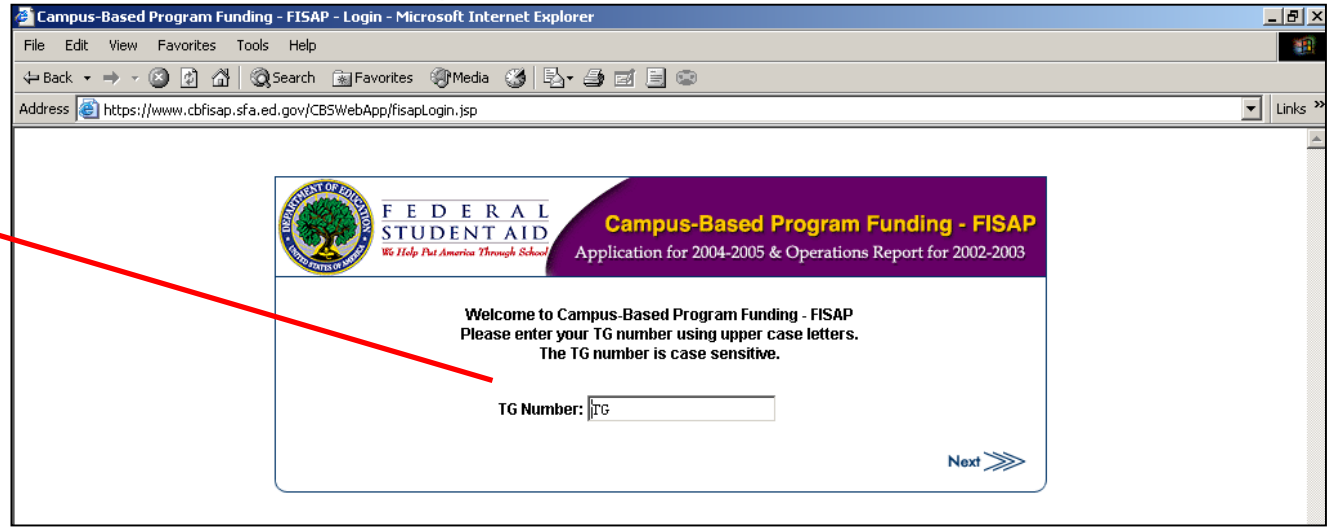


Single Identity

Security - Login

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Users Provide Their TG Number designated for FISAP



The System Then Compares Their Identity And Role;

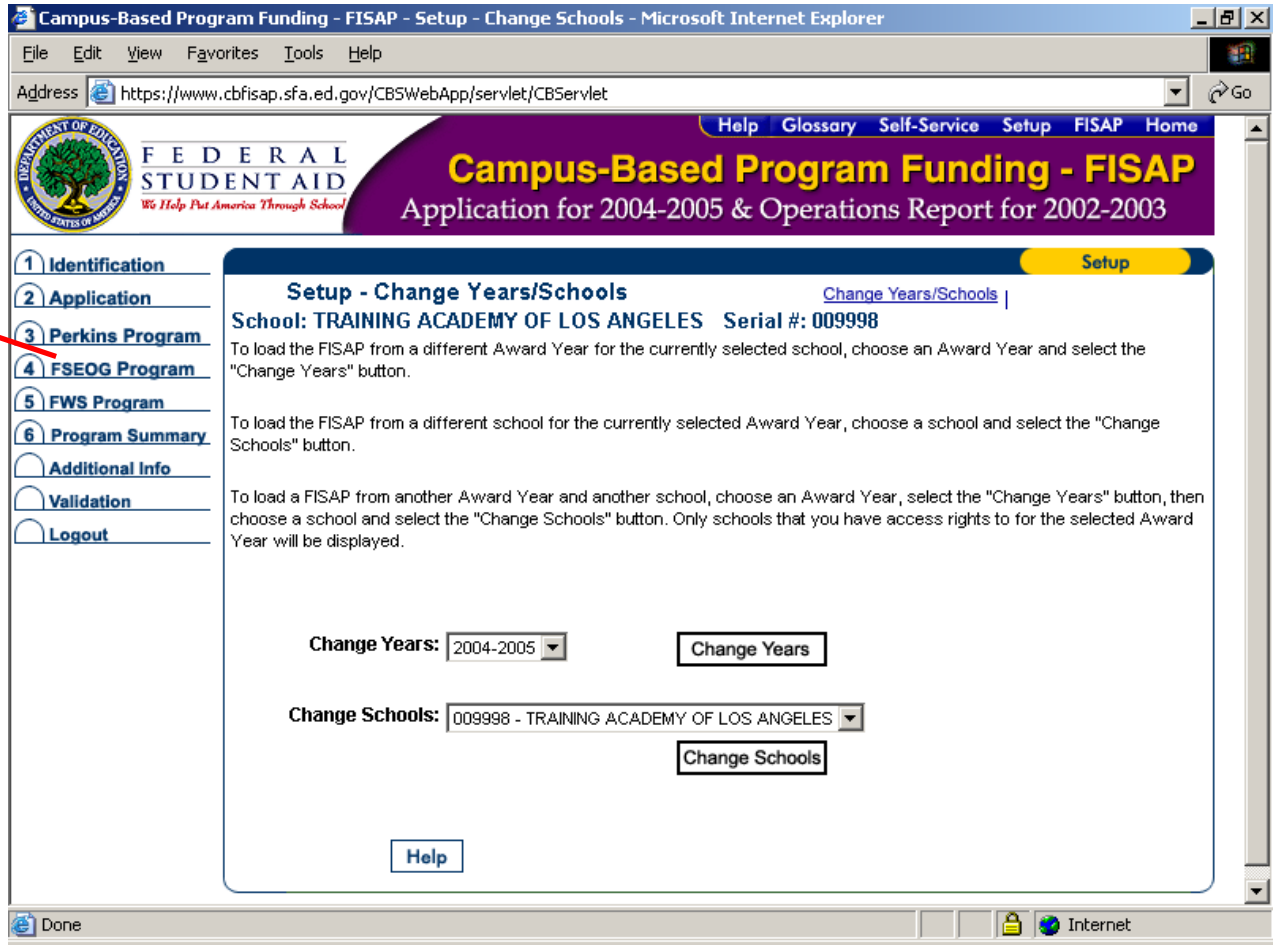
FSA PIN + ***TG Number*** = ***FISAP Access***

If the Users Identity And Role Match

Security - Login

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Upon Successful Login, the User Is Allowed Access to the System



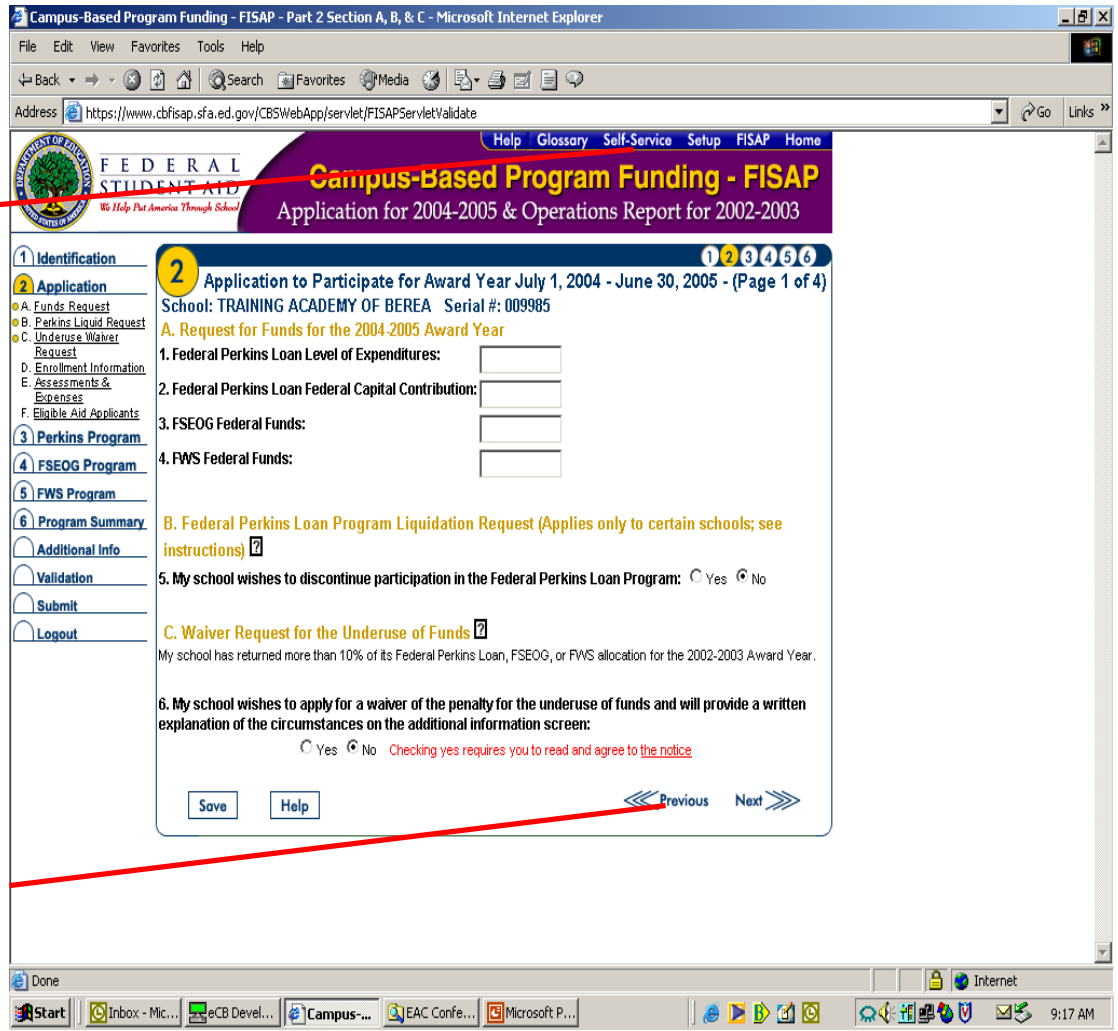
Navigation

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Top Bar Navigation

Left Side Navigation

Page To Page Navigation



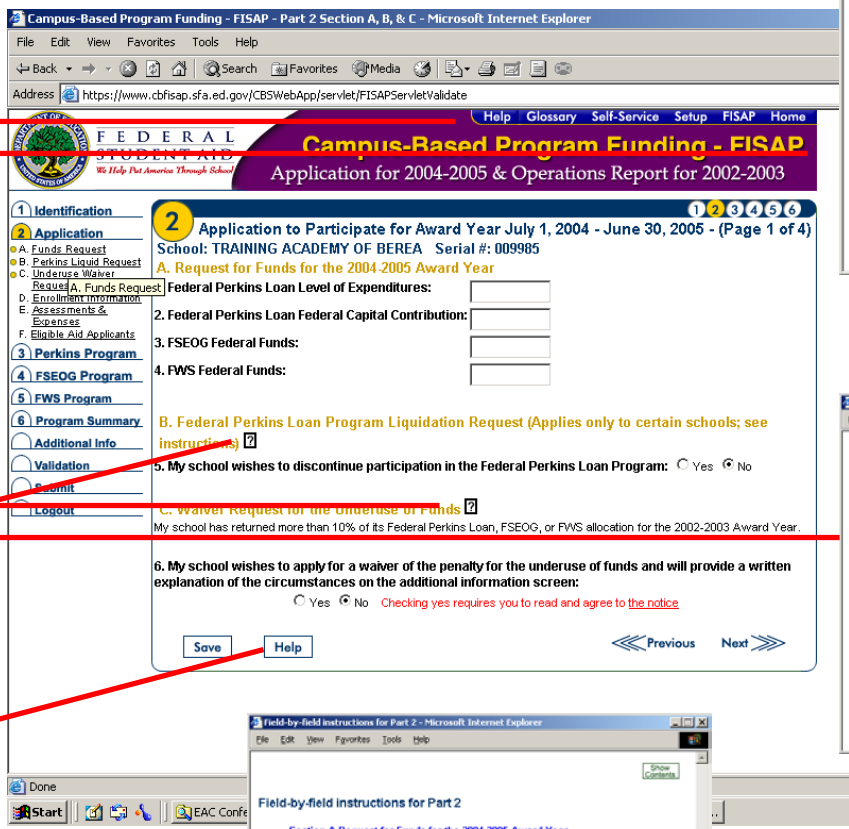
Getting Help

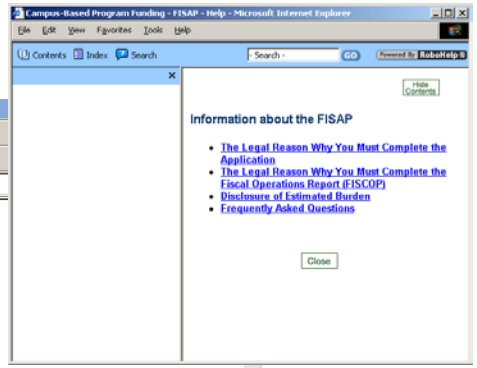
Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

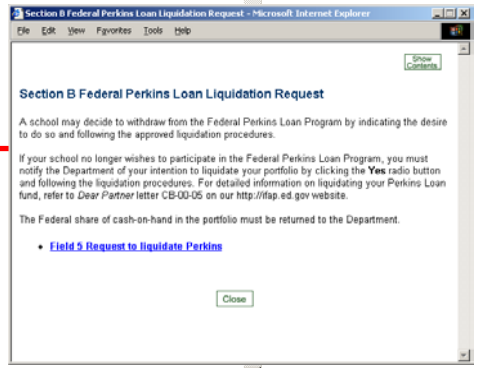
System Level Help Provided In the Top Navigation Bar

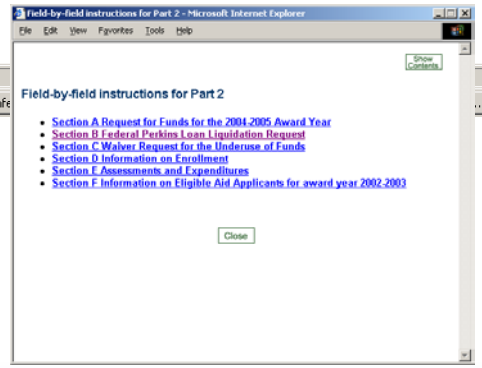
Field Level Help Provided by Clicking on the "?"

Page Level Help Provided at the Bottom of Every Page









Glossary

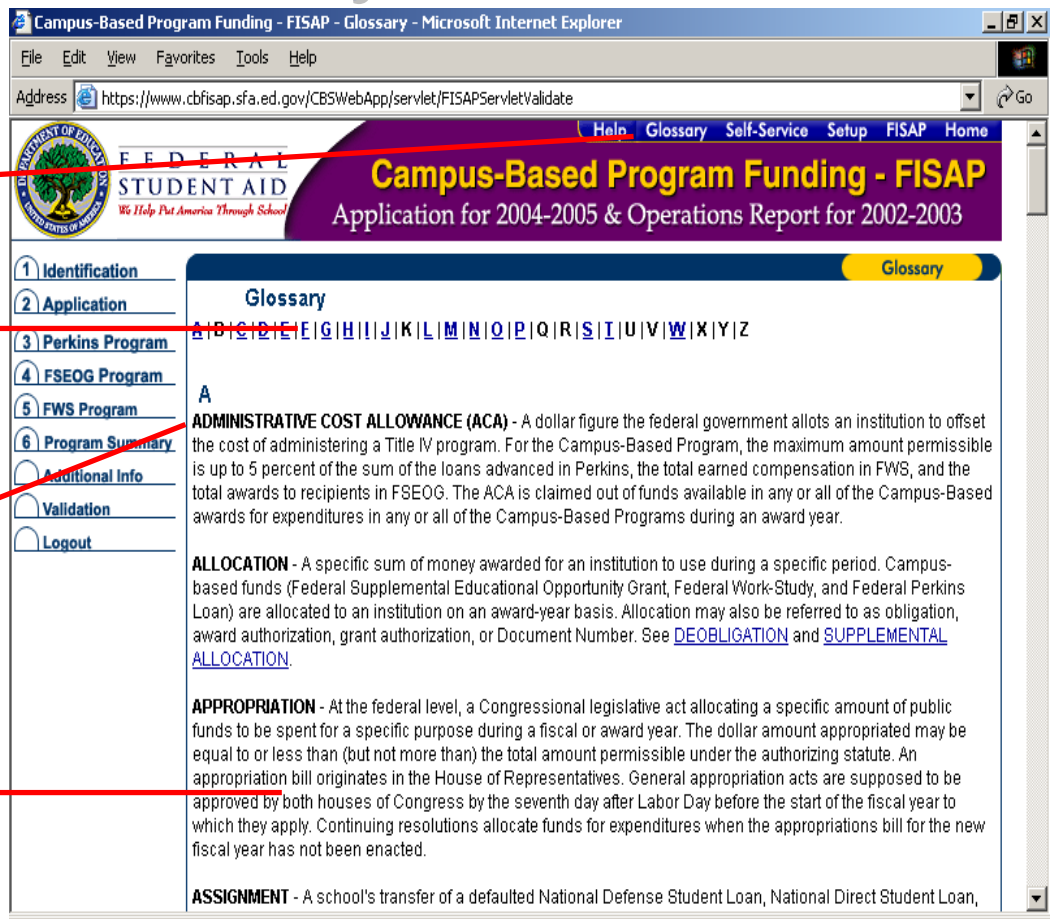
Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Link to Glossary

Allows Searching By First Alpha Character of Term or Acronym

Organized Alphabetically by Term or Acronym

Provides Description of the Term or Acronym



Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

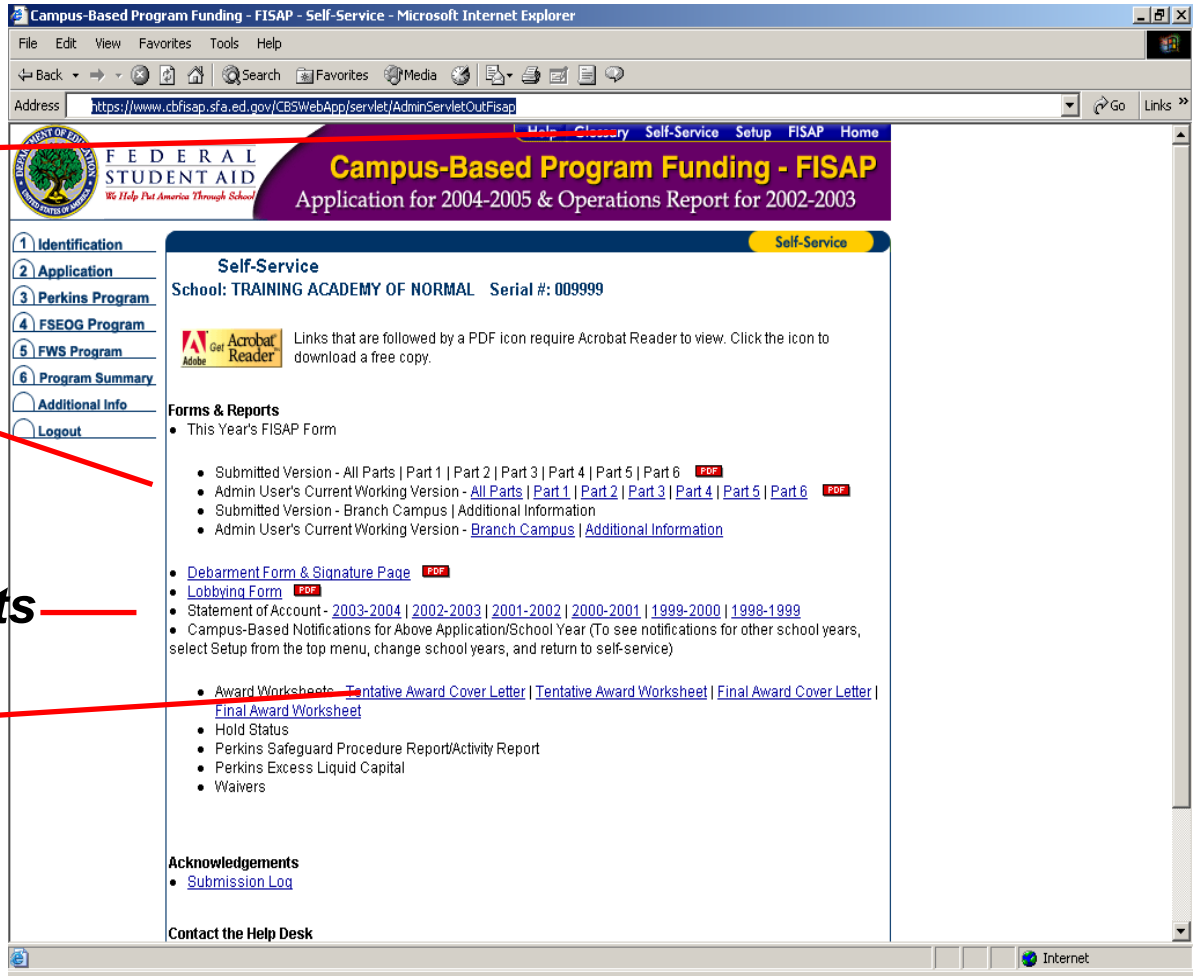
Self-Service

Link to Self Service

Provides Links to Forms and Reports

Statement of Accounts

Notifications

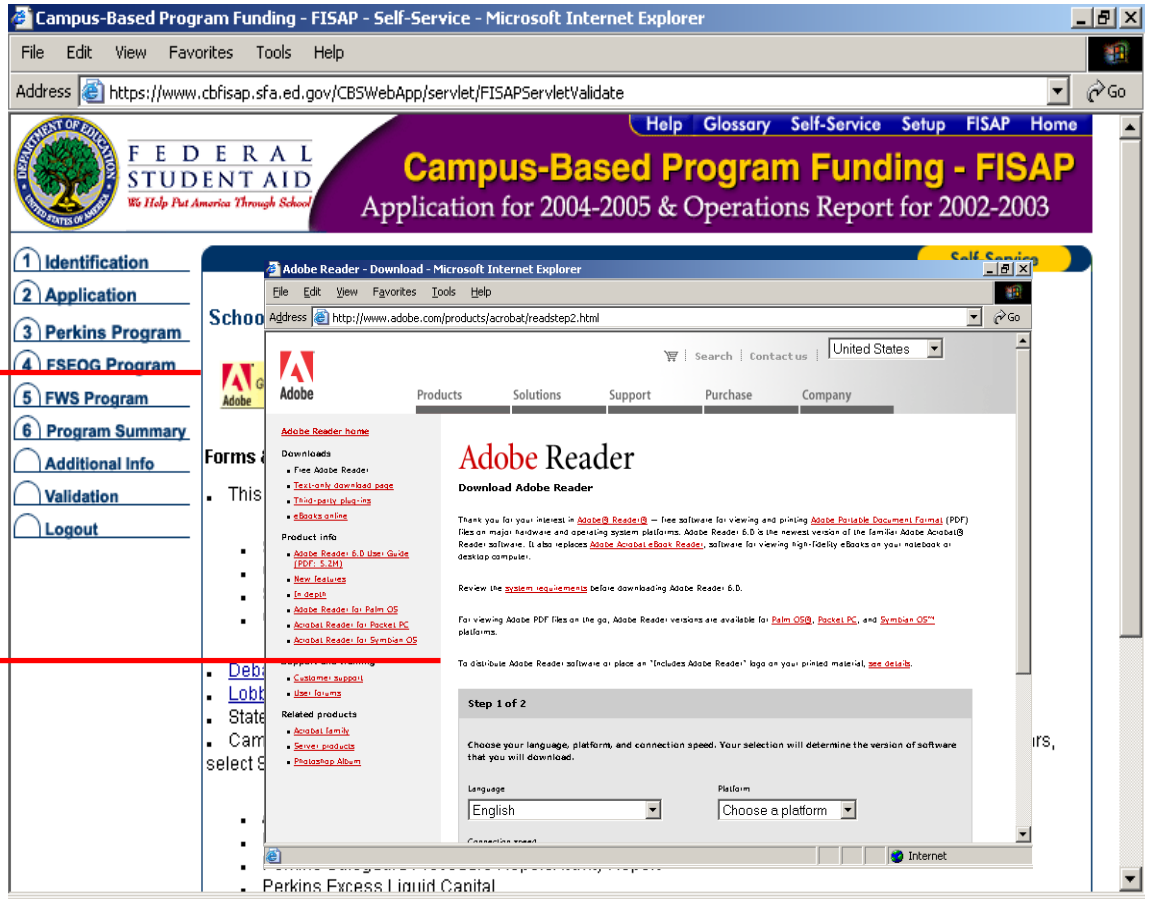


Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Self-Service – Free Adobe Reader

Provides A Link to Download Free Adobe Reader 6.0 Software

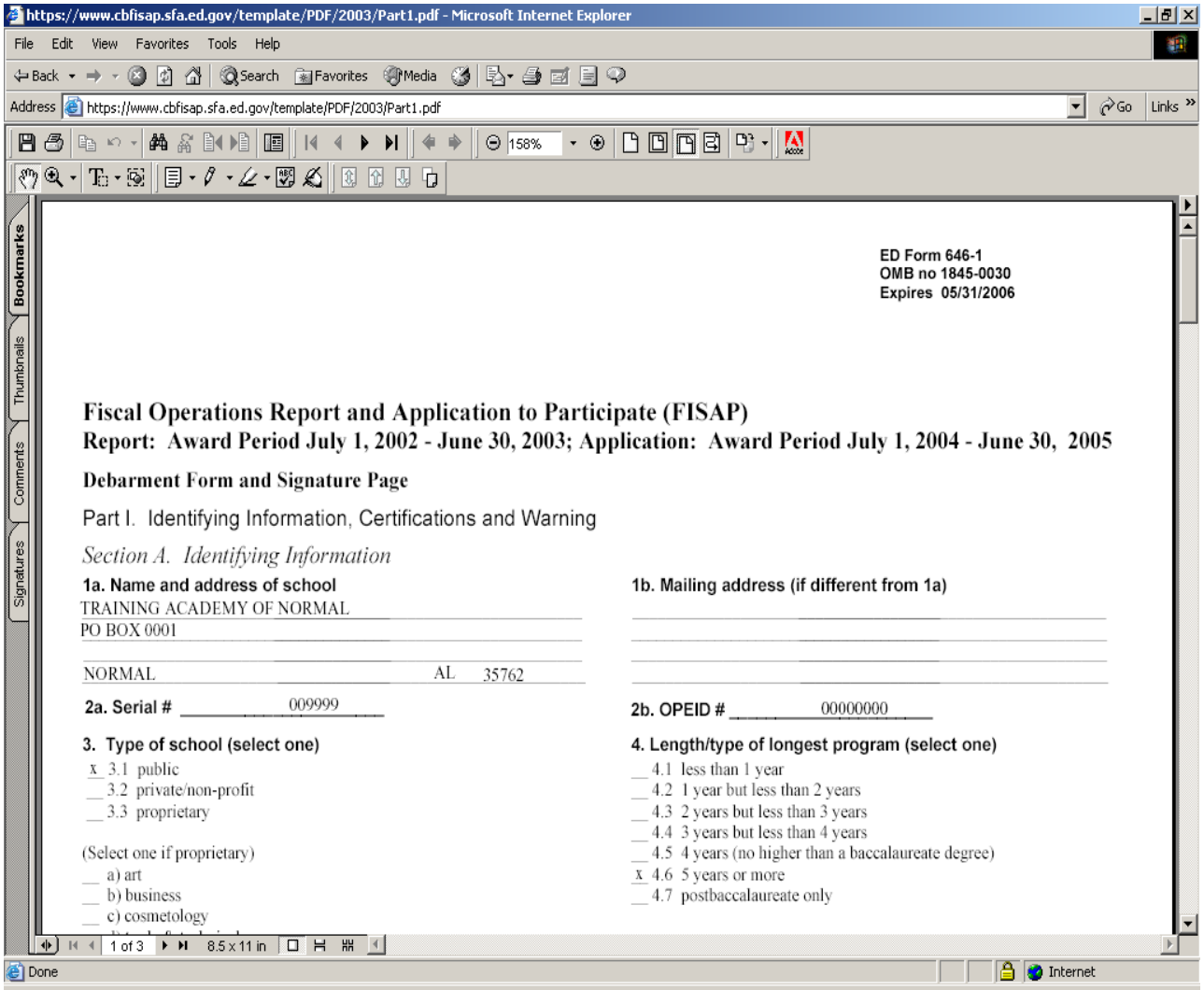
Creates New Window to Download Software



Self-Service – Forms (PDF)

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Provides Your FISAP Data in a Print Friendly Format

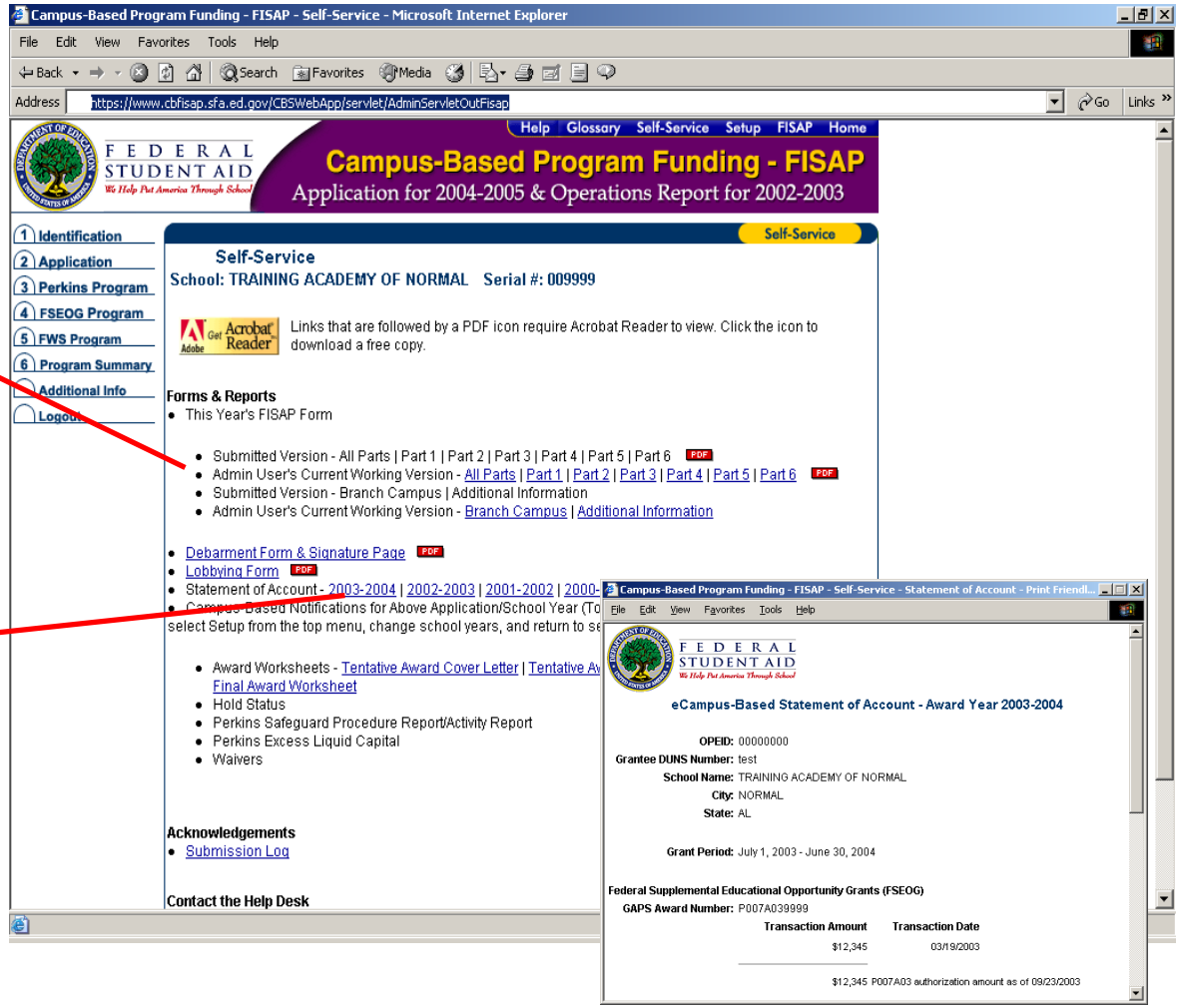


Self-Service – Reports

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

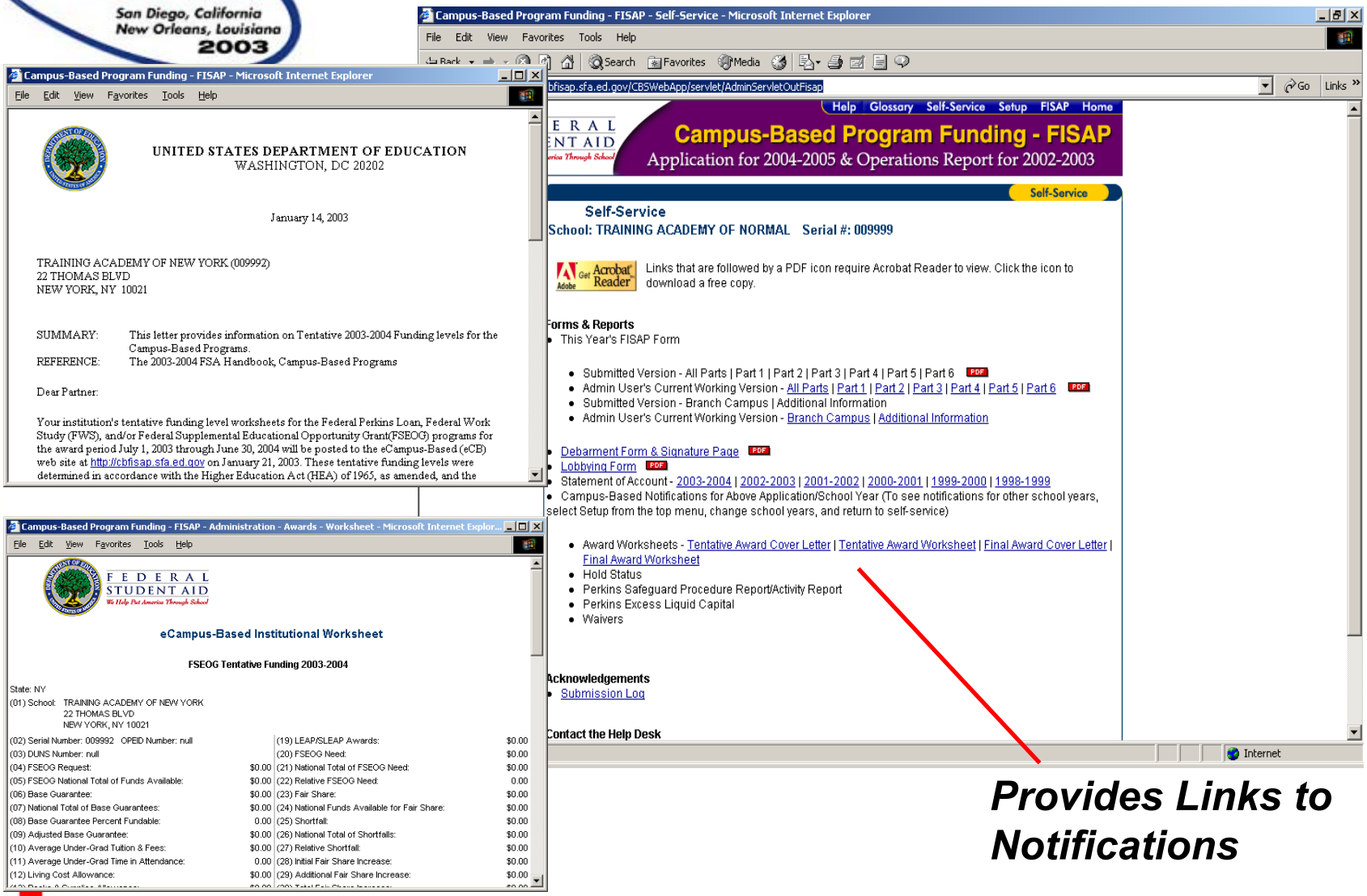
Provides Links to Forms and Reports

Allows Users to Print a Record of Their Award Year Funding



Self-Service – Notifications

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

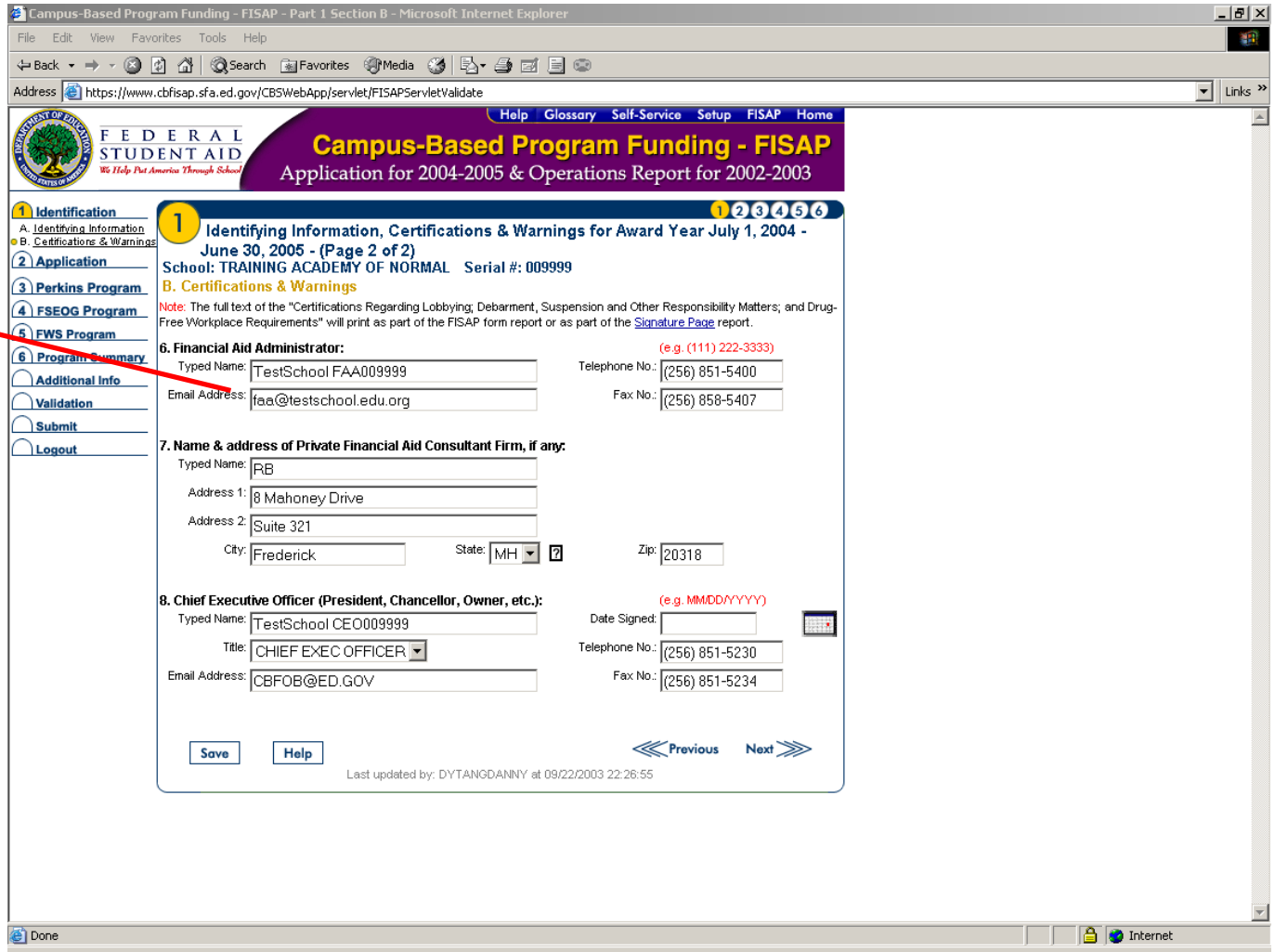


Provides Links to Notifications

Self-Service – Notifications

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Email Announcements Are Sent to the FAA

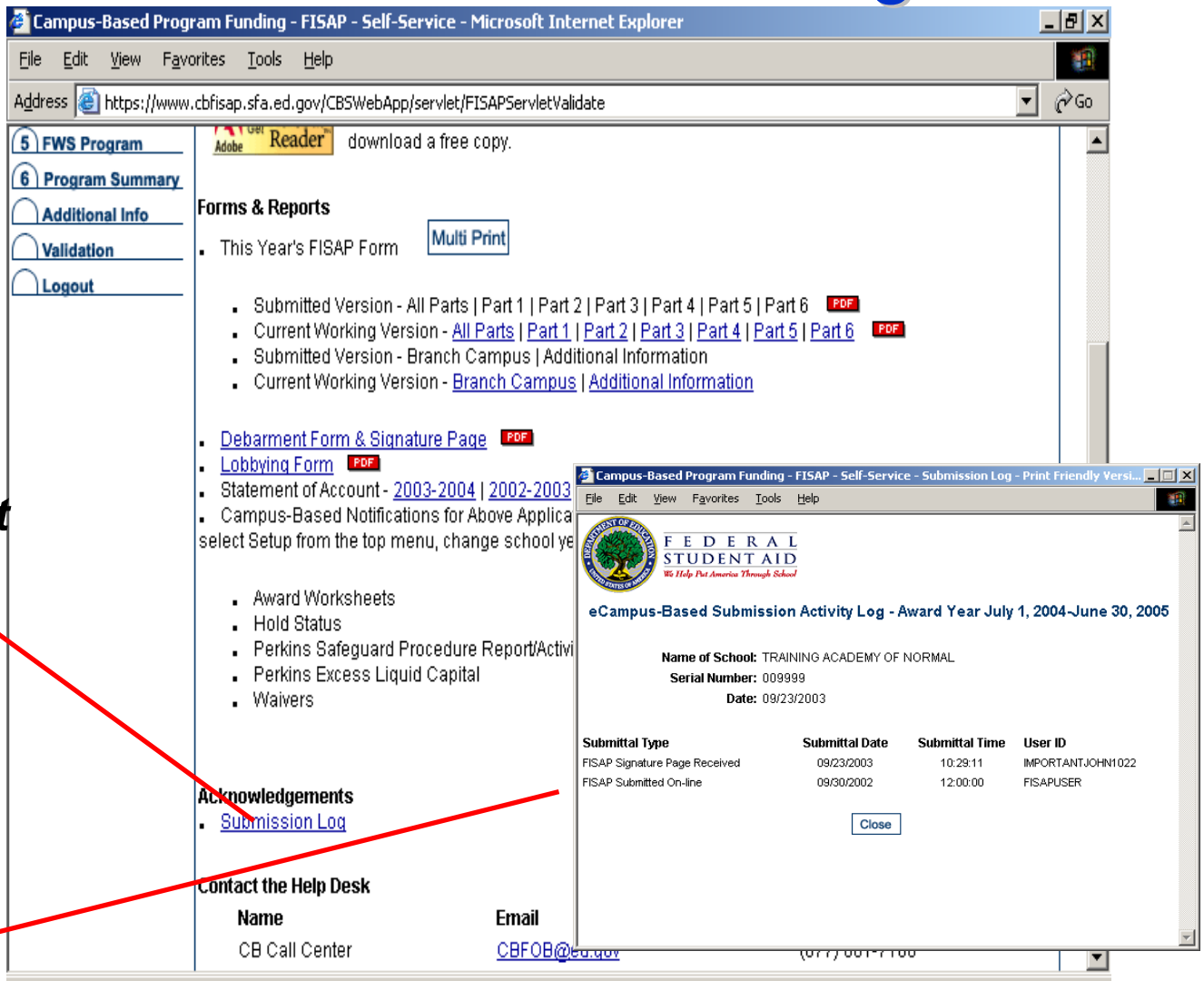


Self-Service – Acknowledgments

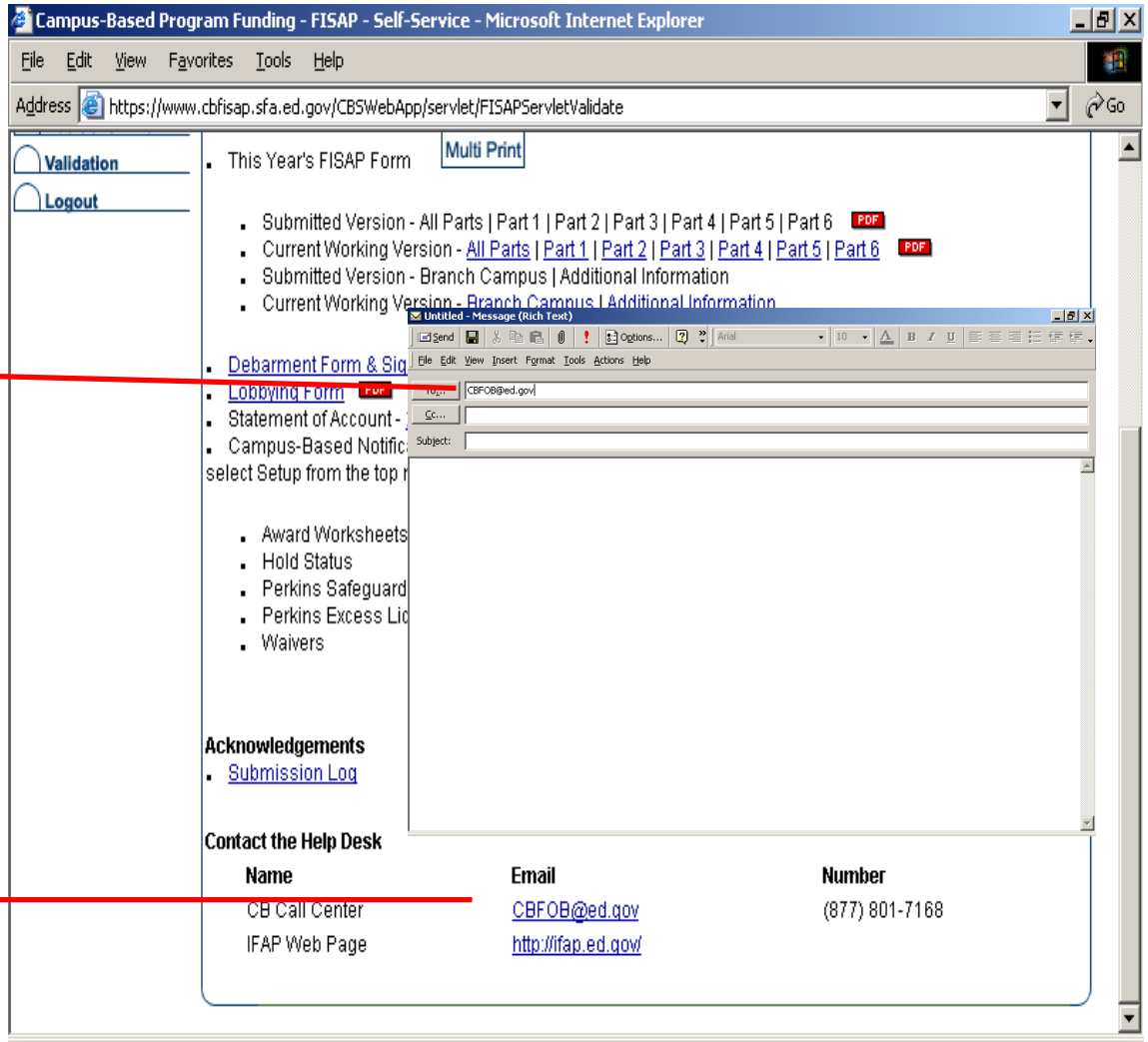
Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Provides Links to Real Time Acknowledgement Information

Allows Users to Print a Record of FISAP Activity



Self-Service – Contacts



Generates a blank message address to CBFOB@ED.GOV using your email address

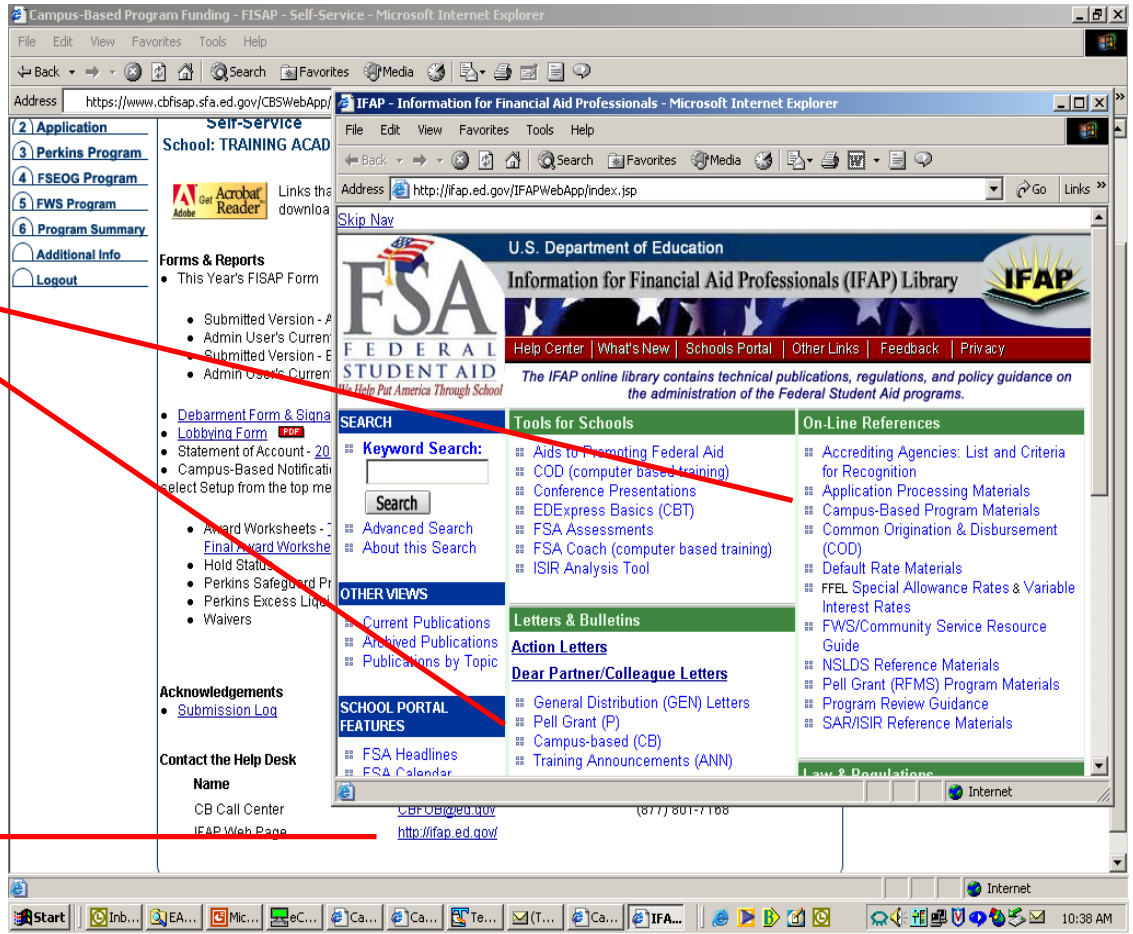
Provides Email Links for Assistance

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

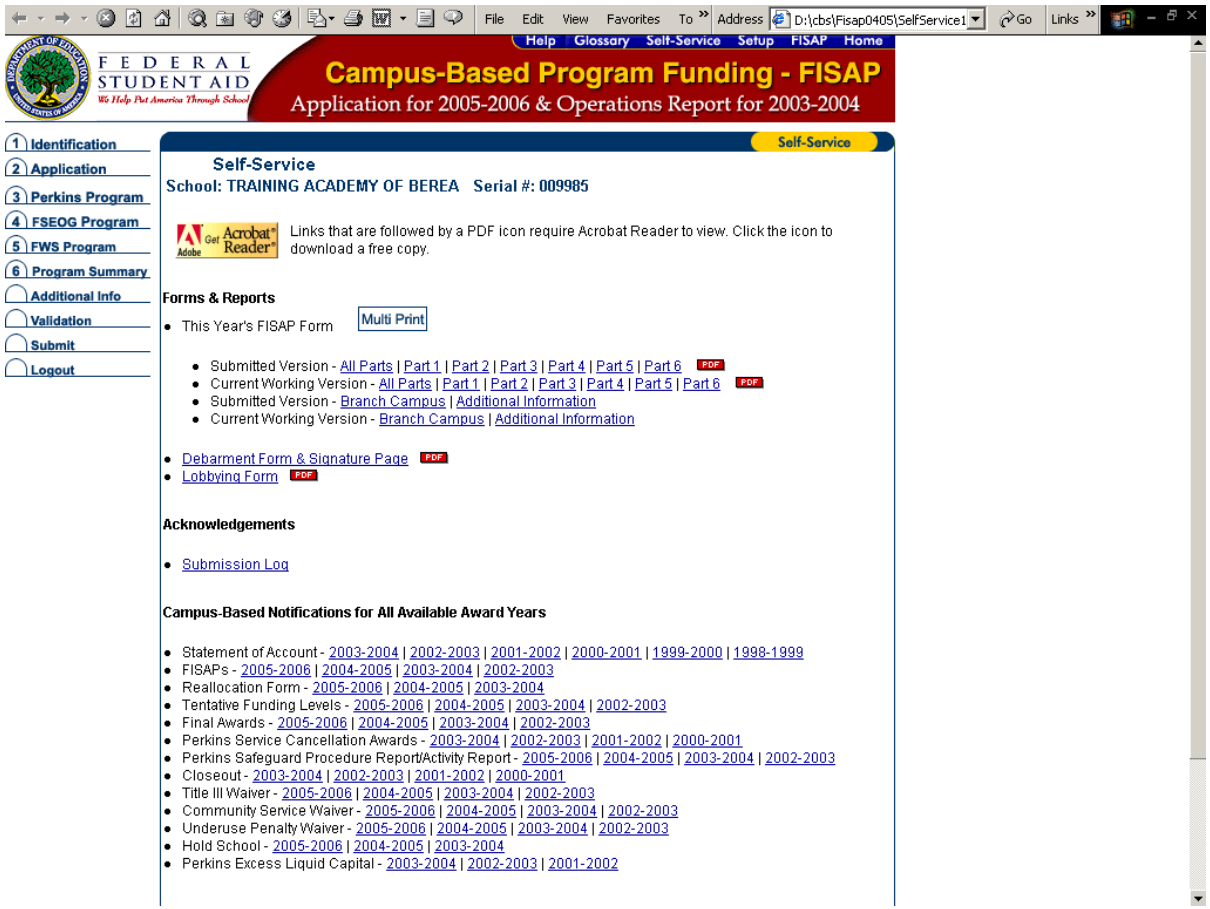
Self-Service - IFAP

Links to Campus-Based Materials

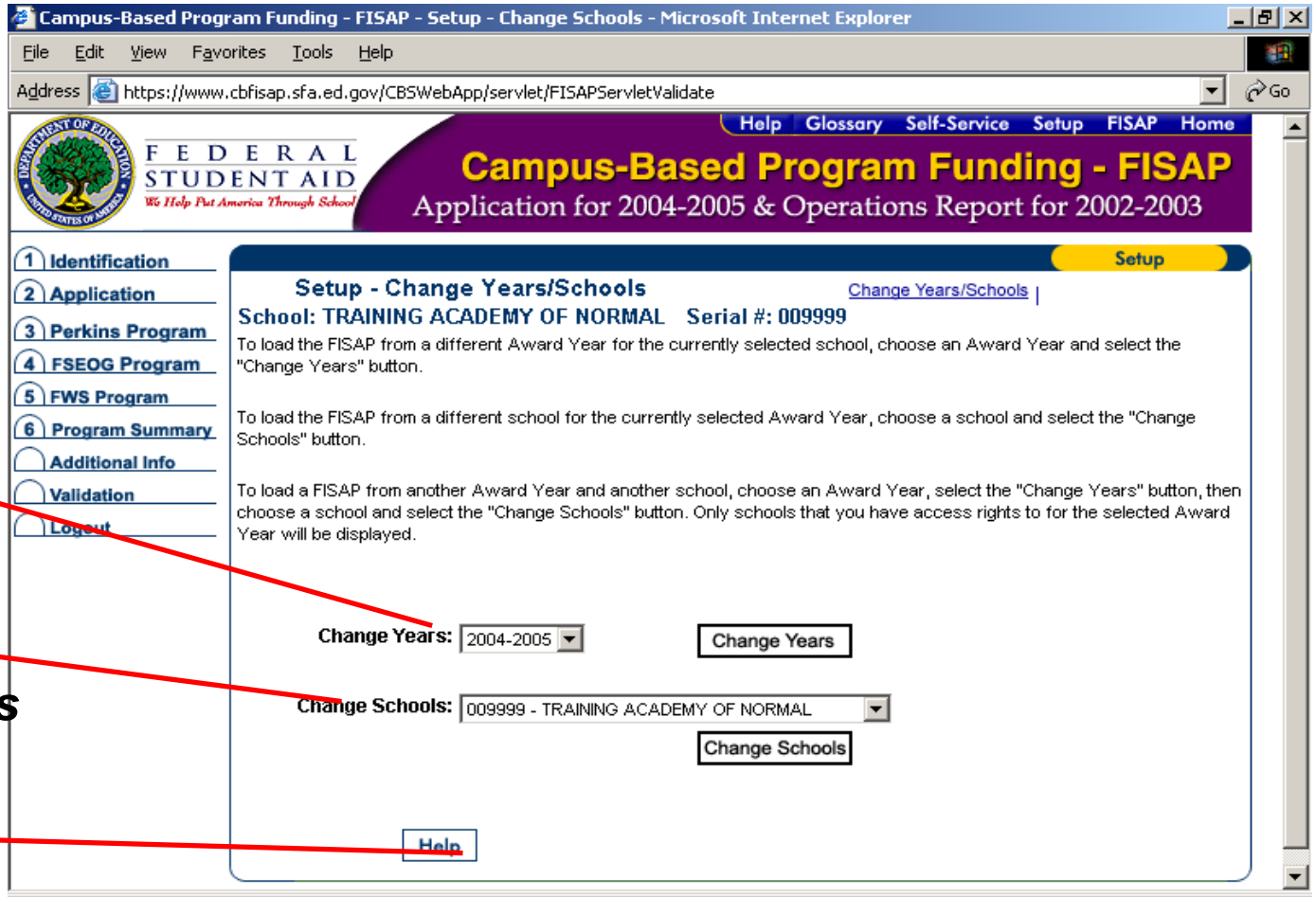
Provides IFAP Link for Reference



Proposed Self Service Screen



Setup - Change Years/Schools



The Ability to Change Years

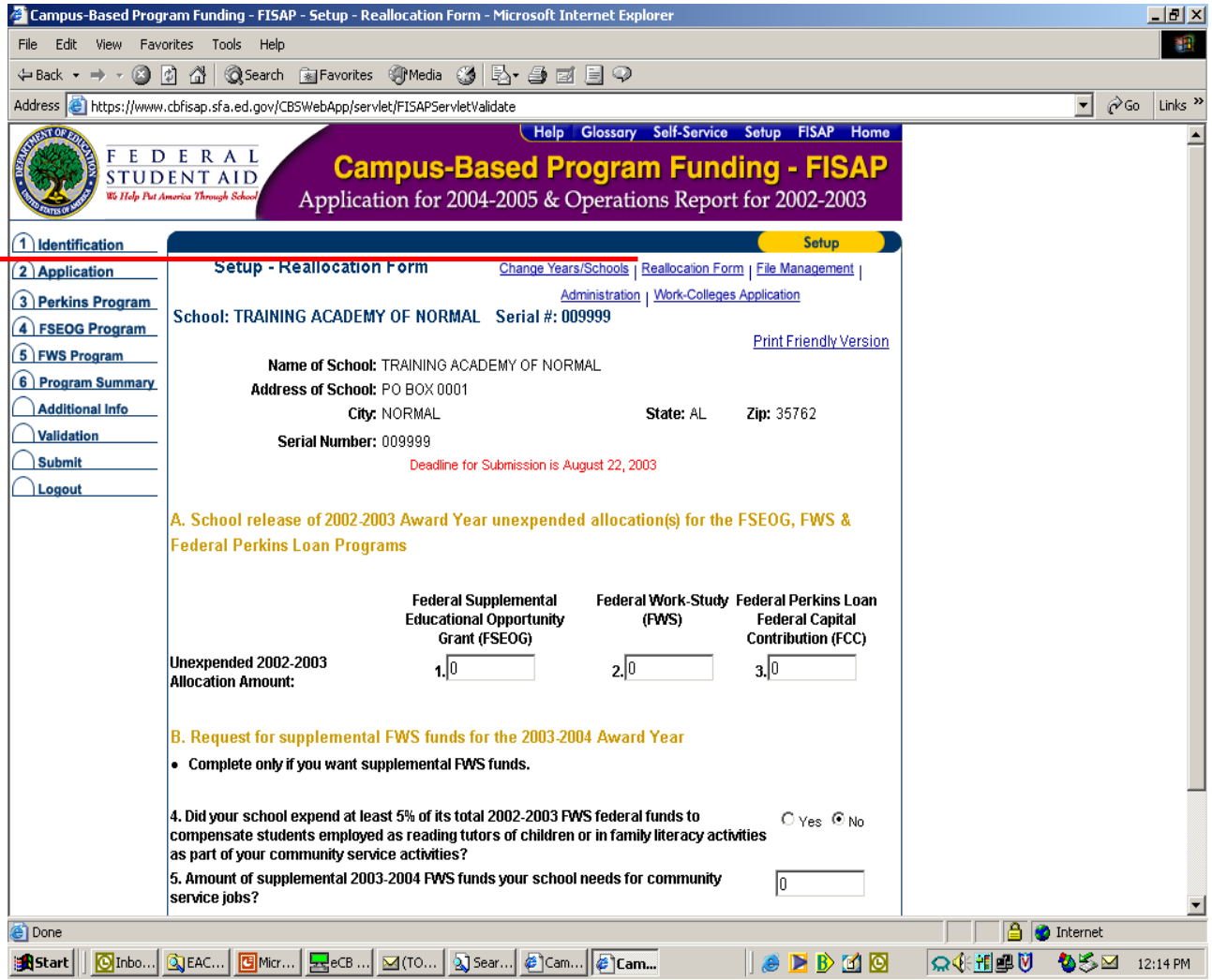
Change Schools Selection Based on Access Rights

Access to 'Change Years/ Schools' Help Text

Setup - Reallocation

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Link to Reallocation Form



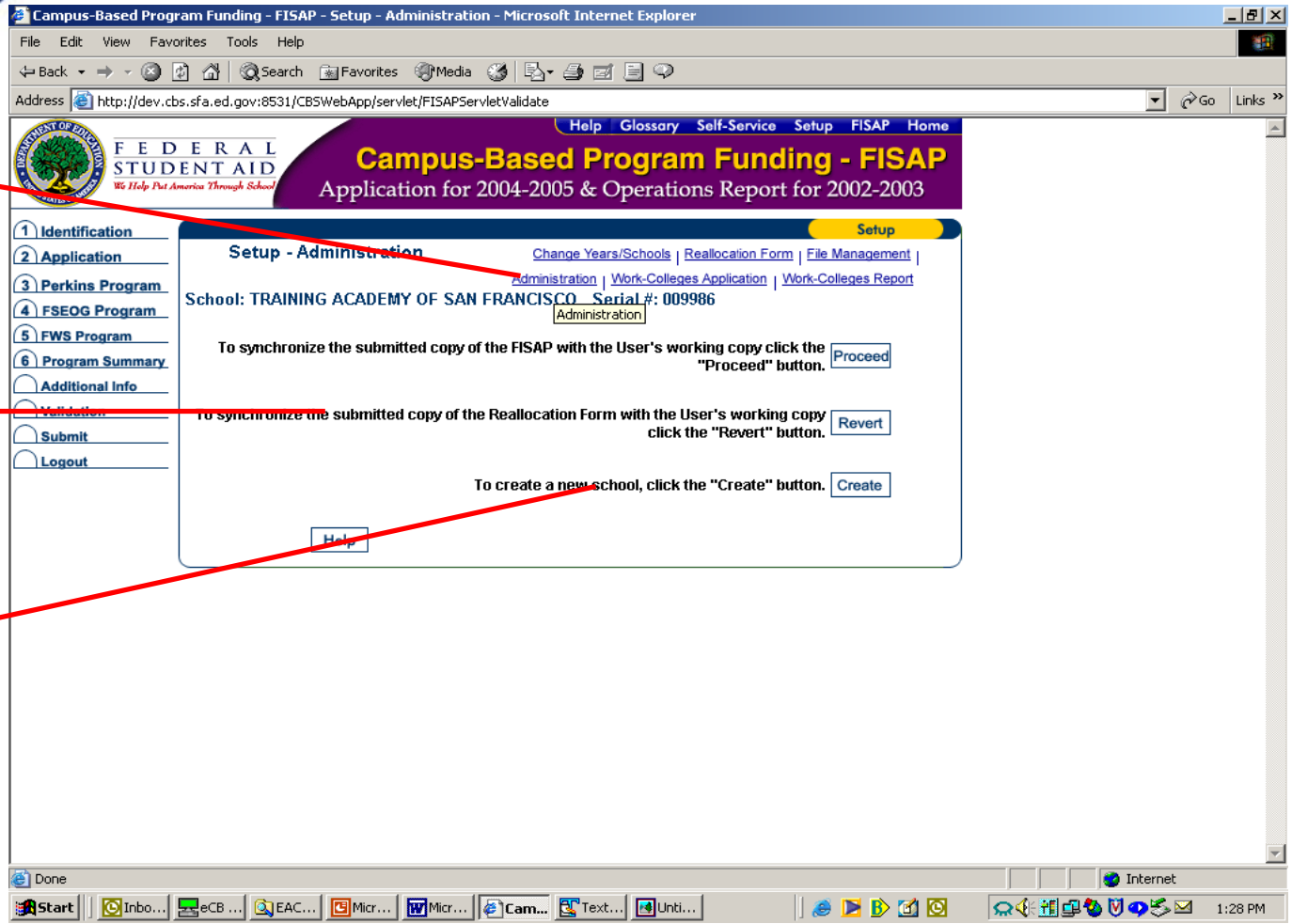
Setup - Administration

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Link to Administration

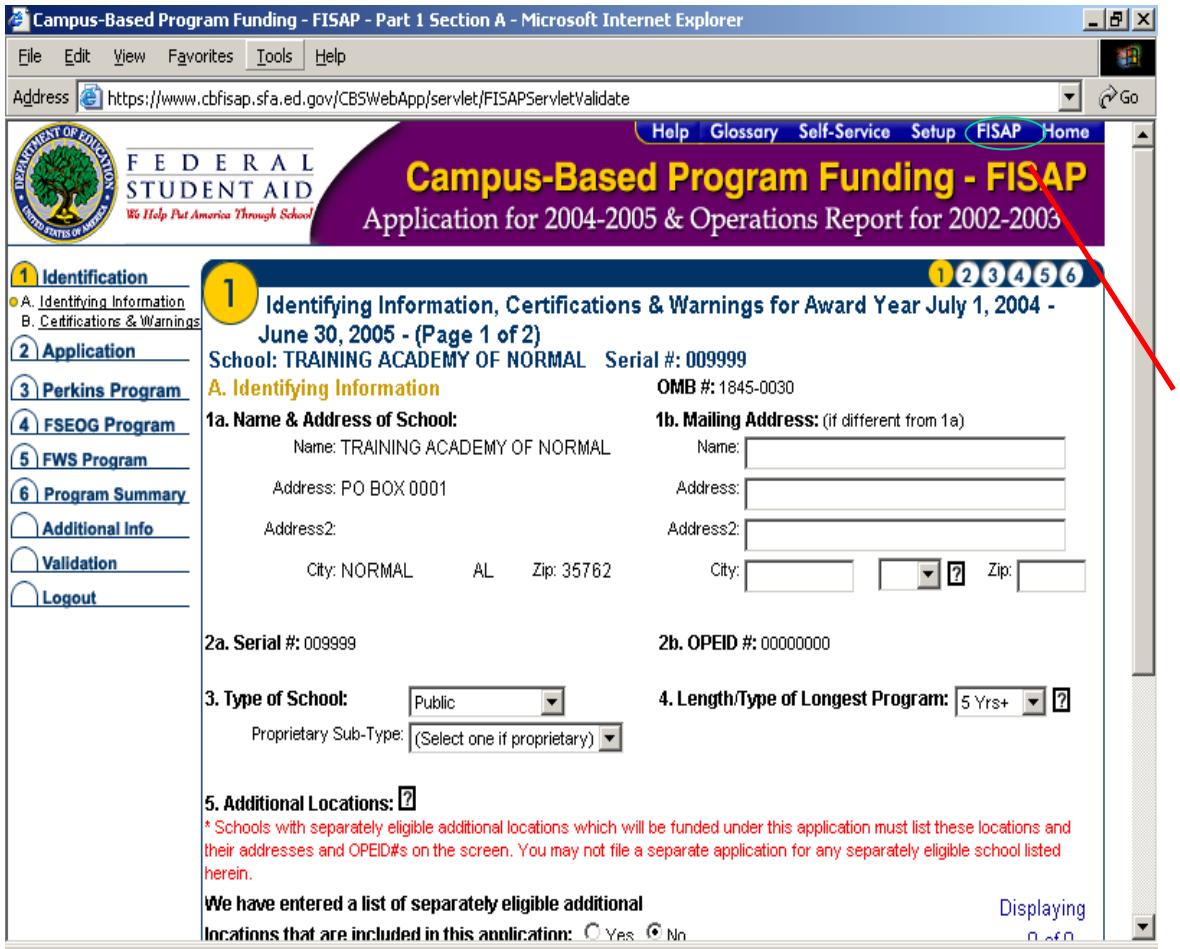
Revert Back to a Previously Submitted FISAP

Create A New School



FISAP

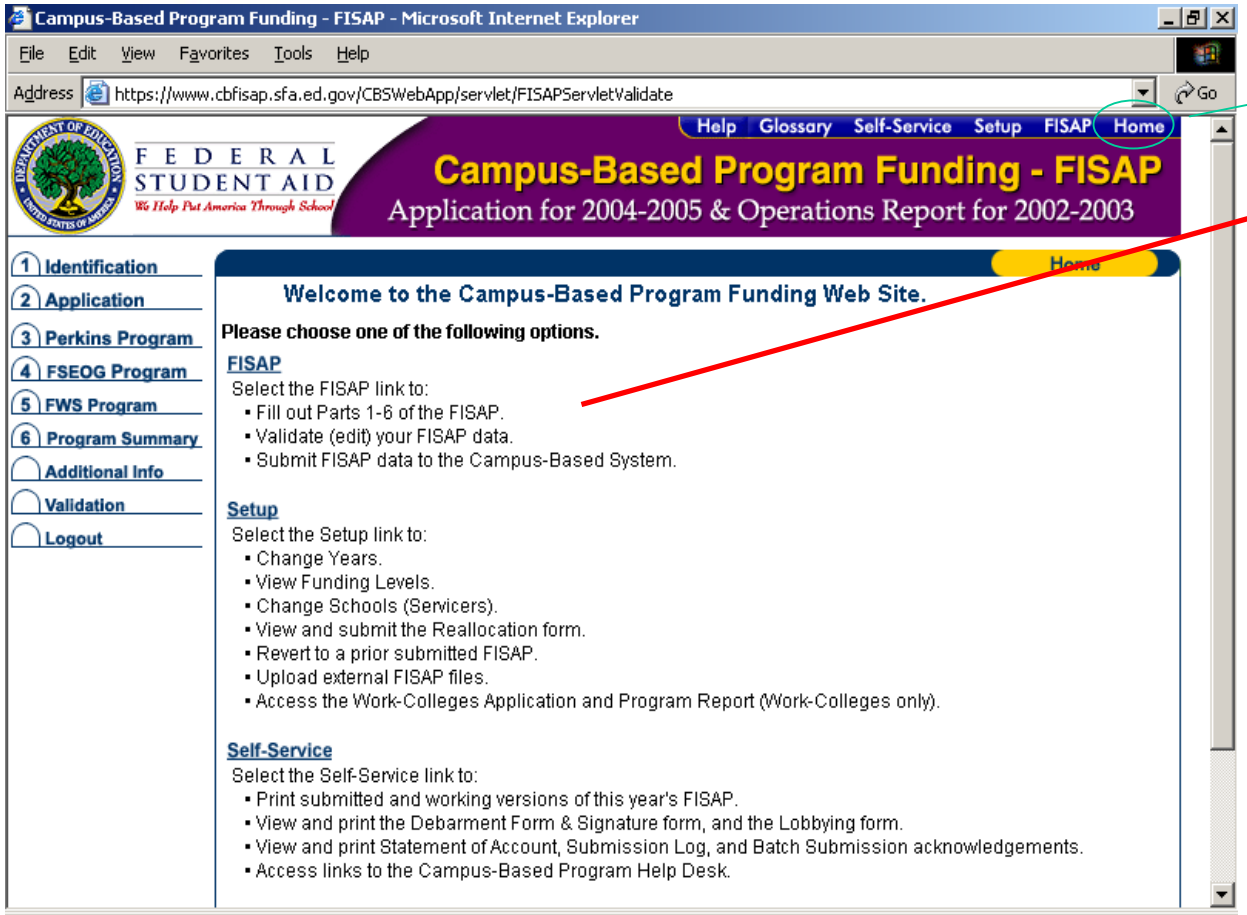
Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003



FISAP from the Top Bar Navigation will Take You to Part 1

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Home

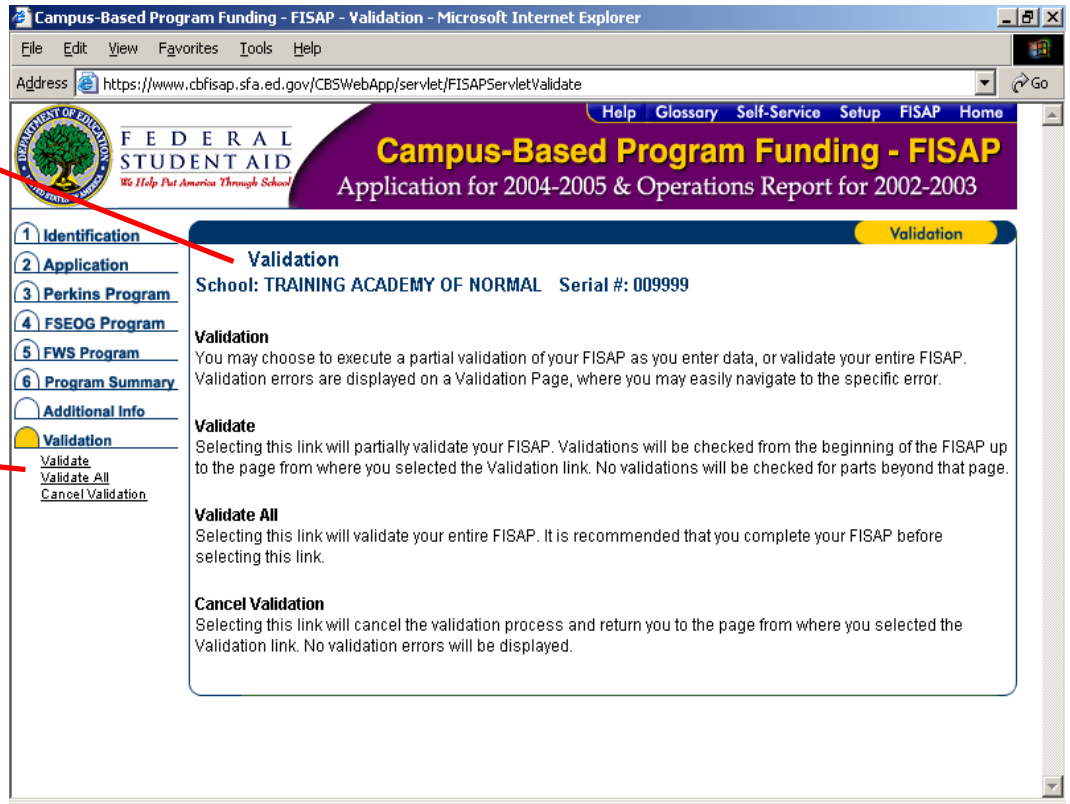


Home Provides the Following Information

Validation

Shows Current Location

Provides a Choice of Validation Options

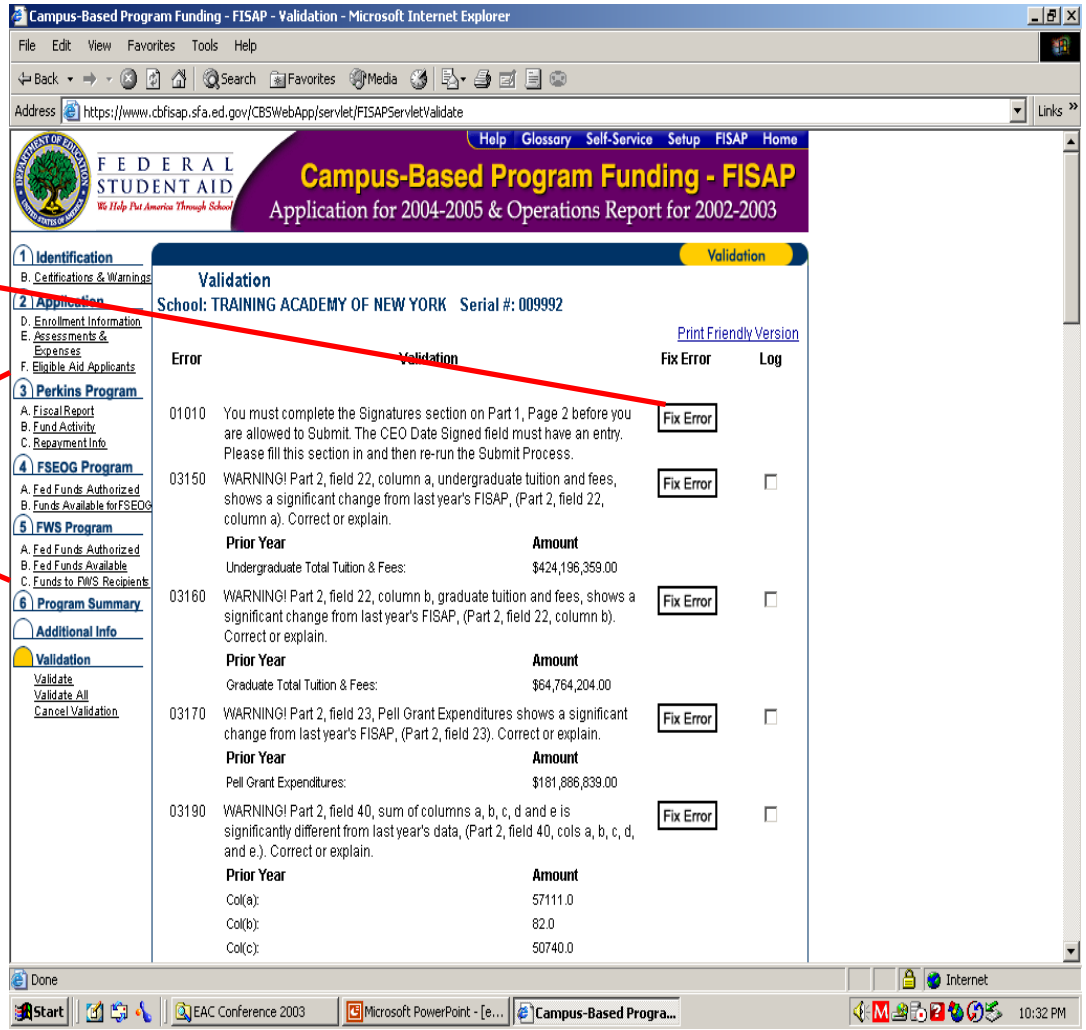


Validation – Fix Error

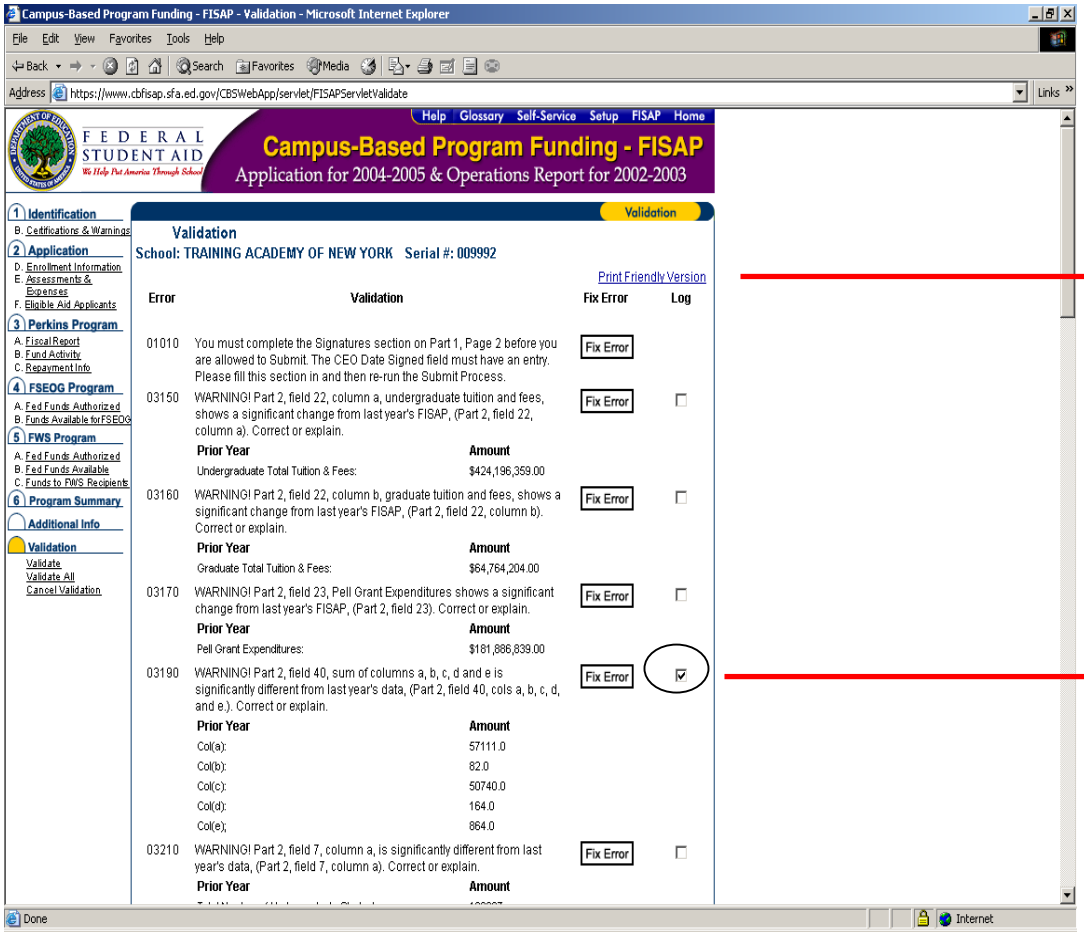
Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Takes user to the page that needs correction

Provides Links to Sections Where Errors Exist



Validation – Log

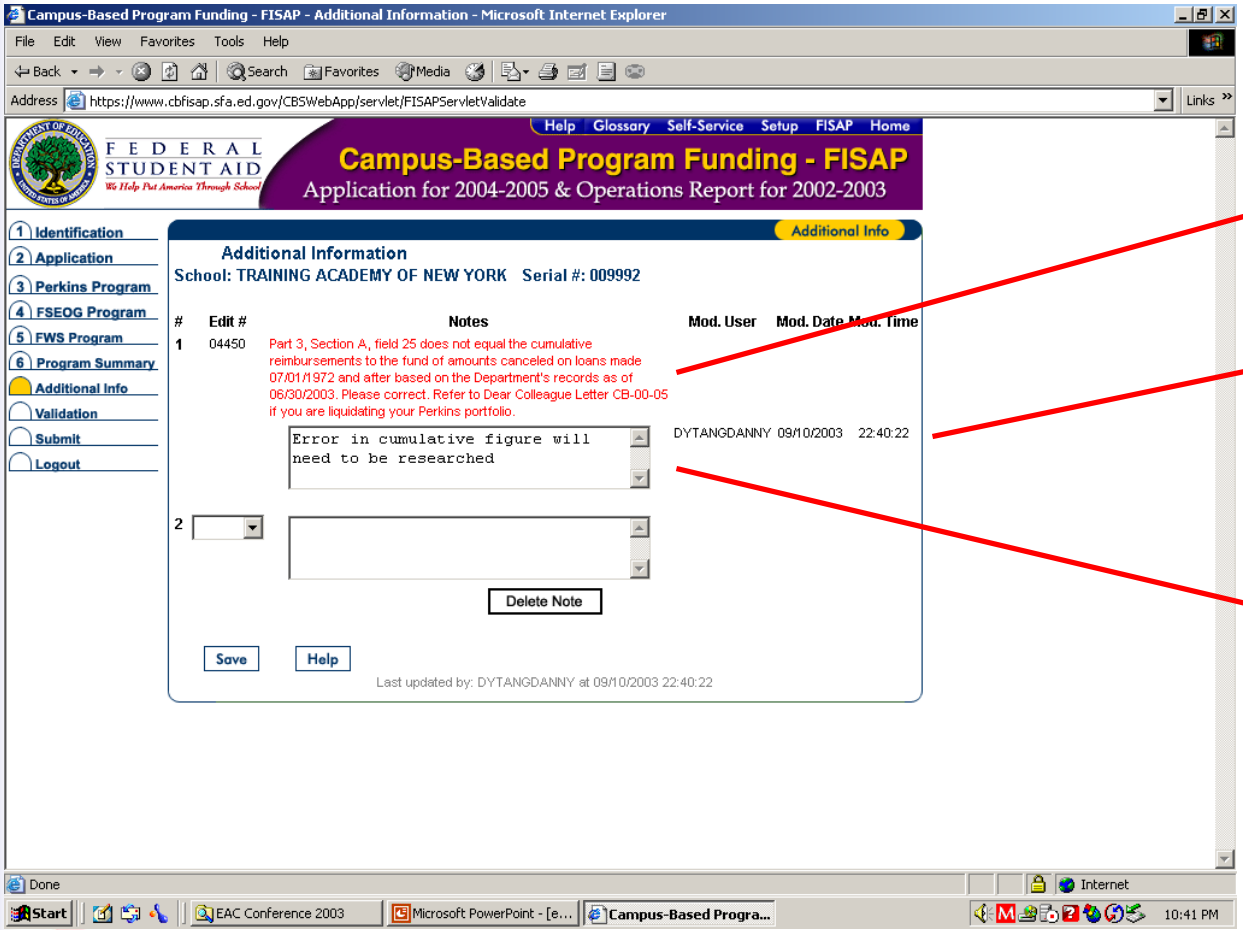


Provides the Ability to Print A Copy Of The Validation Errors

Identifies Edits Where Comments Can or Have Been Provided

Validation – Log

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

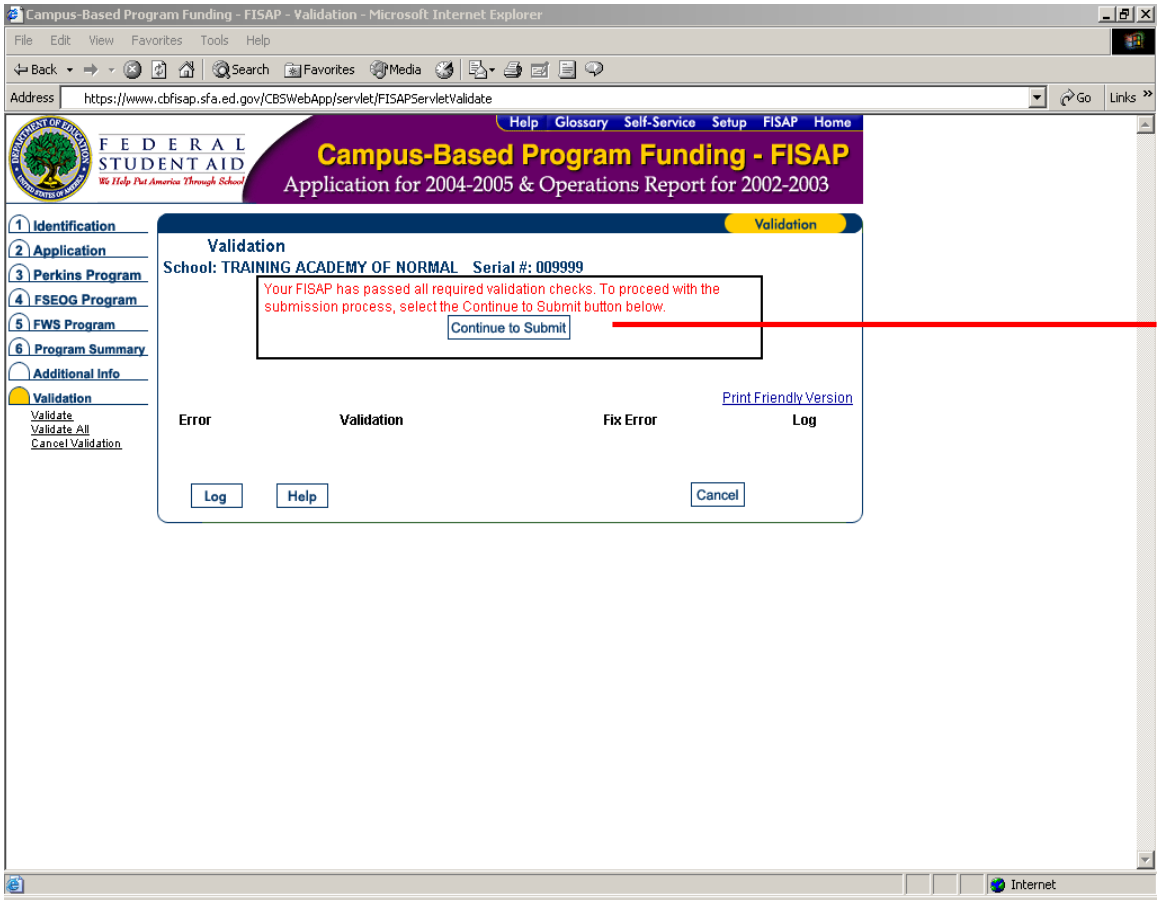


Provides Error Description

Logs User Identity, Date, & Time Of Comment

Allows the User to Enter Comments

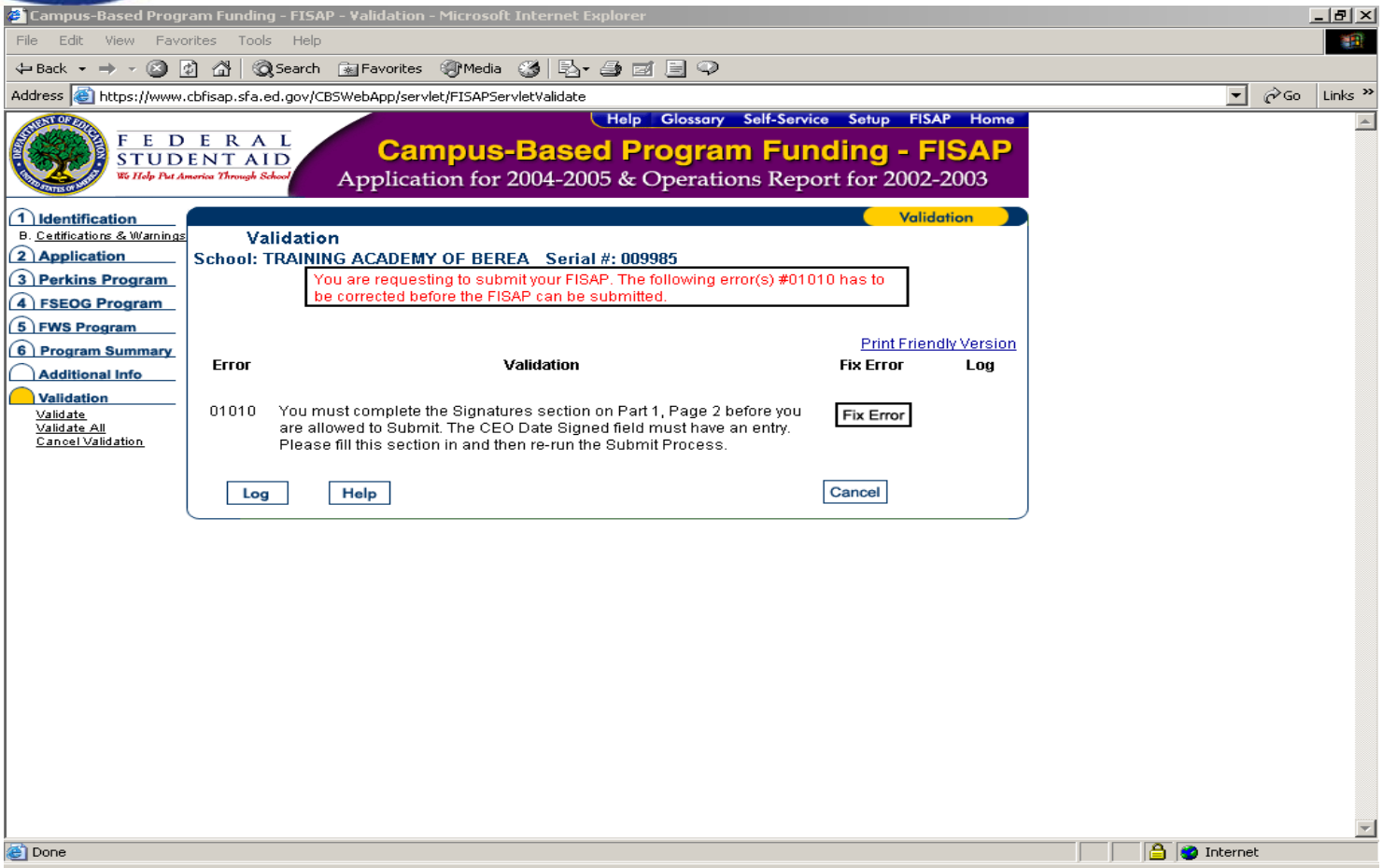
Submission - Validation



User must click the Continue to Submit To continue with the FISAP submission

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Submission – Validation



Submission – 6 Mandatory Edits

- Part 1, CEO Name and Date Signed required.
- Part 1, FAA Email Address required
- Part IV, Field 16 cannot be negative. Expended FSEOG Authorization;
- Part IV, Field 17 cannot be negative. Unexpended FSEOG Authorization;
- Part V, Field 17 cannot be negative. Expended FWS Authorization;
- Part V, Field 18 cannot be negative. Unexpended FWS Authorization;

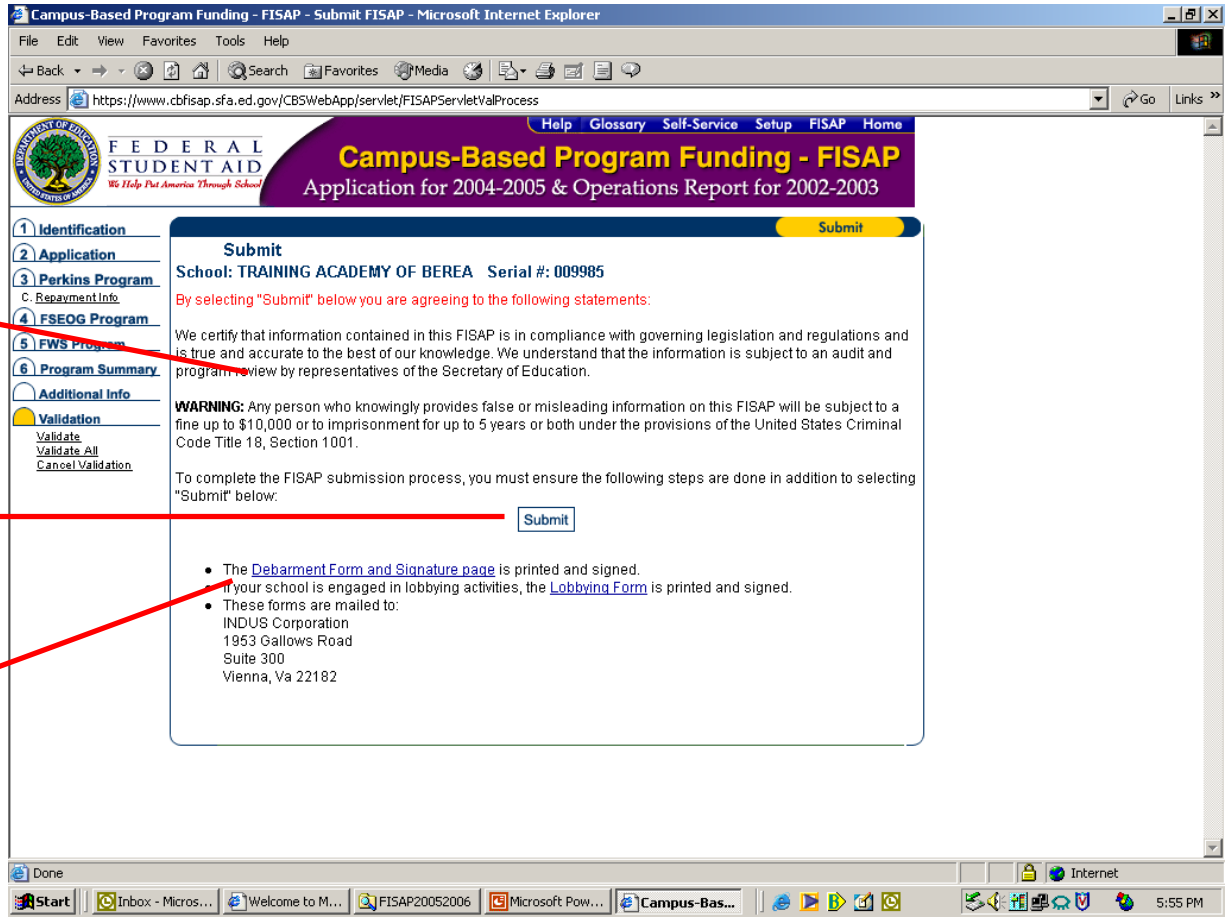
Submission - Certification

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Certifies the Accuracy Of the Information Being Submitted

Submit

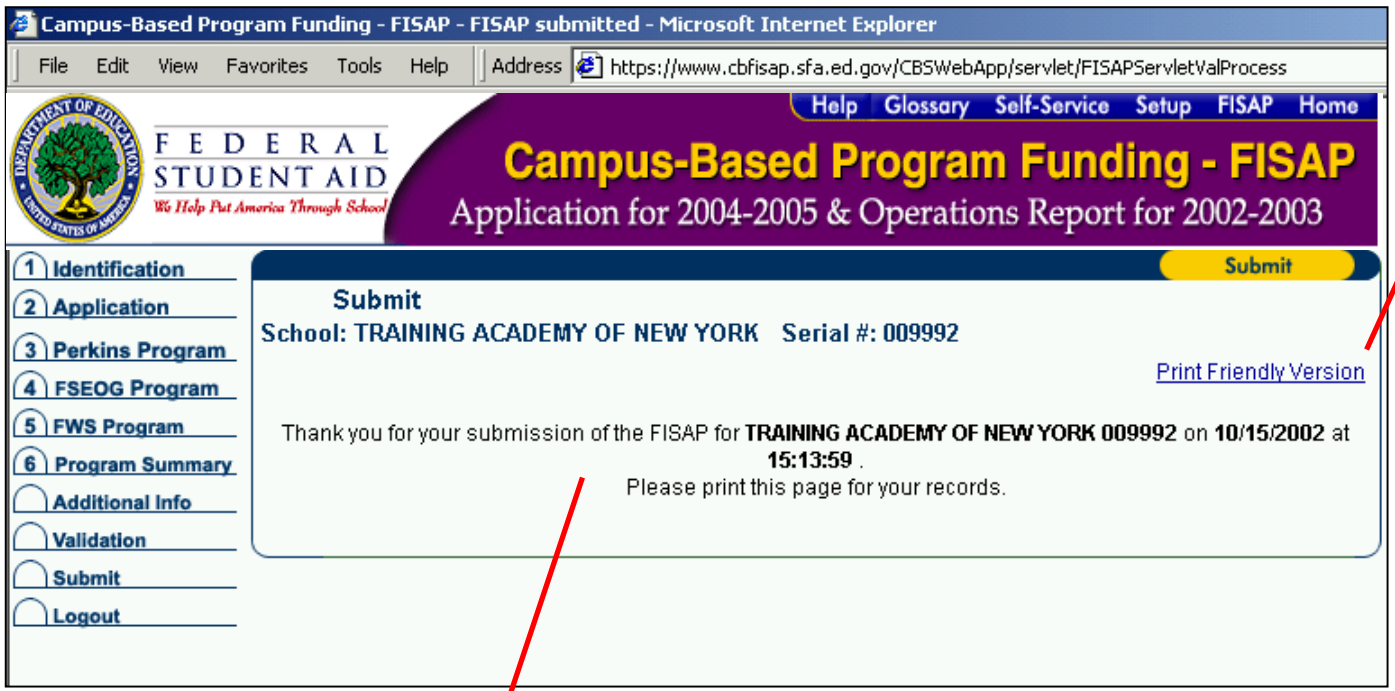
Provides the Ability to Print the Signature Page And Lobbying Form



Submission – Confirmation

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

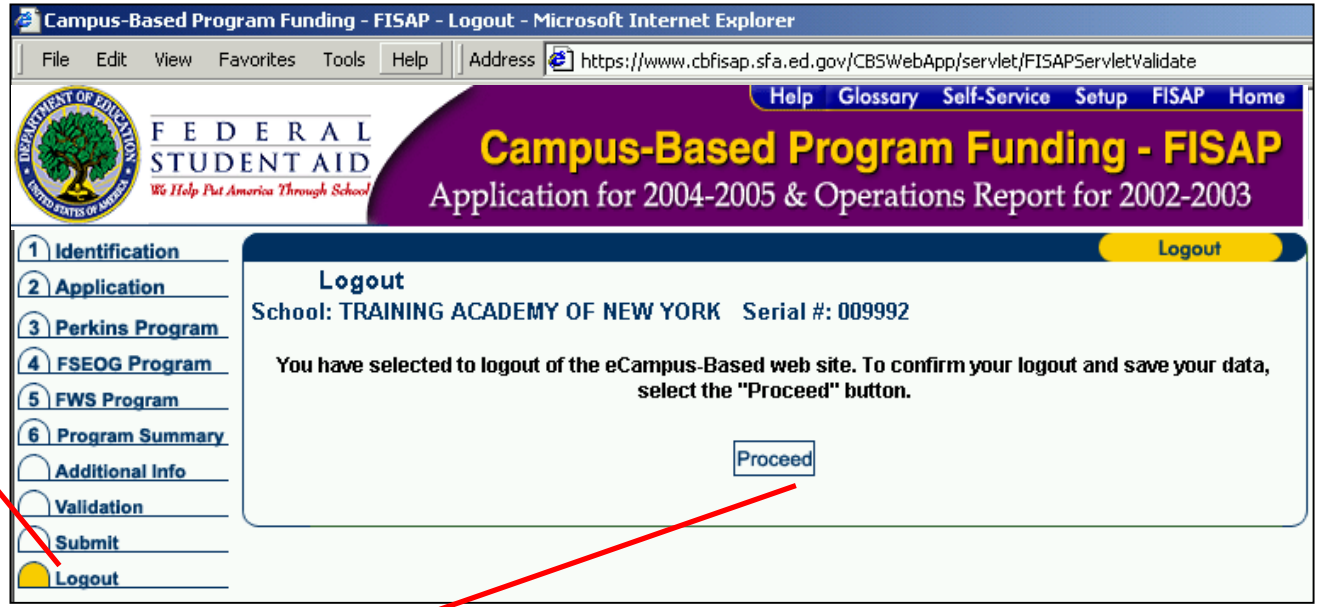
Provides the Easy Ability to Print A Copy Of the Submission Confirmation



Confirms the Submission of your FISAP

Logout

To Leave the System, use the Logout Link



The System will Confirm the User's Choice Before Exiting

Campus-Based Programs Funding Formula

- Base Guarantee – The minimum award based on prior participation - barring penalties
- Institution Need – Calculation based on tuition, enrollment & eligible aid applicant data
- Fair Share – How much of the appropriation school would receive based on its need compared to all other school's need

Campus-Based Programs Funding Formula

- Fair Share Shortfall - amount by which Fair Share exceeds Adjusted Base Guarantee
- Underuse Penalty – Amount of previous year unexpended funds (if over 10% of total award)

Campus-Based Programs Funding Formula (Perkins)

- **Annual Appropriation**
- **Institutional Request**
- **1999-2000 Base Guarantee (reduced by reduction factor)**

Campus-Based Programs Funding Formula (Perkins - continued)

- **Default Rate > 25% - no funds awarded**
- **Base Guarantee + Fair Share**

  - Underuse Penalty (OR) + Underuse Penalty Distribution

Campus-Based Programs Funding Formula (FWS)

- **Annual Appropriation**
- **Institutional Request**
- **1999-2000 Base Guarantee**

Campus-Based Programs Funding Formula (FWS – continued)

- **1999-2000 Pro Rata and additional FWS funds**
- **Base Guarantee + Fair Share – Underuse Penalty (OR) + Underuse Penalty Distribution**

Campus-Based Programs Funding Formula (FSEOG)

- **Annual Appropriation**
- **Institutional Request**
- **1999-2000 Base Guarantee**

Campus-Based Programs Funding Formula (FSEOG - continued)

- **1999-2000 Pro Rata**
- **Base Guarantee + Fair Share**

  – Underuse Penalty (OR) + Underuse Penalty Distribution

Campus-Based Appropriation

	FSEOG	FWS	Perkins
2003-2004	760M	1004M	166M
2002-2003	725M	1011M	167M
2001-2002	691M	1011M	160M
2000-2001	631M	934M	130M
1999-2000	619M	870M	130M

Waiver Processing

- Underuse Penalty Waiver
  - Deadline for submission Feb 13, 2004.
  - Request thru the FISAP
- Title III/V Eligibility
  - Annual application thru website:
    http://www.ed.gov/about/offices/list/ope/idues/index.html
  - Waiver Notification of FWS/FSEOG Institutional Share requirement to be sent by June 30, 2004
- Community Service Waiver
  - Deadline for submission May 21, 2004

References

- FISAP On The Web
  www.cbfisap.sfa.ed.gov
- Campus-Based Call Center (877) 801-7168
  Email CBFOB@ED.GOV
- IFAP Postings
  www.ifap.ed.gov
- PIN Site Registration
  www.pin.ed.gov
- Student Aid Internet Gateway Enrollment
  www.fsawebenroll.ed.gov

Electronic Access Conference
San Diego, California
New Orleans, Louisiana
2003

Questions - Feedback

Suggestions for Next Year FISAP Changes?

Email to: **CBFOB@ED.GOV**

Or Come Visit us at the PC Lab