

# Session 5



## FAA Access to CPS Online for EDExpress Users - Hands-on

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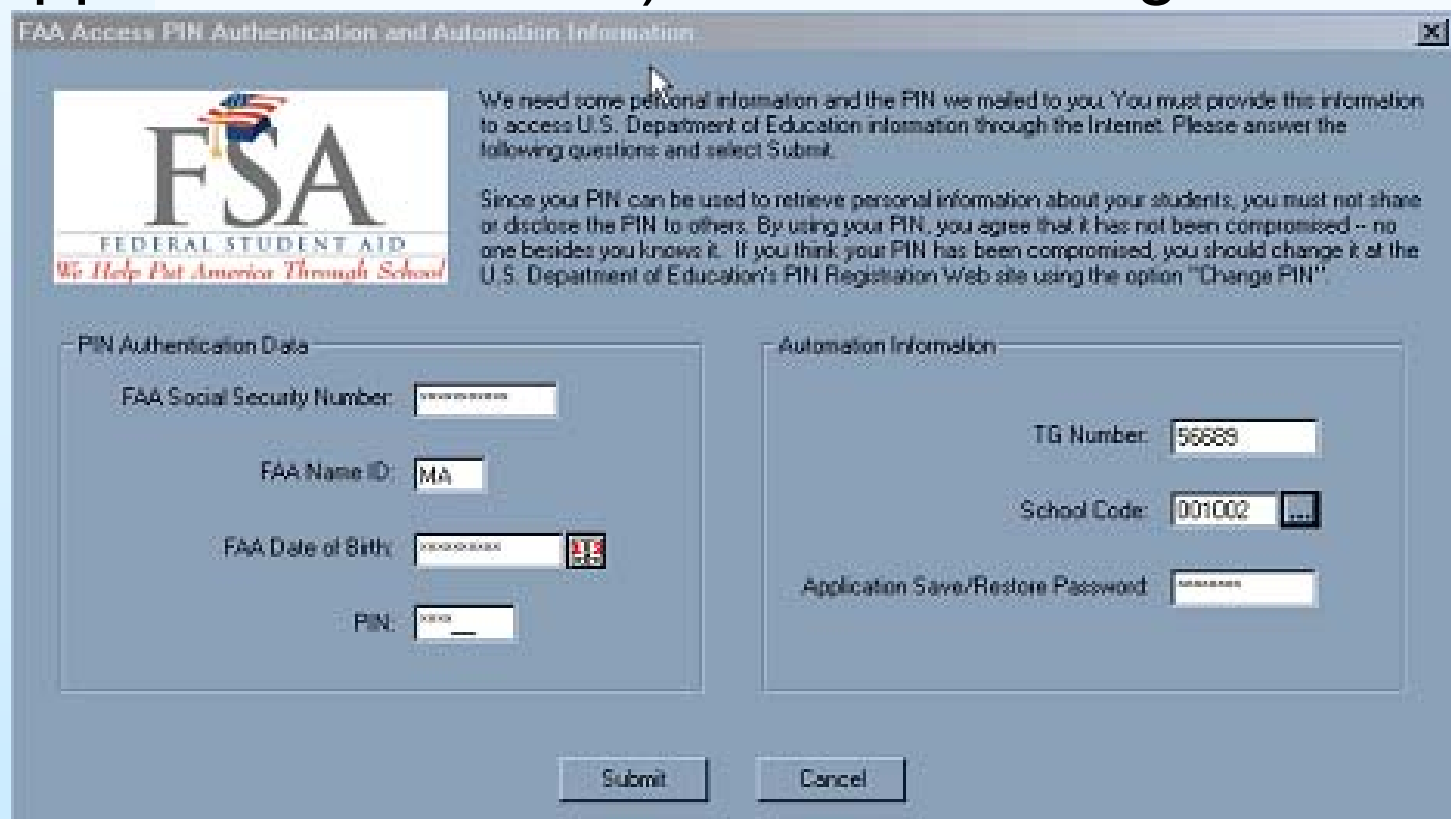
# Agenda

- ☐ Enhancements to EDEExpress and FAA Access for 2005-2006
- ☐ Hands-on exercises


# **EDExpress and FAA Access Enhancements for 2005-2006**

# Securing FAA Identifiers

- ❑ FAA's SSN and DOB will be masked (will appear as asterisks) on the FAA login screen



FAA Access PIN Authentication and Automation Information

FSA  
FEDERAL STUDENT AID  
*We Help Put America Through School*


We need some personal information and the PIN we mailed to you. You must provide this information to access U.S. Department of Education information through the Internet. Please answer the following questions and select Submit.

Since your PIN can be used to retrieve personal information about your students, you must not share or disclose the PIN to others. By using your PIN, you agree that it has not been compromised -- no one besides you knows it. If you think your PIN has been compromised, you should change it at the U.S. Department of Education's PIN Registration Web site using the option "Change PIN".

**PIN Authentication Data**

FAA Social Security Number:


FAA Name ID:

FAA Date of Birth:  

PIN:

**Automation Information**

TG Number:

School Code:  

Application Save/Restore Password:

# Securing FAA Identifiers

- The EDExpress Access Database has been password protected



- FAA authentication data has been encrypted within the EDExpress Access database tables

Microsoft Access - [tbl\_A\_ParmGeneral : Table]

	PRINTLOCATIO	USERID	FAASSN	FAANAMEID	FAADOB	SCHOOLCODE	SAVERE
▶	Screen	A	*****	:F	0)/,2*	001019	^bm^oZl
	Screen	SYSADMIN					
*	PRINTER						

# New Web links

- ❑ Added links from EDEExpress to the R2T4 and ISIR Analysis Tool home pages
- ❑ If an FAA provides authenticating data in EDEExpress setup, the FAA will be able to link directly to the home pages, bypassing the FAA Access login pages.

# Pre-filling Demographic Data

- ❑ Demographic data from the open record in EDEExpress is pre-filled into an initial FAFSA
  - When linking to FAA Access via the FAFSA tab
  - Will not overwrite what is already in a Renewal or Correction FAFSA

# Accessing Saved Records

- Records entered and saved prior to submission can now be retrieved
  - by going to FAA Access directly, or
  - by linking to FAA Access through EDExpress
  - regardless of whether the record was entered and saved from the EDExpress interface or directly into FAA Access



# Simplified Data Entry Process

- ❑ Reduced the number of keystrokes for those who use the keyboard to navigate through a record by:
  - Setting the initial cursor focus to the first entry field
  - Removing the Step links
  - Moving the Student and Parent Taxes Paid Calculation buttons to the bottom of the page
  - Pre-filling the “Born before?” question based on the Date of Birth

# Updated Responses

- ❑ All fields with a selectable list of responses are now prefaced with the numeric equivalent of the response
- ❑ Reduced the choices for questions 33 and 71 (Type of tax return filed) from 12 to 4 to match the FAFSA

# Updated Responses

Reduced choices to match FAFSA

31. Drug Conviction Affecting Eligibility?	<b>Drug Worksheet</b>	Select
<b>Step Two: The Student's and Spouse's Income and</b>		
32. 2004 tax return filed:		Select
33. Type of 2004 tax return used:		Select
34. Eligible to file 1040A or 1040EZ?		Select
35. 2004 Adjusted Gross Income:		1 - IRS 1040 2 - IRS 1040A, 1040EZ, or 1040TeleFile 3 - Foreign tax return 4 - U.S. Trust Territory/Freely Associated State
36. 2004 U.S. income tax paid:		
37. 2004 Exemptions claimed:		
38. 2004 Student's income:		\$ <input type="text"/> .00
39. 2004 Spouse's income:		\$ <input type="text"/> .00
40. Total from Worksheet A:	<b>Show Me the Worksheet</b>	\$ <input type="text"/> .00
41. Total from Worksheet B:	<b>Show Me the Worksheet</b>	\$ <input type="text"/> .00
42. Total from Worksheet C:	<b>Show Me the Worksheet</b>	\$ <input type="text"/> .00
43. Cash, savings, and checking accounts:		\$ <input type="text"/> .00
44. Current net worth of investments:		\$ <input type="text"/> .00
45. Current net worth of business/farm:		\$ <input type="text"/> .00
46. Number of Months VA benefits received:		<input type="text"/>
47. Monthly VA education benefits:		\$ <input type="text"/> .00
<b>Step Three: Student Status</b>		
48. Born before January 1, 1982?		1 - Yes
49. Working on a master's or doctorate in 2005-2006?		Select

Prefaced with number

# Redesigned Correction Entry

- ❑ Added a column to display just the values being corrected
  - Can now view the values as they appear on the selected ISIR transaction as well as the corrected values
- ❑ Added a List Changes button
  - allows the user to view a list of those values that have been corrected or confirmed
  - list can be printed
- ❑ No longer be required to provide Housing Plans
  - for colleges **other than your own** when making corrections.

Provided instructions on how to use this correction page

# Redesigned Correction Entry

## FAFSA Application Correction

### 2005-2006 FAFSA Application Correction

Make corrections to values that appear in the "Selected ISIR Value" column by entering the new value in the associated "Enter Correct Value" field, or select an option from the last column to indicate that you wish to confirm that a selected ISIR value is correct (Data is Correct) or change a selected ISIR value to blank (Correct to Blank).

If you enter a value in the "Enter Correct Value" field and choose Data is Correct or Correct to Blank in the last column, the last action that you took will override any previous action for that field.

Note: If a field is highlighted on the student's SAR because the CPS determined that the data is questionable, you should choose Data is Correct in the last column if you want to eliminate the highlight on subsequent transactions.

Fields that have been corrected on a previous transaction are marked with an '@' (at) sign  
Fields that have been corrected on the current transaction are marked with a '#' (pound) sign  
Fields that have been assumed are marked with an '\*' (asterisk) sign  
Student ID

Added separate column for making corrections

Transaction # Selected

For this transaction

Step One: The Student	Selected ISIR Value (Transaction # 01)	Enter Correct Value	For Selected ISIR: Data is Correct or Correct to Blank
1. Last Name:	LASTNAME	<input type="text"/>	Select <input type="button" value="v"/>
2. First Name:	FIRSTNAME	<input type="text"/>	Select <input type="button" value="v"/>
3. Middle Initial:	M	<input type="text"/>	Select <input type="button" value="v"/>
4. Address:	STREET ADDRESS	<input type="text"/>	Select <input type="button" value="v"/>
5. City:	CITY	<input type="text"/>	Select <input type="button" value="v"/>

# List Changes Page

## Field Changes

This is a list of the fields that changed or were verified in the current correction.

To print this page, select **Print This Page**.

To view this page, move your browser's vertical scroll bar upward or downward, or press the **Page Up** or **Page Down** key on the right side of your computer keyboard.

**Print This Page**

**Print Help**

**Close Window**

Fields that have been verified are marked with a # (pound) sign.

Student ID

220010122 LA 01

### Step 1. (Q1 - Q31)

Citizenship Status

U.S. CITIZEN

Date you Became a Legal Resident

011980

### Step 2. (Q32 - Q47)

### Step 3. (Q48 - Q54)

### Step 4. (Q55 - Q83)

### Step 5. (Q84 - Q85)

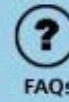
### Step 6. (Q86 - Q98, Q101 - Q102)

# ISIR Compare



- ❑ Added a new ISIR Compare function to Student Inquiry
  - Similar to the ISIR Review feature in EDEExpress
  - Displays more FAA fields than ISIR Review
  - Provides the ability to sort data so that all fields with differences appear at the top of the grid



# Student Inquiry-SAR Transactions



## FAA Access to CPS Online - Student Inquiry

### SAR Transactions

Below is a list of the 2005-2006 transactions we have processed for 220010062 LASTNAME 07/17/1982 at the U.S. Department of Education as of 01/18/2005. You can select any of the transaction numbers to view the complete details for that transaction. To compare two transactions, select the checkbox next to the two you would like to compare and select the **Compare ISIRs** button. Select this link if you would like to **view this student's 2004-2005 processed transactions**.

ISIR Compare	Transaction Number	Processed Date	Expected Family Contribution (EFC)	Transaction Source
 <input type="checkbox"/>	<b>03</b>	01/18/2005	2005	Corrections on the Web
<input type="checkbox"/>	<b>02</b>	01/17/2005	2005	Corrections on the Web
 <input type="checkbox"/>	<b>01</b>	01/15/2005	1005	Paper FAFSA

[View a Different Student's Data](#)



Need help with this page?

**Compare ISIRs**

**RETURN TO FAA MENU**

**EXIT**

Put a check in the box of the ISIRs you wish to compare



# ISIR Compare (Sorted by Differences)

## ISIR Compare

220 01 0002  
FIRSTNAME M. LASTNAME

The data below can be sorted by field number or difference. Select the 'Field' column heading to sort the data by field number (default). Select the 'Difference' column heading to sort the fields with differences to the top (ordered by field number).

You may also select either of the 'Transaction' column headings to view the transaction individually.

When you are finished, select the **Previous** button to return to the student's transaction list.

Sorted by Differences

Field	Transaction 01	Transaction 03	Difference
38. Student's Income Earned from Work	\$ 3,000	\$ 5,000	Y
39. Spouse's Income Earned from Work	\$ 3,000	\$ 5,000	Y
40. Total Amount from FAFSA Worksheet A	\$ 1,000	\$ 2,000	Y
Processed Record Type	Original Application (from any source)	History Correction (from any source)	Y
Source of Correction		CPS	Y
Correction Applied Against Transaction Number		02	Y
CPS Pushed ISIR Flag	Transaction not automatically sent to school	Transaction automatically sent to school	Y
NSLDS Match Flag	Applicant has at least one reported default and Pell overpayment	Applicant has at least one reported default	Y
NSLDS Post-screening Reasons		No longer exceeding subsidized loan status	Y

# Enhanced Verification Tool

- ☐ Added a Calculate button
- ☐ Added a Difference column to more easily identify those fields that are discrepant
- ☐ Display message when a correction is required
- ☐ Must now link into Correction Entry to submit corrections
- ☐ Users that wish to maintain an electronic copy can save the printable version to a file
- ☐ Users will no longer be required to submit corrections in order to leave the page

New Name

Verification Tool

Differences Column added

Enter the student's Verification Tool values in the Tax/Tool column below. If you need to make corrections to the student's ISIR data, select **Make Corrections at the bottom of the page.**

Student's SSN: 220-01-0122  
Student's Name: FIRSTNAME LASTNAME  
Transaction: 01

Student Information	ISIR	Tax/Tool	Difference
Number in Household:	3	<input type="checkbox"/>	No
Number in College:	1	<input type="checkbox"/>	No
Tax return filed:	WILL FILE	1 - Already completed	Yes
Type of Tax Form:	1040	Select	No
Eligible to file 1040A/1040EZ:	YES	Select	No
AGI:	10000	5000	Yes
U.S. Income Tax Paid:	3000	0	Yes
Student's Income from Work:	5000	0	Yes
Spouse's Income from Work:		0	Yes
Total from Worksheet A:	1000	0	Yes
Total from Worksheet B:	2000	0	Yes

Totals:	ISIR	Tax/Tool
Verification Total:	167300	176300
Verification Tolerance:		9000

- If any of the following are true, you must submit a correction.
- 1. Verification Tolerance is \$400 or greater.
  - 2. Income from Work was updated for a tax filer.
  - 3. Number in Household or Number in College was updated.

Directions on next steps

New Calculate Button

? Need help with this page?

View Printable Page Calculate


# FAA Signatures

- ❑ Updated Application Status Check within student Inquiry to allow FAAs to submit signatures
  - When Signature Status indicates that student and/or parent signatures is missing from a transaction, the FAA can access a page to:
    - Print a Signature Page
    - Submit a signature flag for the student and/or parent
  - Remains on Signature Status for 14 days

# ISIR Datamart Query Title

- ❑ Added a Title field to each request
  - Title is included in the first record of the ISIR file resulting from the request
  - Upon import of the ISIR file into EDEExpress, the Import Edit Report will include the title

**FAA Access to CPS Online - ISIR Request**

 [Need help with this page?](#)

**Selection Criteria**

**Destination Code:** TG53275  
**School Year:** 2005-2006

Request Title:

**Specify CCNs:**

# Import ID

- ❑ EDEExpress will create an Import ID for each ISIR file imported
  - Import ID will print on the Import Edit Report
  - Import ID can be used as selection criteria when printing ISIRs or lists of ISIRs
  - Import ID consists of the date and time that the import began

# **Additional Information**

# Demo Site for FAFSA on the Web and FAA Access

- ❑ Purpose: For FAAs to learn and to train staff
- ❑ **[fafsademotest.ed.gov](http://fafsademotest.ed.gov)**
  - User Name: **eddemo**
  - Password: **fafsatest**
- ❑ Documented in the 2004-2005 CPS Test System User Guide
  - [fsadownload.ed.gov/CPSTestSys0405.htm](http://fsadownload.ed.gov/CPSTestSys0405.htm)





# Technical Assistance

We appreciate your feedback and comments.

**CPS/SAIG Technical Support**  
can be reached at:

Phone: 1-800-330-5947

Fax: 319-665-7662

E-mail: [cpssaig@ed.gov](mailto:cpssaig@ed.gov)

# Questions and Comments

- ❑ Need more information while at the conference?
  - Attend Session 49 – FAA Access to CPS Online and the ISIR Datamart
  - Come to the PC Lab for assistance with
    - FAA Access to CPS Online
    - SAIG Enrollment
    - EDExpress

# Hands-on Exercises