

---

# School Electronic Process Guide

FAA Access to CPS Online  
Return of Title IV Funds  
ISIR Analysis Tool  
EDESuite

2008-2009

U.S. Department of Education



F E D E R A L  
S T U D E N T A I D

## Table of Contents

<b>OVERVIEW .....</b>	<b>1</b>
Preface .....	1
Major Changes.....	2
2008-2009 Renewal Application Process.....	3
<b>SCHEDULES .....</b>	<b>4</b>
School Electronic Product Release Schedule .....	4
<b>MESSAGE CLASSES .....</b>	<b>7</b>
2008-2009 ISIR Message Classes .....	7
2008-2009 COD Message Classes .....	10
<b>WHAT'S NEW FOR FAA ACCESS TO CPS ONLINE? .....</b>	<b>15</b>
Overview .....	15
Enrollment for FAA Access to CPS Online .....	16
Enhancements to FAA Access to CPS Online .....	17
General Enhancements.....	17
Application (FAFSA/Renewal/Corrections) Entry.....	17
Student Inquiry Enhancements .....	21
Return of Title IV Funds (R2T4) on the Web .....	22
General Functionality.....	22
Enrollment for R2T4 on the Web.....	25
ISIR Analysis Tool .....	26
General Functionality.....	26
2008-2009 Enhancements to the ISIR Analysis Tool .....	27
Enrollment for the ISIR Analysis Tool .....	27

Demonstration Sites.....	28
<b>WHAT'S NEW FOR EDESUITE? .....</b>	<b>29</b>
Overview .....	29
Section 508 Compliance .....	29
New EDEExpress Users .....	30
EDEExpress – Release 1.0.....	31
Global.....	31
Application Processing.....	32
EDEExpress – Release 2.0.....	35
Overall Enhancements .....	35
Pell Enhancements (including ACG and National SMART Grant).....	36
Direct Loan Enhancements .....	38
Direct Loan (DL) Tools.....	40
Enhancements for DL Tools Release 8.0.....	41
SSCR .....	42
<b>GETTING HELP .....</b>	<b>43</b>
CPS/SAIG Technical Support .....	43
The IFAP Web Site .....	45
Other Customer Service Resources .....	46
Sources of Assistance for Schools .....	46
COD School Relations Center .....	46
Federal Student Aid Information Center (FSAIC).....	46
Research and Customer Care Center (RCCC) .....	47
FSATECH Listserv .....	47
Documents.....	48
Web Sites.....	49

# Overview

---

## Preface

The *School Electronic Process Guide* is designed to meet the reference needs of financial aid administrators (FAAs), programmers, and data processing staff. In this guide, we describe the following topics and products, including updates and enhancements for the 2008-2009 processing cycle:

- Schedules
- Message Classes
- What's New for FAA Access to CPS Online
  - Return of Title IV Funds (R2T4) on the Web
  - ISIR Analysis Tool
- What's New for EDESuite
  - EDEExpress for Windows, Release 1.0 – Global functionality and Application Processing (App Express) and Packaging modules
  - EDEExpress for Windows, Release 2.0 – Pell (including Academic Competitiveness Grant, or ACG, and National Science and Mathematics Access to Retain Talent Grant, or National SMART Grant) and Direct Loan modules
  - Direct Loan (DL) Tools for Windows, Release 8.0
  - Student Status Confirmation Report (SSCR) for Windows

We recommend you review all of the information provided in this guide related to the products and services you use.

---

## Major Changes

The following major changes are implemented for the 2008-2009 processing cycle:

- **Annual Changes** – Our 2008-2009 Web and PC products conform to annual changes to the Free Application for Federal Student Aid (FAFSA), Institutional Student Information Record (ISIR), Federal Student Aid PIN, Direct Loan, Pell (including ACG and National SMART Grant), the Central Processing System (CPS), and the Common Origination and Disbursement (COD) System processes.
- **Combined “FAFSA Application” and “Renewal FAFSA” Menu Options** – On the FAA Access to CPS Online Web site, the “FAFSA Application” and “Renewal FAFSA” main menu options are combined into a single “FAFSA/Renewal FAFSA” option. If renewal data is found when you enter the student’s identifying information, the renewal data is automatically carried forward. See the “2008-2009 Renewal Application Process” section on the following page for more information.
- **Renamed “FAA Adjustment” to “Professional Judgment”** – To better align field names and labels with common financial aid administrator terminology, all references to “FAA Adjustment” in record layouts, Web products, and output sent to students (such as SARs) are changed to “Professional Judgment.” An FAA may use professional judgment (PJ), on a case-by-case basis only, to alter the data elements used to calculate a student’s EFC. In addition to documenting such a decision in the student’s file, the FAA must also report the PJ to the CPS using FAA Access to CPS Online. This is done by accessing the Professional Judgment field in Corrections entry and selecting “EFC Adjustment requested.”
- **Enhancements to Correction Entry Pages** – A number of enhancements to the “Corrections” entry page are described in more detail in the “What’s New for FAA Access to CPS Online?” section later in this guide. These enhancements include removing the fourth column from the page, adding a “Correct to Blank” checkbox to appropriate fields, and presenting verifiable rejects similarly to end-of-entry edits.

---

## 2008-2009 Renewal Application Process

Beginning with the 2008-2009 processing cycle, we are redefining the renewal application process in terms of the language we use with students and the Web options and labels that display. While the concept of a renewal application continues to exist, we are no longer offering a separate Renewal FAFSA on the Web option for 2008-2009. We are also discontinuing the use of the term “renewal” on Federal Student Aid Web sites and other resources geared to a student audience.

Instead, when a renewal-eligible student accesses FAFSA on the Web, we ask him or her if he or she would like us to “pre-fill” his or her application with data from the previous year. If the student agrees, we will present him or her with an application that is automatically filled with certain data from his or her prior-year application. Likewise, a student who submitted a FAFSA4caster prior to January 11, 2008 is also given the option of “pre-filling” his or her 2008-2009 FAFSA on the Web application with some of the FAFSA4caster data he or she provided.

Students who are not eligible for a renewal application and first-time applicants who have not submitted a FAFSA4caster are presented with an initial FAFSA on the Web application and will be prompted to provide answers to all required questions on the form.

Throughout this guide and other 2008-2009 communications to FAAs, we will continue to use the term “renewal application” rather than “pre-filled application” to refer to FAFSAs with certain information already populated for the student. We urge all FAAs to be aware of the two sources for 2008-2009 renewal applications (prior-year FAFSA data or FAFSA4caster data) and the terms you use to describe those sources as you advise your students for the upcoming processing cycle.

**Note:** For more information on FAFSA4caster and FAFSA on the Web, see the *2008-2009 Student Web Application Products Process Guide*, available for download from the Federal Student Aid Download (FSAdownload) Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

# Schedules

---

## School Electronic Product Release Schedule

The following schedule provides expected release dates for 2008-2009 FAA Access to CPS Online, the 2008-2009 version of the ISIR Analysis Tool Web application, and the 2008-2009 EDESuite PC software.

<b>Product</b>	<b>Modules/Functionality Included</b>	<b>Expected Release</b>
FAA Access to CPS Online 2008-2009	<ul style="list-style-type: none"><li>• Student Inquiry<ul style="list-style-type: none"><li>- ISIR Compare</li><li>- FAA Standalone Signature</li></ul></li><li>• Application/Correction/Verification Tool Entry<ul style="list-style-type: none"><li>- Save/Restore functionality</li></ul></li><li>• ISIR Request</li><li>• ISIR Analysis Tool (available February 2008)</li><li>• Return of Title IV Funds (R2T4)</li></ul>	January 1, 2008  Central Processing System (CPS) begins 2008-2009 processing on January 2, 2008.

### School Electronic Product Release Schedule (Continued)

Product	Modules/Functionality Included	Expected Release
ISIR Analysis Tool 2008-2009	<p>The ISIR Analysis Tool Web site is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification—either federally selected or defined by the institution.</p> <p>The ISIR Analysis Tool Web site enables schools to:</p> <ul style="list-style-type: none"> <li>• Upload ISIR data from the ISIR Datamart directly into the tool by creating flat ASCII files of Social Security Numbers (SSNs)</li> <li>• Draw sample aid recipient data easily by using the random sample functionality built directly into the tool</li> <li>• Run predefined analytic reports and create ad-hoc reports</li> </ul>	February 2008
EExpress for Windows 2008-2009, Release 1.0	<ul style="list-style-type: none"> <li>• Global functionality</li> <li>• Application Processing module</li> <li>• Packaging module</li> </ul>	January 2008
EExpress for Windows 2008-2009, Release 2.0	<ul style="list-style-type: none"> <li>• Direct Loan module</li> <li>• Pell module (including ACG and National SMART Grant functionality)</li> </ul>	April 2008

### School Electronic Product Release Schedule (Continued)

Product	Modules/Functionality Included	Expected Release
Direct Loan (DL) Tools, Release 8.0	<ul style="list-style-type: none"> <li>• Compare the School Account Statement (SAS) report to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database</li> <li>• Print the SAS in a readable format</li> <li>• Track cash receipts (drawdowns) and Refunds of Cash for Direct Loan</li> <li>• Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process</li> </ul>	July 2008

# Message Classes

---

## 2008-2009 ISIR Message Classes

The following table displays the ISIR data message classes used by the CPS for the 2008-2009 award cycle. For a complete listing of message classes used by the CPS for application processing, see the Processing Codes section of the *2008-2009 EDE Technical Reference*.

ISIR Type	Message Class	Description
Daily	IGCO09OP	Daily ISIRs that are the result of correction records submitted by your school
Daily	IDAP09OP	Daily ISIRs that are the result of application records submitted by your school
Daily	IDSA09OP	Daily automatic ISIRs that are generated for all schools listed on the record except the school that submitted the application or correction  <b>Note:</b> If you receive an ISIR in this message class, another school or the student created the transaction and your school code was listed.
Daily	IDRE09OP	Daily ISIRs for State Agency residents
Daily	IDNR09OP	Daily ISIRs for State Agency non-residents

## 2008-2009 ISIR Message Classes (Continued)

ISIR Type	Message Class	Description
CPS Pushed	IGAA09OP	Daily automatic ISIRs resulting from students self-identifying their Academic Competitiveness Grant (ACG) eligibility  <b>Note:</b> An ISIR is sent under the IGAA message class only if ACG self-identification results are the sole change to the prior ISIR transaction for the student.
CPS Pushed	IGSG09OP	Pushed ISIRs generated for all schools listed on the record that are a result of system-generated processing by the CPS  <b>Note:</b> IGSG files are sent to schools when new transactions are system-generated by the CPS for circumstances such as reprocessing, NSLDS post-screening, or Department of Homeland Security (DHS) automated secondary confirmation.
CPS Pushed	IGSA09OP	Pushed automatic ISIRs that are generated for all schools listed on the record except the school that submitted the correction
CPS Pushed	IGRE09OP	Pushed ISIRs for State Agency residents
CPS Pushed	IGNR09OP	Pushed ISIRs for State Agency non-residents
Requested	ISRF09OP	ISIRs requested directly from the ISIR Datamart
Errors	EAPR09OP	Error records from processing of application data
Errors	CORE09OP	Error records from processing of correction data
Errors	SIGA08OP	Error records from processing of signature records

## 2008-2009 ISIR Message Classes (Continued)

ISIR Type	Message Class	Description
ACG Data File	ED2009OP	<p>The ACG Data File contains ACG self-identification responses submitted by students on FAFSA on the Web or by calling the Federal Student Aid Information Center (FSAIC), or submitted by schools on FAA Access to CPS Online.</p> <p><b>Note:</b> When a student or school answers the ACG eligibility questions online on an initial application, a transaction is generated and the ISIR is sent to the schools listed on the application under the message class IDAP09OP or IDSA09OP. An ISIR is automatically pushed to the school when a student supplies data for only the ACG eligibility questions on a transaction other than the initial FAFSA. If only the ACG eligibility questions are answered, the ISIR is included in the IGAA09OP message class. If the student corrected other fields on the record in addition to answering the ACG eligibility questions, schools receive that student's ISIR in the IGSA09OP or IDSA09OP message class. The ISIR contains at least two of the ACG comment codes (268-271), which informs the school of the student's responses to the rigorous secondary school program questions. In addition, the applicant's ACG self-identification data is sent to the schools listed on or added to the ISIR in the ED2009OP message class.</p> <p>The ED2009OP file can be imported and printed in EExpress using the ED-Initiated Import Report feature. The data is not stored in the EExpress database.</p>

---

## 2008-2009 COD Message Classes

The following table displays the Common Origination and Disbursement (COD) System's export, import, and report message classes used by the EDEXpress 2008-2009, Release 2.0 software.

A complete list of all available COD System message classes can be found in the *2008-2009 COD Technical Reference, Volume II, Section 2*, available on the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

Type	Program Affected	Message Class	Description
Export	Pell, ACG, National SMART Grant, and Direct Loan	CRAA09IN	Common Record Document sent to the COD System
Export	Pell	PGRQ09IN	Pell Grant Data Request sent to the COD System
Export	ACG	AGRQ09IN	ACG Data Request sent to the COD System
Export	National SMART Grant	SGRQ09IN	National SMART Grant Data Request sent to the COD System
Import	Pell, ACG, National SMART Grant, and Direct Loan	CRAA09OP	Common Record Response sent by the COD System
Import	Pell, ACG, National SMART Grant, and Direct Loan	CRRC09OP	Common Record Receipt sent by the COD System

## 2008-2009 COD Message Classes (Continued)

Type	Program Affected	Message Class	Description
Import	Pell, ACG, National SMART Grant, and Direct Loan	CRWB09OP	COD Web-Generated Response (generated by activity on the COD Web site)
Import	Pell, ACG, and National SMART Grant	CRND09OP	Grant Negative Disbursements (COD system-generated)
Import	Direct Loan	CRBN09OP	Direct Loan Booking Notification (COD system-generated)
Import	Direct Loan	CRCO09OP	Direct Loan Credit Decision Override Response (COD system-generated)
Import	Direct Loan	CRPS09OP	Direct Loan Payment to Servicing (COD system-generated)
Import	Direct Loan	CRPN09OP	Direct Loan Master Promissory Note (MPN) Response (COD system-generated)
Report	Pell	PGRA09OP	Pell Grant Data Request Response
Report	ACG	AGRA09OP	ACG Data Request Response
Report	National SMART Grant	SGRA09OP	National SMART Grant Data Request Response
Report	Pell	PGAS09OP	Pell Grant Electronic Statement of Account (ESOA)
Report	ACG	AGAS09OP	ACG ESOA

## 2008-2009 COD Message Classes (Continued)

Type	Program Affected	Message Class	Description
Report	National SMART Grant	SGAS09OP	National SMART Grant ESOA
Report	Pell	PGMR09OP	Pell Grant Multiple Reporting Record (MRR)
Report	ACG	AGMR09OP	ACG MRR
Report	National SMART Grant	SGMR09OP	National SMART Grant MRR
Report	Pell	PGRC09OP	Pell Grant Reconciliation Report
Report	ACG	AGRC09OP	ACG Reconciliation Report
Report	National SMART Grant	SGRC09OP	National SMART Grant Reconciliation Report
Report	Pell	PGYR09OP	Pell Grant Year-to-Date Record
Report	ACG	AGYR09OP	ACG Year-to-Date Record
Report	National SMART Grant	SGYR09OP	National SMART Grant Year-to-Date Record
Report	Pell, ACG, and National SMART Grant	PGSN09OP	SSN/Name/Date of Birth Change Report (preformatted)
Report	Pell	PGTX09OP	Pell Grant Text File
Report	ACG	AGTX09OP	ACG Text File

## 2008-2009 COD Message Classes (Continued)

Type	Program Affected	Message Class	Description
Report	National SMART Grant	SGTX09OP	National SMART Grant Text File
Report	Pell	PGPD09OP	Pell Grant Pending Disbursement Report (preformatted)
Report	ACG	AGPD09OP	ACG Pending Disbursement Report (preformatted)
Report	National SMART Grant	SGPD09OP	National SMART Grant Pending Disbursement Report (preformatted)
Report	Pell	PGFD09OP	Pell Grant Funded Disbursement Report (preformatted)
Report	Pell	PGVR09OP	Pell Grant Verification Status Report (preformatted)
Report	Pell	PGPR09OP	Pell Grant Potential Overaward Process (POP) Report
Report	Direct Loan	MPNDISOP	MPN Discharge Report
Report	Direct Loan	MPNINAOP	Expired MPN Report
Report	Direct Loan	MPNEXPOP	MPNs Due to Expire Report
Report	Direct Loan	CODRBFOP	Direct Loan Rebuild File (must be imported into DL Tools Release 8.0 software)
Report	Direct Loan	DSDF09OP	Direct Loan School Account Statement (SAS) – Disbursement Detail (must be imported into DL Tools Release 8.0 software)

## 2008-2009 COD Message Classes (Continued)

Type	Program Affected	Message Class	Description
Report	Direct Loan	DSLFO9OP	Direct Loan School Account Statement (SAS) – Loan Detail – Loan Level (must be imported into DL Tools Release 8.0 software)
Report	Direct Loan	DIAA09OP	Direct Loan Pending Disbursement List (preformatted)*
Report	Direct Loan	DIAO09OP	Direct Loan Funded Disbursement List (preformatted)*
Report	Direct Loan	DIWR09OP	Direct Loan 30 Day Warning Report (preformatted)*
Report	Direct Loan	DECFENOP	Direct Loan Entrance Counseling Results from Servicing Web site <b>New for 2008-2009!</b> This message class is now non-cycle-specific.
Report	Direct Loan	DLFFEXOP	Direct Loan Exit Counseling Results from Servicing Web site <b>New for 2008-2009!</b> This message class is now non-cycle-specific.
Report	Direct Loan	ED04DQOP	Direct Loan Delinquent Borrowers Report from Servicing Web site (preformatted)* <b>New for 2008-2009!</b> This message class is now non-cycle-specific.
Report	Direct Loan	INACPFOP	Direct Loan Inactive Loan Report
Report	Direct Loan	DUPLPFOP	Direct Loan Duplicate Student Borrower Report
Report	Direct Loan	SNDCPFOP	Direct Loan SSN/Name/Date of Birth Change Report

\* **Important Note:** EDExpress 2008-2009 can import only the preformatted versions of these COD System-generated reports.

# What's New for FAA Access to CPS Online?

---

## Overview

This section describes the following areas of the 2008-2009 FAA Access to CPS Online Web site, including changes and enhancements:

- Enrollment for FAA Access to CPS Online
- Enhancements to FAA Access to CPS Online
- Return of Title IV Funds (R2T4) on the Web
- ISIR Analysis Tool on the Web
- Demonstration Sites

---

## Enrollment for FAA Access to CPS Online

To ensure your school can take full advantage of 2008-2009 enhancements at the beginning of the processing cycle, the Destination Point Administrator (DPA) of the TG number used to send and receive FAFSA and ISIR correction data should verify your enrollment status.

- If your school is enrolled for 2007-2008, your enrollment status rolls over to 2008-2009.
- If your school is not enrolled, your school's DPA can complete the enrollment for FAA Access to CPS Online site services for your school through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at:

[fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)

---

# Enhancements to FAA Access to CPS Online

## General Enhancements

For the 2008-2009 processing cycle, the following general enhancements were made to FAA Access to CPS Online:

- **Combined “FAFSA Application” and “Renewal FAFSA” Menu Options** – The “FAFSA Application” and “Renewal FAFSA” main menu options are combined into a single “FAFSA/Renewal FAFSA” option. If renewal data with your school code is found when you enter the student’s identifying information, the renewal data is automatically carried forward. If renewal data is found but does not include your school code, you can still access a renewal FAFSA by providing the student’s Data Release Number (DRN). FAFSA4caster data is not available to an FAA to submit a renewal FAFSA application because students do not designate Federal School Codes when submitting information to the FAFSA4caster Web site, nor do we assign them a DRN.
- **Relabeled “FAA Adjustment” as “Professional Judgment”** – To better align the FAA Access to CPS Online Web site with common financial aid administrator terminology, all “FAA Adjustment” labels are changed to “Professional Judgment.”
- **Improved Student-to-Student Navigation** – From FAA Application Entry (Application and Corrections) and the Verification Tool, you can end a session with one student’s record and retrieve another student’s record without returning to the main menu.

## Application (FAFSA/Renewal FAFSA/Corrections) Entry

For the 2008-2009 processing cycle, we are implementing several enhancements to Application, renewal FAFSA, and Corrections entry through FAA Access to CPS Online:

- **Enhancements Related to Paper FAFSA Changes** – FAA Access to CPS Online is updated to address modifications to the 2008-2009 paper FAFSA. The Web changes are listed below.
  - **Revised Label and Responses to “HS Diploma or GED Received” Question** – We changed the “HS Diploma or GED Received?” question to “High School or Equivalent Completed?” Available responses are “High School Diploma,” “GED,” “Home Schooled,” or “Other.”
  - **Revised Label and Responses to “Is the Student Male” Question** – We changed the “Is the Student Male?” question to “Is the Student Male or Female?” Available responses are “Male” or “Female” instead of “Yes” or “No.”

- **Updated Label for “Student’s Permanent Street Address” Question** – We updated the label for “Student’s Permanent Street Address” to “Student’s Permanent Mailing Address.”
- **Added School Code Choices and Housing Choices** – FAA Access to CPS Online has been enhanced to allow up to ten Federal School Codes. We added four school code choices and housing codes to FAFSA on the Web and FAA Access to CPS Online. The paper application form continues to contain space for four choices.
- **Modified Estimated Tax Calculation** – The fields required by Application Entry to perform an estimated tax calculation are modified to align with the IRS tax calculation.
  - **Spouse’s Income** – If the student is “not married,” you are no longer required to enter \$0 for the spouse’s income in order to perform the estimated tax calculation.
  - **Number of Family Members** – For dependent students, the student’s number of family members is not required to perform the estimated tax calculation. The number of family members is set to zero when used to perform the estimated tax calculation.
- **Student Income Information Not Required** – The system edits are updated so that the student income information questions are not required for dependent students who are eligible for an automatic zero expected family contribution (EFC), which enables you to skip questions about incomes and assets.
- **Revised Academic Competitiveness Grant (ACG) High School Graduation Question and Rigorous High School Program List** – We changed the “Student Did or Will Complete High School After January 1, 2005?” question to “Student’s Year of High School Program Completion.” The rigorous high school programs that are presented in the list that follows depend on the student’s high school graduation year and high school graduation state.
- **Changes to Renewal Data** – We have made the following changes to the rollover data that is transferred to a 2008-2009 renewal FAFSA.
  - **New Rollover Values** – We now carry forward values for the “Is Student on Active Duty in U.S. Armed Forces?” and “Is the Student Male or Female?” questions.
  - **Federal Benefits Program** – We do not carry forward data from the federal benefits program questions that were added in 2007-2008.
  - **Exemptions** – Exemptions are not carried forward.
- **Saving Corrected Data in the Verification Tool** – When you select “Make Corrections” from the Verification Tool, the “Corrections” entry login page displays, allowing you to enter a password so that you can save the corrected data. Changes made in the Verification Tool carry forward to the “Corrections” entry page.

- **Enhancements to Corrections Entry Page** – We have made several enhancements, as described below, to the “Corrections” entry page.
  - **Removed Fourth Column from Corrections Entry Page** – We removed the “For Selected ISIR: Data is Correct or Correct to Blank” column from the “Corrections” entry page.
  - **Correct to Blank Checkbox** – We added a new “Correct to Blank” checkbox to all fields that are correctable to blank.
  - **Modified Federal Benefits Program Questions** – To distinguish a federal means-tested benefits program response from the new “Correct to Blank” checkbox, the student and parent federal benefits program responses now display as a list. If anyone in the household received benefits from the program in 2007, the user should select “Yes” from the list. If the answer is “Yes” and the user wants to change it, the user should select the “Correct to Blank” checkbox.
  - **Verifiable Rejects** – If a transaction has one or more of the following verifiable reject codes: D, E, F, P, S, and T and the user does not confirm or correct the corresponding field, he or she is presented with the corresponding fields at the end of the application or correction and asked to review and confirm or correct the information.
- **Professional Judgment Warning Message** – Beginning in 2008-2009, if the Professional Judgment option is not selected and you update critical fields that change the calculated EFC, we display a message that reads “Have you performed a PJ? Select ‘OK’ to set the Professional Judgment flag. Otherwise, select ‘Cancel.’” The ‘Cancel’ button should be selected, if a Professional Judgment decision is NOT being performed and the user does not wish to set the Professional Judgment flag.
- **Enhanced Edit Logic** – Listed below are the changes to the FAA Access to CPS edits for the 2008-2009 cycle.
  - **Overriding an Edit** – To override an edit to a field that was not corrected, users are no longer required to enter the value exactly as it appears on the original transaction—the field can now simply be left blank. However, if a user does correct a field and wants to override an edit to the field, the corrected value must be reentered on the edit page.
  - **New Presentation of Certain Cross-field Edits** – If the response to a question is inconsistent with the response to another question, the conflicting responses display on a single page, enabling users to resolve the inconsistency without maneuvering between pages. These cross-field edits include: the “Student’s Date of Birth” and “Student Born before 1/1/1985?” questions, the “Student’s Marital Status” and “Is Student Married?” questions, the “Student’s Grade Level in College in 2008-2009” and “Working on Master’s or Doctorate Degree in 2008-2009?” questions, and the “Student’s Citizenship Status,” “Student’s Alien Registration Number,” and “Student’s State of Legal Residence” questions.

- **New Presentation of Worksheet Data** – When FAFSA on the Web edits are triggered because of conflicting application data entered on Worksheet A, B, or C, the data in question is presented to you in a page that looks similar to the corresponding worksheet. The worksheet includes a “Next” button (which returns you to the edit page) and a “Calculate EFC” button.
- **New Tax Filing Status Warning Edits** – We use warning edits to elicit more accurate reporting when conflicting or inconsistent data is provided. If any of these edits are generated, the appropriate data fields are highlighted on the paper output document or an online message is provided with an opportunity for resolving the discrepancy on the Web.

We added new warning edits that are associated with the tax filing status “will file.” Often applicants neglect to update the tax filing status question when they correct the data using a completed tax return. If an applicant is correcting the student’s or parents’ AGI, taxes paid, exemptions, or income earned from work and the tax filing status is “will file,” the student is probably making the correction because he or she either has actual data from a completed tax form or is not filing a tax form. These new warning edits are generated when one of the fields mentioned above is corrected and the tax filing status is not corrected from “will file.”

- **Reject Edits** – We added two reject edits for 2008-2009.
  - **New Reject Edit** – Reject 4 has been added to identify when an applicant reports a marital status date greater than the date of the application. The student must answer the marital status question as of the date he or she submitted the application. If appropriate, only the financial aid administrator can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 4). The only way for the student to correct this reject is to change the marital status date to a date before the application was originally signed. Students entering application data on the Web will not encounter Reject 4, as Web entry edits prevent users from submitting the conflicting data that results in the reject.
  - **Warning Edit Changed to Reject Edit** – Reject 20 has been added to identify a student or parent who reports not filing an income tax return but also reports an income amount that appears to be over the minimum amount required for filing a tax return. If the student is using the Web to apply, he or she can submit the non-filing tax status and the income data; however, an EFC will not be calculated for the student until he or she consults with a financial aid administrator. If appropriate, only the financial aid administrator can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 20). The only way for the student to correct this reject is to change either the applicable tax filing status or the income.

## Student Inquiry Enhancements

Starting with the 2008-2009 cycle, the FAA Access to CPS Online Web site offers the following additional changes:

- **Easy Access to Verification Tool** – We enhanced Student Inquiry to give you easier access to the Verification Tool by making the following updates:
  - **Verification Tool Button** – A Verification Tool button is now available on all Student Inquiry pages (except the “transaction” page) so the Verification Tool can be accessed for the selected transaction.
  - **Bypass Login Page** – When you select the Verification Tool from any of the Student Inquiry pages, you are taken to the Verification Tool for that transaction, bypassing the login page.
- **Accessing NSLDS** – When you select the NSLDS button from the NSLDS Student Inquiry page, the NSLDS Web site opens in a new browser window. The Student Inquiry transaction continues to be displayed in the original browser window.
- **Added ETI Flag to ISIR Compare and FAA Information Pages** – We added the Electronic Transaction Indicator (ETI) Flag to the “ISIR Compare” page and the “FAA Information” page. The ETI Flag indicates whether the school receiving the ISIR submitted input to generate the ISIR transaction or was listed on the record but did not generate the transaction. It also indicates whether the type of ISIR is a daily, requested, or pushed ISIR.
- **Added EFC Field to ISIR Compare Page** – The EFC field now appears on the ISIR Compare page.
- **Added Student Identifiers to the Application Found Page** – We now display the application cycle and the student SSN and Name at the top of the “Application Found” page that is generated as a result of an Application Status Check. To secure personal applicant data, the SSN is masked, displaying only the last four digits (XXX-XX-####).

---

## Return of Title IV Funds (R2T4) on the Web

R2T4 on the Web is a non-year-specific application developed to calculate the earned and unearned portion of Title IV program assistance in accordance with section 484B of the Higher Education Act.

In August 2006, Federal Student Aid released an updated version of R2T4 on the Web to implement changes to R2T4 calculations resulting from provisions of the Higher Education Reconciliation Act of 2005 (the HERA) Pub. L. 109-171.

R2T4 on the Web is accessible through the FAA Main Menu of the FAA Access to CPS Online Web site ([fafsa.ed.gov/FOTWWebApp/faa/faa.jsp](http://fafsa.ed.gov/FOTWWebApp/faa/faa.jsp)) and from the View menu in EDEXpress 2008-2009.

### General Functionality

The following functionality is available on R2T4 on the Web:

- **Home Page** – R2T4 on the Web’s home page is designed to provide you with a quick overview of the site’s functionality and capabilities. Help links provide additional detailed information on R2T4 issues.
- **Navigation** – The left navigation bar links enable you to move quickly and intuitively through R2T4 on the Web. Links included are: Institutional Charges, School Calendar, Student Record Status, Create New Record, Find Existing Record, User-Specified Fields, Reports, and Data Export.
- **Institutional Charges** – R2T4 on the Web requires that you first establish Institutional Charges and School Calendar Profile codes before creating student records. Institutional Charges codes are created to track various combinations of tuition and fees, room, board, and other fees by academic program. We recommend that you enter charges that apply to the majority of your students. If necessary, you can modify the charges within an individual student’s record.
- **School Calendar** – Define your school’s calendar by academic program using the School Calendar Profile (SCP) setup page. SCP is used to calculate the number of days or hours in a program’s payment period or period of enrollment. An Institutional Charges code must be associated with each SCP.

- **Student Record Status** – The Notification Tracking Status page of R2T4 on the Web is designed to give you a method to track student records at various stages in the R2T4 process and enables you to quickly view, monitor, and update those records. Tracking pages available include:
  - **Student Notification** – This status page tracks the date you notify each student of a Title IV grant overpayment or the number of days you have left to notify the student.
  - **Student Repayment Arrangements – Not Completed** and **Student Repayment Arrangements – Completed** – These two status pages track whether the student has made arrangements to repay funds, the type of repayment arrangement and the date the repayment arrangement is made, or the number of days remaining for the student to respond to your notification that he or she must take positive action to resolve the Title IV grant overpayment.
  - **School Portion of Title IV Funds To Be Returned** and **School Portion of Title IV Funds Returned** – These two status pages track whether the school has returned its portion of the unearned funds, the date, or the number of days the school has left to return the funds it is responsible to repay.
  - **Students with a Post-Withdrawal Disbursement** – This status page tracks the number of days the school has to notify the student, when the school has received a response from the student, and the date a post-withdrawal disbursement is completed.
  - **Student Records Referred to ED** – This status page tracks the students referred to ED and the date the school referred them to ED.
- **Create New Record** – New student records are easily created in R2T4 on the Web. You must first enter the student’s SSN to create a demographic page for the student—you can also provide the student’s name, address, and other demographic information on this page (although it is not required). You can then add an R2T4 worksheet for the student by providing the student’s withdrawal date, award year, and school calendar profile. Based on the information you submit, either the pre-HERA R2T4 worksheet and calculation (for students who withdrew before July 1, 2006) or the revised, HERA-compliant R2T4 worksheet and calculation (for students who withdrew on or after July 1, 2006) is used.
- **Find Existing Record** – A link on the left navigation bar enables you to locate existing student records easily. You can search for records by SSN or last name.
- **User-Specified Fields** – Five predefined fields (GPA, Major, Repayment Status, Withdrawal Reason, and Leave of Absence Reason) commonly used by schools are provided by default on the Web site. In addition, you can create up to ten user-specified fields to gather and track student data specific to your school. The ten additional user-specified fields can be formatted to collect data in numeric, string (text), date, or Boolean (yes/no) format.

- **Reports** – Six reports are available in R2T4 on the Web:
  - **Student Listing** – This report lists all the student records in your database by withdrawal date, withdrawal reason, last name, and SSN.
  - **Student Notification** – This report lists students who owe a Title IV grant overpayment greater than the regulatory de minimus amount (which is calculated differently for pre- and post-HERA R2T4 worksheets). Students appear on this report regardless of their Repayment Arrangement Type.
  - **Student Repayment Arrangements** – Students who have to repay their overpayment amounts appear on this report.
  - **School Portion of R2T4 Returned** – This report lists students for whom the school has returned or must return an unearned portion of Title IV funds.
  - **Students with a Post-Withdrawal Disbursement** – This report lists student records in your database with post-withdrawal disbursements at a complete or an incomplete status.
  - **Student Records Referred to ED** – Students appear on this report if their Repayment Arrangement Type is one of the following:
    - **3** (Make satisfactory repayment arrangements with ED)
    - **4** (No satisfactory arrangement made)
    - **5** (Made arrangements, but did not comply with arrangements)
    - Blank and more than 45 days have elapsed since the school notified the student that a Return of Title IV funds is required
- **Data Export** – The Data Export feature enables you to download your R2T4 on the Web student data by using a comma-delimited text file or by displaying data on a viewable Web page using the Browse Data option.
- **Student Record Tabs** – Each student record contains six tabs that organize, calculate, and store data:
  - **Overview Tab** – Provides high-level information on the R2T4 records you have created for a particular student, including the last date you modified a particular section of the record. You can print a summary report of the student’s R2T4 records from this tab.
  - **Demographic Tab** – Documents the student’s name, date of birth, address, phone numbers, and other general student information.

- **R2T4 Tab** – Calculates the student and school repayment obligations automatically using established federal rules and regulations. You can print the R2T4 Worksheet in Adobe Acrobat format from this tab.

**Note:** The pre-HERA R2T4 worksheet displays if the student withdrew before July 1, 2006. The revised, HERA-compliant R2T4 worksheet displays if the student withdrew on or after July 1, 2006.

- **Post-Withdrawal Disbursement Worksheet Tab** – Enables you to view, track, calculate, update, and print post-withdrawal disbursement amounts.

**Note:** The pre-HERA Post-Withdrawal Disbursement worksheet displays if the student withdrew before July 1, 2006. The revised, HERA-compliant Post-Withdrawal Disbursement worksheet displays if the student withdrew on or after July 1, 2006.

- **Notes Tab** – Enables you to document information about the student, including withdrawal information or other data you want to track.

- **User Data Tab** – Enables you to enter data in user-specified fields you have created, or in the five predefined fields (GPA, Major, Repayment Status, Withdrawal Reason, and Leave of Absence Reason) provided by default on the Web site.

- **Help and Federal Student Aid Links** – All pages display a link to the R2T4 on the Web Welcome page, R2T4 on the Web Online Help and Frequently Asked Questions, and the FSA Schools Portal ([fsa4schools.ed.gov](http://fsa4schools.ed.gov)).

## Enrollment for R2T4 on the Web

Your staff members must be enrolled for both FAA Access to CPS Online and Return of Title IV Funds specifically to access the R2T4 on the Web site. The destination point administrator (DPA) or secondary destination point administrator (SDPA) of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections has access to the FAA Access to CPS Online Web site by default and can add or modify rights. The DPA or SDPA needs to enroll financial aid staff members for access to FAA Access to CPS Online and the R2T4 on the Web sites.

You can easily sign up financial aid staff members for FAA Access to CPS Online and R2T4 on the Web on the SAIG Enrollment Web site, located at:

[fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)

Signature pages are *not* required for FAA Access to CPS Online or R2T4 on the Web enrollment.

---

# ISIR Analysis Tool

The ISIR Analysis Tool Web application is designed for any school that wants to review and analyze its ISIR data and better understand certain characteristics about its Title IV applicant population and verification process (either selected by ED or defined by the school).

The ISIR Analysis Tool is accessible through the FAA Main Menu of the FAA Access to CPS Online Web site ([fafsa.ed.gov/FOTWebApp/faa/faa.jsp](http://fafsa.ed.gov/FOTWebApp/faa/faa.jsp)). You must have Microsoft Internet Explorer Version 5.5 or higher as your browser to use the reporting features available in the ISIR Analysis Tool.

**Note:** Using the ISIR Analysis Tool does not necessarily mean that your school is in the Quality Assurance (QA) Program or is exempt from federal verification requirements. To have these benefits, you must have a signed QA Amendment to your Title IV Program Participation Agreement (PPA).

## General Functionality

You can use the ISIR Analysis Tool to perform the following functions:

- Request specific or random samples of Initial and Paid On ISIR transactions from the ISIR Datamart to update your ISIR Analysis Tool database using a basic text flat file.
- Define and complete user-specified fields to track data specific to your school.
- Set the School Verification Flag to indicate students meeting your school's institutional verification criteria.
- Run the Data Validation process to identify student records missing an Initial or Paid On ISIR transaction and perform other calculations to finalize your overall ISIR sample before generating reports.
- Generate standard reports that are used for in-depth analysis based on discrepancies or trends identified in requested ISIR data. QA Program participants can share standard report templates with other QA participants using the ISIR Analysis Tool.
- Create ad-hoc reports that can be used to conduct additional analysis unique to your school's user data and student demographics.
- Export a flat file listing of all student records in your ISIR Analysis Tool database to your SAIG mailbox.

For additional information on using the ISIR Analysis Tool, see the "Guidance" section of Federal Student Aid's QA Program site, located at [ifap.ed.gov/qahome/guidance.html](http://ifap.ed.gov/qahome/guidance.html).

## 2008-2009 Enhancements to the ISIR Analysis Tool

The 2008-2009 version of the ISIR Analysis Tool will be available in February 2008 and includes the following enhancements:

- **Year References and Message Classes Updated for 2008-2009** – We updated all ISIR Analysis Tool Web site labels and other text to reference the 2008-2009 cycle. We also updated the message class for export files listing all student records in your ISIR Analysis Tool database to IATX09OP.
- **Relabeled 2008-2009 ISIR Data Elements Added to the ISIR Analysis Tool Database** – We relabeled two ISIR fields for 2008-2009 that are added to your ISIR Analysis Tool database as a result of an ISIR data request. The relabeled fields are:
  - “Are You Male or Female?” (previously “Are You Male?”)
  - “Professional Judgment” (previously “FAA Adjustment”)
- **New EFC Impact Analysis Report Added** – We have added a new standard report for 2008-2009 called the EFC Impact Analysis. This report, displayed in graph format, can assist you in determining which EFC-critical ISIR fields are being corrected most often by your students between Initial and Paid On ISIR transactions.
- **ISIR Analysis Tool Added to FAA Access to CPS Online Demonstration (Demo) Site** – Demonstration functionality for the ISIR Analysis Tool will be added to the FAA Access to CPS Online Web demo site in February 2008. This demo site, which automatically preloads with 500 test ISIR records, enables schools interested in using the ISIR Analysis Tool to examine features such as standard and ad-hoc report generation in a mock-production environment. For more information, see the “Demonstration Sites” section of this guide.

## Enrollment for the ISIR Analysis Tool

Your staff members need to be enrolled for both FAA Access to CPS Online and the ISIR Analysis Tool specifically to access the ISIR Analysis Tool Web site. The destination point administrator (DPA), or secondary destination point administrator (SDPA), of the TG number currently used by your school to send and receive FAFSAs and ISIR corrections has access to the FAA Access to CPS Online Web site by default and can add or modify rights. The DPA or SDPA needs to enroll financial aid staff members for access to the FAA Access to CPS Online and the ISIR Analysis Tool Web sites.

You can easily sign up financial aid staff members for FAA Access to CPS Online and the ISIR Analysis Tool on the SAIG Enrollment Web site, located at:

[fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)

Signature pages are *not* required for FAA Access to CPS Online or ISIR Analysis Tool enrollment.

---

## Demonstration Sites

Demonstration (demo) versions of the FAA Access to CPS Online and FAFSA on the Web sites are available as a training tool for you and your financial aid staff. For 2008-2009, we have also added a demo version of the ISIR Analysis Tool in FAA Access to CPS Online.

These demo sites offer most of the features of the production versions of FAFSA on the Web and FAA Access to CPS Online (including the ISIR Analysis Tool and Return of Title IV Funds) and they are preloaded with test data for your use.

The FAA Access to CPS Online and FAFSA on the Web demo sites will be available for use at [fafsademo.test.ed.gov](http://fafsademo.test.ed.gov) beginning December 3, 2007. The demo version of the ISIR Analysis Tool will be available beginning in February 2008, simultaneously with the release of the 2008-2009 production version of the ISIR Analysis Tool.

You can log in to the demo sites, when available, using the following authentication information:

- User Name: **eddemo**
- Password: **fafsatest**

The user name and password fields are case-sensitive.

**Note:** Users of the ISIR Analysis Tool demo site must also provide their Federal School Code during login.

# What's New for EDESuite?

---

## Overview

The following sections describe the major 2008-2009 cycle changes in the EDESuite software:

- EDEExpress Release 1.0—Global functionality and the Application Processing and Packaging modules
- EDEExpress Release 2.0—Pell (including ACG and National SMART Grant functionality) and Direct Loan modules
- DL Tools
- SSCR

**Note:** If you are using EDEExpress for Windows for the first time in the 2008-2009 award year, review “New EDEExpress Users” later in this section.

## Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, all EDESuite 2008-2009 PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.

- All software fields that are shaded blue after a previously saved value has been modified also display a “-C” after the software label. The “-C” text indicates the field has been changed. If the change is made to a field that is shaded yellow, the “-C” text replaces the “-R” text after the label.
- All software grids display “floating” text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.
  - Floating text is always enabled for the SYSADMIN user ID and always appears in the Startup Information dialog box. To disable the floating text, go to **Tools, Setup, Security Users** and create a new user ID and password. Exit the software, and then log back in with your new user ID and password. For all user IDs other than SYSADMIN, floating text is disabled by default. To enable it, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

**Note:** Users will always see the “-R” and “-C” labels added to software fields.

## New EExpress Users

We recommend that new EExpress users review the user documentation posted to the FSAdownload Web site (located at [fsadownload.ed.gov](http://fsadownload.ed.gov)) with each EExpress release. User documentation includes the EExpress desk references, cover letters, and installation guide. These documents provide important information about each software release and step-by-step guidance on basic and advanced EExpress functionality.

New EExpress Pell, ACG, National SMART Grant, and Direct Loan users can also review the *2008-2009 COD Technical Reference*, which is also available on the FSAdownload Web site.

---

## EDEExpress – Release 1.0

This section of the *School Electronic Process Guide* describes enhancements to EDEExpress 2008-2009, Release 1.0. Release 1.0, available January 2008, contains the Application Processing and Packaging modules, as well as Global functionality applicable across all EDEExpress modules. No changes have been made to Packaging functionality for 2008-2009.

### Global

The following enhancements have been made to EDEExpress 2008-2009 Global functionality (applicable to all EDEExpress releases and modules):

#### *General*

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDEExpress to reference the 2008-2009 cycle. Message classes with cycle indicators are also updated for 2008-2009 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EDEExpress.
- **Updated HERA Overview Help Topic** – We updated help topics available in Global, Application Processing, Packaging, and Query online help for 2008-2009 that provide detailed information and guidance on EDEExpress changes related to the HERA. The topics are titled “Academic Competitiveness Grant (ACG),” “National Science and Mathematics Access to Retain Talent (SMART) Grant,” “Graduate and Professional Student PLUS Loan (Grad PLUS),” and “Other HERA Changes Overview.” The topics are accessed by clicking **Help, Help Topics** from the EDEExpress menu bar, selecting the **Index** tab, and typing the name of the topic you want to view.

#### *Imports*

- **Updated ED-Initiated Import Message Class for ACG Data File** – The 2008-2009 version of the ACG Data File (message class **ED2009OP**) can be imported and printed using the EDEExpress Global ED-initiated Import function. The ACG Data File contains ACG student self-identification data entered on FAFSA on the Web or FAA Access to CPS Online, or by calling the FSAIC, and can be used as part of eligibility determination and verification procedures. The report is print-only, and the data is not stored in the EDEExpress database. You must define the ACG Data File message class in **Tools, Setup, Global, ED Initiated Imports** before you can import ACG Data Files you have received. A record layout for the ACG Data File is available in Section 3 of the *2008-2009 Electronic Data Exchange (EDE) Technical Reference*, available on the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

**Note:** Due to a limitation in the number of comment codes that can be assigned to a given ISIR transaction, ACG-related comment codes may not always appear on the ISIR for ACG-eligible students. Be sure to check ACG Data Files (ED2009OP) for additional ACG eligibility information.

- **Added High School Graduation Year to ACG Data File** – We added High School Graduation Year to the information collected during the ACG self-identification process on FAFSA on the Web and to the ACG Data File (ED2009OP), which can be imported into EDEExpress.

## Application Processing

The following enhancements have been made to the EDEExpress 2008-2009, Release 1.0 Application Processing module:

### *ISIR View, Print, File Format, and Query*

- **Relabeled ISIR Fields** – For the 2008-2009 ISIR, we have relabeled several fields as follows to match changes to the FAFSA and at the CPS:
  - The “FAA Adjustment” field is now labeled “Professional Judgment.”
  - The “Are You Male?” field is now labeled “Male or Female?” Valid responses are **1** (Male), **2** (Female), or blank.
  - The “HS Diploma or GED Received?” field is now labeled “High School or Equivalent?” Valid values are **1** (High School Diploma), **2** (GED), **3** (Home Schooled), **4** (Other), or blank.
- **Additional Federal School Code Responses Display on ISIR Review Tab, Available for Selection in File Format and Query** – FAFSA on the Web has been enhanced to allow an applicant to provide up to ten Federal School Codes. Four additional Federal School Codes have been added to the existing six choices for students filing applications or making corrections using FAFSA on the Web. All ten school codes can be selected in File Formats from the App Express module, used in App Express queries, and viewed on the ISIR Review tab. The additional four school codes do not print on the ISIR.
- **New Non-Verifiable Rejects Print on ISIR, Display on ISIR Review Tab, Available for Selection in Query** – We added two new non-verifiable reject codes for 2008-2009. These reject codes print on the ISIR, can be used in App Express queries, and can be viewed on the ISIR Review tab. The new reject codes are as follows:
  - Reject code 4 is returned in the ISIR record when the Marital Status Date is greater than the Date Application Completed. An FAA can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 4).

- Reject code 20 is returned in the ISIR record when the student’s or parent’s income meets the IRS criteria for filing a tax return, but the student or parent indicates on the FAFSA that they will not file a tax return. A financial aid administrator can override the reject on FAA Access to CPS Online by setting the reject override flag (Reject Override Code 20).
- **New Transaction Data Source/Type Codes Added for English/Spanish Versions of FAFSA4caster, Spanish SAR, and Spanish Corrections on the Web** – New Transaction Data Source/Type Codes have been added for both English and Spanish ISIRs generated for students who, when prompted, allow FAFSA on the Web to transfer 2007-2008 FAFSA4caster data into their 2008-2009 application. We also added codes for ISIRs generated by Spanish Corrections on the Web activity or corrections to Spanish Student Aid Reports (SARs). The codes appear as text values on the ISIR. Query Value Help is also modified to include the new values.
- **Removed Parent/Student Heading Labels for ISIR Steps Four and Five** – In STEP FOUR (PARENTS) and STEP FIVE (STUDENT HH) of the ISIR, the words “Parent” and “Student” no longer print in front of “Food Stamp Benefits,” “TANF Benefits,” “WIC Benefits,” “Supplemental Security Income Benefits,” or “Free or Reduced Price School Lunch Benefits” fields. We made this change to eliminate redundancy in the labels for these fields.

**Note:** See *The 2008-2009 ISIR Guide*, available at [fsadownload.ed.gov](http://fsadownload.ed.gov), for more detailed information on changes to the ISIR for 2008-2009.

### ***NSLDS View and Print***

- **New and Relabeled ACG and National SMART Grant NSLDS Data Elements on ISIR Record** – Five new NSLDS data elements for the ACG and National SMART Grant are included in the 2008-2009 ISIR record:
  - Percent Eligibility Used by Scheduled Award
  - Total Percent Eligibility Used by Academic Year Level
  - Award Year
  - ACG Scheduled Award
  - National SMART Grant Scheduled Award

We also relabeled the NSLDS element “Year in School” to “Academic Year Level.”

NSLDS data elements included in the ISIR record are viewed in EDEXpress from a student’s record (**View, NSLDS**) or printed on the NSLDS report (**File, Print, App Express, NSLDS**).

- **Relabeled Pell-Specific NSLDS Data Elements in View and Print** – In the NSLDS Financial Aid History dialog box, we updated the Pell label “% Scheduled Award Used” to “% Scheduled Award Used by Award Year.”

- **Added Loan-Specific NSLDS Flags to View and Print** – Three new loan-specific fields have been added to the NSLDS information returned in the ISIR record: “Undergraduate Subsidized Loan Limit Flag,” “Undergraduate Combined Loan Limit Flag,” and “NSLDS Fraud Loan Flag.” The fields appear in the NSLDS Financial Aid History dialog box (**View, NSLDS**) and on the printed ISIR.
- **Relabeled Loan-Specific NSLDS Flags in View and Print** – In the NSLDS Financial Aid History dialog box, we changed the label “Subsidized Loan Limit Flag” to “Graduate Subsidized Loan Limit Flag” and the label “Combined Loan Limit Flag” to “Graduate Combined Loan Limit Flag.”

---

## EExpress – Release 2.0

This section of the *School Electronic Process Guide* describes enhancements to EExpress for Windows 2008-2009, Release 2.0. Release 2.0, available April 2008, adds the 2008-2009 Pell and Direct Loan modules.

**Note:** The Pell module includes origination and disbursement functionality for the ACG and the National SMART Grant. Grad PLUS loan functionality is part of the Direct Loan module.

### Overall Enhancements

We have implemented enhancements affecting the Pell, ACG, National SMART Grant, and Direct Loan functionality in EExpress 2008-2009, Release 2.0 in the following areas:

- **Updated Valid Date Ranges** – We updated valid date ranges for Pell and Direct Loan processing for the 2008-2009 processing cycle to synchronize EExpress with the COD System edits and federal policy. These date ranges include:

Field	Range
ACG, National SMART Grant, and Pell Enrollment Date	01/01/2008 to 06/30/2009
ACG, National SMART Grant, and Pell Payment Period Start Date	01/01/2008 to 06/30/2009
ACG, National SMART Grant, and Pell Payment Disbursement Date	07/01/2008 to 09/30/2014
DL Date of Birth	01/01/1909 to 12/31/2000
DL Award Begin Date	07/02/2007 to 06/30/2009
DL Award End Date	07/01/2008 to 06/29/2010
DL Academic Year Start Date	07/02/2007 to 06/30/2009
DL Academic Year End Date	07/01/2008 to 06/29/2010
DL Disbursement Date (all loan types)	06/22/2007 to 10/27/2010

- **Updated HERA Overview Help Topics** – We updated help topics available in Pell, Direct Loan, and EDEExpress COD online help for 2008-2009 that provide detailed information and guidance on EDEExpress changes related to the HERA. The topics are titled “Academic Competitiveness Grant (ACG),” “National Science and Mathematics Access to Retain Talent (SMART) Grant,” “Graduate and Professional Student PLUS Loan (Grad PLUS),” and “Other HERA Changes Overview.” The topics are accessed by clicking **Help, Help Topics** from the EDEExpress menu bar, selecting the **Index** tab, and typing the name of the topic you want to view.

## **Pell Enhancements (including ACG and National SMART Grant)**

The following enhancements related to Pell, ACG, and the National SMART Grant affect the EDEExpress Pell module only:

### ***Origination Entry***

- **Relabeled “College Year” as “Academic Year Level”** – We relabeled the ACG and National SMART Grant Origination tab field “College Year” to be “Academic Year Level.”
- **Revised Warning Message for \$0 Award Amount for Entire School Year** – EDEExpress now displays the following warning message if you try to save a Pell, ACG, or National SMART Grant origination record with an Award Amount for Entire School Year of \$0: “The Award Amount for Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.”
- **Added Citizenship Status Edit for ACG, National SMART Grant Records** – ACG and National SMART Grant origination records can now be created only for students with a Citizenship Status of **1** (U.S. Citizen) or blank. The Citizenship Status field is located on the Demo tab.
- **Additional Data Edits for ACG Records** – In addition to checking the citizenship status, EDEExpress now limits your choice of Academic Year Level to **0** (1st Year/never attended college), **1** (1st Year/attended college before) or **2** (2nd Year/sophomore) on ACG origination records. Additionally, EDEExpress now prevents records from being saved under the following conditions:
  - Award Amount for Entire School Year exceeds \$750 for Academic Year Level 0 or 1 or \$1300 for Academic Year Level 2
  - Eligibility/Payment Reason is **01** (High School Program) and High School Program Code is blank

- **Additional Data Edit for National SMART Grant Records** – In addition to checking the citizenship status, EDEExpress now limits your choice of Academic Year Level to **3** (3rd Year/Junior) or **4** (4th Year/senior) on National SMART Grant origination records.

### ***Disbursement Entry***

- **Added Disbursement Edits for ACG and National SMART Grant Based on Funding Method** – EDEExpress now prevents ACG and National SMART Grant actual disbursements (Disbursement Release Indicator [DRI] checkbox selected [set to True]) meeting the following conditions from being saved:
  - Funding Method from Pell School setup is Advance Pay, Pushed Cash, Just-In-Time, or Cash Monitoring 1 and the current system date is greater than seven days before the disbursement date
  - Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement and the current system date is more than zero days before the disbursement date

### ***Multiple Entry***

- **Added Student's First, Last Name to Pell, ACG, and National SMART Grant Multiple Entry** – The student's first and last names appear on the Pell, ACG, and National SMART Grant Multiple Entry Select Records grids, making it easier for you to locate and select specific students you want to update.

### ***Import***

- **Student's First or Last Name Required in External Origination Add/Change Records** – The student's first or last name is now required in External Origination Add/Change import records for Pell, ACG, and the National SMART Grant.
- **ACG and National SMART Grant Import Edit Reports Display Total Percent Eligibility Used by Academic Year Level** – EDEExpress prints the new ACG and National SMART Grant data element Total Percent Eligibility Used by Academic Year Level on the Import Edit Records Report for Common Record Response files with Document Type Codes of RS or ND, but does not store the data element in the database.
- **Added Pell, ACG, and National SMART Grant Data Elements to Year-to-Date (YTD) Files** – The new Pell, ACG, and National SMART Grant data elements Percent Eligibility Used by Scheduled Award and Total Eligibility Used by Academic Year Level are included in the Pell, ACG, and National SMART Grant YTD Data files. We also added the Scheduled Award field to ACG and National SMART Grant YTD Data files (the field is already included in Pell YTD Data and Pell MRR files). However, EDEExpress does not store or print these data elements or use them when generating the Compare and Print Exceptions? report.

- **Added ACG and National SMART Grant Data Elements to MRR Files** – The new ACG and National SMART Grant data elements Percent Eligibility Used by Scheduled Award, Total Eligibility Used by Academic Year Level, and Scheduled Award are included in ACG and National SMART Grant Multiple Reporting Record (MRR) files, but only Percent Eligibility Used by Scheduled Award prints on the Import Edit Report. EDEExpress does not store or print the data elements.

### ***Print***

- **Relabeled Fields on Pell, ACG, National SMART Grant Electronic Statement of Account (ESOA) Reports** – On the Pell, ACG, and National SMART Grant versions of the ESOA, we relabeled “Pell School Number” as “Pell Reporting School Identifier” and “Common School Identifier” as “Entity Identifier.”

### ***Query, File Formats, Browse***

- **Added Grant Type to Query, File Formats, Browse** – The Grant Type field (ACG, Pell, or National SMART) can now be used in queries (Pell Query dialog box), exported in file formats (Pell File Format dialog box), and is now displayed on both the Origination and Disbursement tabs in the Browse Pell dialog box.

## **Direct Loan Enhancements**

The following enhancements affect the EDEExpress Direct Loan module only:

### ***Setup***

- **Origination Fee Defaults to 2.0% for Subsidized and Unsubsidized Loans** – Provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, reduced the origination fee charged to Direct Stafford Loan borrowers to 2.0 percent for 2008-2009 loans, provided the first actual disbursement (Disbursement Release Indicator = True, or selected) is made on or after July 1, 2008. As a result, the Sub/Unsub Loan Fee Percentage in Direct Loan School setup (**Tools, Setup, COD, School, Direct Loan**) defaults to the reduced origination fee percentage of 2.0 percent for 2008-2009 subsidized and unsubsidized loan records.

**Note:** If you are originating loans in EDEExpress 2008-2009 with a first disbursement date *before* July 1, 2008, you must change the Sub/Unsub Loan Fee Percentage field to 2.5 in Direct Loan School setup before originating those loans. If you want to subsequently originate 2008-2009 loans with an earliest disbursement date *on or after* July 1, 2008 you must change the Sub/Unsub Loan Fee Percentage field back to 2.0 in Direct Loan School setup before originating those loans.

**Note:** If you import Prior Year User-Defined Queries, Setup, and File Formats from EDEExpress 2007-2008 into EDEExpress 2008-2009 with the COD School (Direct Loan School) checkbox selected, be aware that the default value for the Sub/Unsub Loan Fee Percentage will be set to 2.500. Make sure that you return the Sub/Unsub Loan Fee Percentage value in COD School setup (Direct Loan) to the 2008-2009 default of 2.000 before you originate any subsidized or unsubsidized loans with an earliest disbursement date on or after July 1, 2008.

### ***Import***

- **Message Classes Updated for Entrance/Exit Counseling Results and Borrower Delinquency Report** – The message classes from the Direct Loan Servicing Web site for the Direct Loan Entrance Counseling Results, the Direct Loan Exit Counseling Results, and the Direct Loan Delinquent Borrowers Report are now non-cycle-specific and will not change from year to year. The new message classes are as follows:
  - Entrance Counseling Results: **DECFENOP**
  - Exit Counseling Results: **DLFFEXOP**
  - Borrower Delinquency Report: **ED04DQOP**

### ***Print***

- **Calculation Logic for Origination/MPN Percentages Updated for List-Status Report** – When calculating the origination percentages and the MPN percentages that appear on the last page of the List-Status report, EDEExpress now uses the total number of student origination records printed on the report as the divisor.

---

## Direct Loan (DL) Tools

Direct Loan (DL) Tools is a multiyear Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track cash receipts (drawdowns) and Refunds of Cash.
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.

DL Tools was developed to process data for multiple program years. DL Tools Release 8.0, scheduled for release in July 2008, will contain SAS Compare and formatting, Cash Management, and Rebuild functionality for the 2006-2007, 2007-2008, and 2008-2009 cycles.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDEExpress for Windows databases. However, non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate non-EDEExpress loans or databases.

One way to meet the Quality Assurance requirement in the Direct Loan program is to run the Disbursement Measurement Tool Report (available in DL Tools if connected to EDEExpress), as well as certain Direct Loan lists (available in EDEExpress). Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures.

The Disbursement Measurement Tool Report and certain Direct Loan lists with tolerances assist schools with monitoring current operations, procedures, and program status. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

If you do not use EDEExpress, you can still use DL Tools to assist in reconciling Direct Loans. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools and compare your data to the SAS.

## Enhancements for DL Tools Release 8.0

Listed below are the planned enhancements to DL Tools for Windows, Release 8.0:

### *General*

- **2005-2006 Functionality Removed** – We are removing all DL Tools functionality applicable to program year 2005-2006.
- **Program Year 2008-2009 Added** – We are adding DL Tools functionality applicable to program year 2008-2009.
- **New COD System Elements Added to 2008-2009 Rebuild Files** – DL Tools will now compare and/or rebuild the following EDEExpress 2008-2009 fields based on data added to the Rebuild file (message class CODRBFOP) by the COD System:
  - MPN Expiration Date
  - Additional Unsub Eligibility for Dependent Student?
  - Additional Unsub Preprofessional or Teacher Certification?

**Note:** Additional enhancements may be identified for DL Tools Release 8.0 and will be communicated by Federal Student Aid in future communications.

---

## SSCR

SSCR (Student Status Confirmation Report) for Windows is a multiyear application designed to help you perform enrollment reporting electronically with the National Student Loan Data System (NSLDS). No changes to the SSCR software are planned for the 2008-2009 cycle.

NSLDS regularly sends you an Enrollment Reporting Roster containing the students enrolled at your school for whom NSLDS has loan records. SSCR Release 3.0, currently available on the FSADownload Web site ([fsadownload.ed.gov](http://fsadownload.ed.gov)), can be used to import, update, and export student records in the Enrollment Reporting Roster to return to NSLDS.

The Enrollment Reporting Roster is sent to you by NSLDS as often as once a week or as seldom as twice a year. You can change your preferences on the U.S. Department of Education's NSLDS Web site, located at [nsls.ed.gov/nsls\\_FAP/secure/logon.jsp](http://nsls.ed.gov/nsls_FAP/secure/logon.jsp).

# Getting Help

---

## CPS/SAIG Technical Support

If you have any questions regarding this guide, contact CPS/SAIG Technical Support at 800/330-5947 or by sending an e-mail to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). TDD/TTY services are also available at 800/511-5806. Representatives are available Monday through Friday, 7 a.m. to 7 p.m. (CT).

CPS/SAIG Technical Support can assist you with the following:

### Software and Web Assistance

- EDEXpress – Application Processing, Packaging, Direct Loan, and Pell (including ACG and National SMART Grant)
- DL Tools
- SSCR
- FAA Access to CPS Online
- Return of Title IV Funds (R2T4)
- ISIR Analysis Tool
- CPS Test System Support
- Custom/Combo/Mainframe Support for Direct Loans
- EDconnect
- Student Aid Internet Gateway (SAIG) Network Password Changes and Resets, Restoral of Files to Mailboxes, and Transmission Error Resolution
- EDE Enrollment and Participation

## Technical References

- *COD Technical Reference Vol. III*  
(Pell Grant, ACG, National  
SMART Grant & Direct Loan  
Combination System Supplement)
- *Electronic Data Exchange (EDE)  
Technical Reference*
- *EDExpress Packaging Technical Reference*
- *COD Technical Reference Vol. IV*  
(Direct Loan Tools)

---

## The IFAP Web Site

Visit our Information for Financial Aid Professionals (IFAP) Web site at [ifap.ed.gov](http://ifap.ed.gov). IFAP contains the latest information on federal financial aid, including Dear Partner/Colleague Letters, electronic announcements, training information, ED publications, technical publications, and other documents.

---

## Other Customer Service Resources

### Sources of Assistance for Schools

For a complete listing of all Federal Student Aid sources of assistance, go to the Financial Aid Professionals Web site at [fsa4schools.ed.gov/help/contacts](http://fsa4schools.ed.gov/help/contacts).

### COD School Relations Center

The COD School Relations Center integrates customer service for the Direct Loan, Pell Grant, ACG, and National SMART Grant programs for all award years.

If you have any questions, contact the COD School Relations Center at 800/4PGRANT (800/474-7268) for ACG, National SMART Grant, and Pell Grant or 800/848-0978 for Direct Loan. The COD School Relations Center telephone system prompts the school to enter the award year about which the school is calling, and the call is routed to the proper COD Customer Service Center staff.

E-mail: [CODsupport@acs-inc.com](mailto:CODsupport@acs-inc.com)

### Federal Student Aid Information Center (FSAIC)

**800/4-FED-AID (800/433-3243); 319/337-5665; TDD/TTY: 800/730-8913**

The Federal Student Aid Information Center (FSAIC) serves the public with information about the federal student aid application process. FSAIC customer service representative (CSR) support is provided in both English and Spanish. Customers include students, parents, and FAAs seeking general information about Federal Student Aid grant and loan programs and specific assistance with the FAFSA (paper and FAFSA on the Web versions, including Federal Student Aid PIN assistance) and student aid processing timeframes.

Specific types of FSAIC CSR assistance also include: FAFSA application status checks, completion of FAFSA and FAFSA corrections, requests to change addresses and Federal School Codes on the FAFSA, duplicate Student Aid Report (SAR) requests, identification of holders of existing student loans (including contact information), and Federal Student Aid publication fulfillment.

FSAIC CSRs are available Monday through Friday from 7 a.m. to 11 p.m. (CT) and on Saturdays from 8 a.m. to 5 p.m. (CT).

## **Research and Customer Care Center (RCCC)**

**800/433-7327 (phone); 202/275-5532 (fax)**

Federal Student Aid's Research and Customer Care Center (RCCC) provides assistance with Title IV policy and regulations, including questions regarding application processing systems, and helps clients contact other ED staff.

Representatives are available Monday through Friday, 9 a.m. to 5 p.m. (ET).

E-mail: [FSA.Customer.Support@ed.gov](mailto:FSA.Customer.Support@ed.gov)

## **FSATECH Listserv**

FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products.

For more information about FSATECH, including how to subscribe, go to [fsa4schools.ed.gov](http://fsa4schools.ed.gov), click "Listserve/Mailing Lists" on the left menu, and click the "FSATech listserv" link.

---

## Documents

The following documents detail 2008-2009 changes to the Central Processing System (CPS), the COD System, Federal Student Aid Web sites for students and financial aid professionals, and the EDEExpress for Windows software. All documents listed are located on the Federal Student Aid Download Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov), and on the Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov).

- *2008-2009 Common Origination and Disbursement (COD) Technical Reference*, available September 2007
- *Summary of Changes for the Application Processing System*, available October 2007
- *2008-2009 Electronic Data Exchange (EDE) Technical Reference*, available October 2007
- *The ISIR Guide*, available November 2007
- *Student Web Application Products Process Guide*, available November 2007
- *2008-2009 EDEExpress Packaging Technical Reference*, available November 2007 (FSAdownload Web site only)
- *EDEExpress for Windows 2008-2009, Release 1.0 Desk Reference*, available January 2008 (FSAdownload Web site only)
- *EDEExpress for Windows 2008-2009, Release 2.0 Desk Reference*, available April 2008 (FSAdownload Web site only)

For record layouts and other information on the Enrollment Reporting process, see the *NSLDS Enrollment Reporting Guide*. To find this document on the IFAP Web site, click the “NSLDS Reference Materials” link on the main page under “On-Line References,” then click “NSLDS User Documentation” on the following page.

---

## Web Sites

You can find out more about the products and services described in this guide, as well as information about other student financial aid tools, on the following Web sites:

- Federal Student Aid's Schools Portal (including FSATECH subscription): [fsa4schools.ed.gov](http://fsa4schools.ed.gov)
- IFAP: [ifap.ed.gov](http://ifap.ed.gov)
- FSAdownload: [fsadownload.ed.gov](http://fsadownload.ed.gov)
- Training for Financial Aid Professionals (TFAP): [ed.gov/offices/OSFAP/training](http://ed.gov/offices/OSFAP/training)
- SAIG Enrollment: [fsaweбенroll.ed.gov](http://fsaweбенroll.ed.gov)
- FAA Access to CPS Online: [fafsa.ed.gov/FOTWWebApp/faa/faa.jsp](http://fafsa.ed.gov/FOTWWebApp/faa/faa.jsp)
- Federal Student Aid PIN: [pin.ed.gov](http://pin.ed.gov)
- Common Origination and Disbursement (COD) System: [cod.ed.gov](http://cod.ed.gov)
- Demonstration Web site: [fafsademo.test.ed.gov](http://fafsademo.test.ed.gov)
- Quality Assurance Web site: [ifap.ed.gov/qahome/Default.html](http://ifap.ed.gov/qahome/Default.html)
- National Student Loan Data System (NSLDS): [nsls.ed.gov/nsls\\_FAP/secure/logon.jsp](http://nsls.ed.gov/nsls_FAP/secure/logon.jsp)