

SUMMARY: This letter describes two training series on the 1999 - 2000 EDEExpress for Windows 32-bit software: one on Application Processing and the other on Packaging. A training calendar, description of the training sessions, and registration instructions are attached.

Dear Colleague:

We are pleased to announce an upcoming series of training workshops on two important features of EDEExpress for 1999-2000. The workshops will be offered from February through June 1999 in our eleven Regional Training Facilities, and will cover the Application Processing Module and Packaging Module of EDEExpress.

The training is intended for financial aid staff who have direct responsibility for electronic application processing and/or packaging. It will introduce new users to EDE concepts, and will benefit those who are new to the software, or to the 32-bit application for Windows 95, Windows 98 or Windows NT.

A training calendar, registration instructions, and descriptions of each session are enclosed. We look forward to your participation in this training series.

Sincerely,

Nina Winkler
Director
Policy, Training and Analysis Service

Attachments

Attachment 1: Training Calendar

1999 EDEExpress Application Processing and Packaging Training Dates

Regional Location	EDEExpress Application Processing	EDEExpress Packaging	Training Contacts
I			
10 Causeway Street	February 16	February 17-18	Kathy Crowley
Third Floor, Room 343	March 2	March 15-16	617-565-6911
Boston, MA 02222	March 9		617-565-8636 <i>fax</i>
			kathy_crowley@ed.gov
II			
75 Park Place	March 16	March 17-18	Kristen Vreeland
12th Floor	April 20		212-264-8012
New York, NY 10007	April 27		212-264-1666 <i>fax</i>
			kristen_vreeland@ed.gov
III			
Wanamaker Building	March 16		Janice Stribling
100 Penn Square East	March 17	March 18-19	215-656-5929
Suite 509			215-656-5964 <i>fax</i>
Philadelphia, PA 19107			janice_stribling@ed.gov
Washington, D.C.			
7th & D Streets, SW	April 20		Pennie Summers
ROB-3, Room 4009			202-401-8422
Washington, D.C.			202-260-5178 <i>fax</i>
20202-5387			penny_morris-summers@ed.gov
IV			
61 Forsyth Street, SW	March 18		Keisha Berkley
18th Floor	April 13	April 14-15	404-562-6264
Atlanta, GA	April 21		404-562-6283 <i>fax</i>
30303-3104	May 4		keisha_berkley@ed.gov
V			
111 North Canal Street	March 2	March 3-4	Steven Jakymec
Room 1030	March 16	March 17-18	312-886-8766
Chicago, IL 60606	April 21		312-886-6737 <i>fax</i>
	May 11		steven_jakymec@ed.gov
	June 11		
VI			
1999 Bryan Street	March 4		Karla Weesner
Suite 2735	April 13		214-880-2405
Dallas, TX	April 28	April 29-30	214-880-2402 <i>fax</i>
75201-6817	May 4		karla_weesner@ed.gov
VII			
7505 Tiffany Springs Pkwy	March 2		Pam Cannavan
Suite 500	April 14	April 15-16	816-880-4090
Kansas City, MO	May 6		816-891-8713 <i>fax</i>
64153-1367			pamela_cannavan@ed.gov
VIII			
1391 N. Speer Boulevard	April 6		Margaret Day
Suite 800	April 7	April 8-9	303-844-3677 ext. 127

Regional Location	EDEXpress Application Processing	EDEXpress Packaging	Training Contacts
Denver, CO 80204			303-844-5756 <i>fax</i>
			margaret_day@ed.gov
IX			
50 United Nations Plaza	February 24	February 25-26	Terri Tom
Room 137	March 3	March 4-5	415-556-4206
San Francisco, CA	March 17	March 18-19	415-437-8852 <i>fax</i>
94102	April 14		terri_tom@ed.gov
	May 5		
X			
1000 Second Avenue	April 20	April 21-22	Kimberly Schreck
Suite 1200	May 25		206-287-9840
Seattle, WA	June 29		206-553-0800 <i>fax</i>
98104-1023			kimberly_schreck@ed.gov

Attachment 2: Workshop Descriptions

The one-day **Application Processing** workshop includes:

- An Overview of Electronic Data Exchange
- Enrollment procedures for the Title IV Wide Area Network (TIVWAN)
- EDEExpress set up
- Queries and Document Tracking
- The Electronic FAFSA
- Processing and Correcting ISIRs
- Computer based training simulations

The two-day **Packaging** workshop includes:

- Overview of EDEExpress Packaging functions
- Packaging set-up, including academic year profiles, budgets, funds maintenance, and award methodologies
- Importing ISIRs and creating packaging records
- Printing award letters and reports
- Computer-based training simulations

For the second day of the packaging training, participants may use either their school's budgets, fund types, and academic year information, or the sample data provided in the training. This information will be used to complete worksheets for all of the setup functions, to create awards, and to print letters and reports based on the data entered. All of these activities will be completed using live EDEExpress software.

Registration Instructions

Because these sessions include hands-on computer training, the size of each class is limited and registration is absolutely required. Registration is on a first-come, first-served basis, and due to limited space, participation by any one institution is limited to four persons. Trainees should register for the desired training session(s) using the appropriate enclosed forms. You will need to print out the registration page, complete it, and fax or mail it to the appropriate contact listed on the training calendar next to the training site of your choice. Registration will be confirmed by return FAX. If you will need special accommodations for this training, please notify the training contact listed for your selected training site.

Although this training is offered free of charge, participants must arrange for and pay their own transportation, meals and lodging. In addition, we suggest you bring a three-ring binder for your training materials. If you have any questions about the training, please call one of the contact persons listed on the training calendar.

Attachment 3: Registration forms

EDEXPRESS APPLICATION PROCESSING

TRAINING REGISTRATION

Date: _____

Participant's Name and Title:

____ Financial Aid Administrator ____ Owner ____ President
____ Vice President ____ Fiscal Officer ____ Other: _____

Phone #: _____ FAX #: _____

Contact Person:

(If other than participant)

INSTITUTION NAME: _____ OPE ID #: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Class Title: _____

LOCATION AND DATE SELECTION

PREFERENCE	LOCATION	DATE
1 st Choice		
2 nd Choice		
3 rd Choice		

- A separate **Registration Form** must be completed for each attendee.
- Please **type or print**, when completing this form.
- The Registration request **must be received at least three days before the session.**
- Registration requests will be scheduled in the order of receipt.
- **If you have questions or need to cancel/ reschedule**, call the contact at the site where you are interested in attending training.
- Send **Registration Form** to the contact at the site you plan to attend.

If you are in need of special accommodations/services during the training, please explain below:

EDEXPRESS PACKAGING

TRAINING REGISTRATION

Date: _____

Participant's Name and Title:

____ Financial Aid Administrator ____ Owner ____ President
____ Vice President ____ Fiscal Officer ____ Other: _____

Phone #: _____ FAX #: _____

Contact Person:

(If other than participant)

INSTITUTION NAME: _____ OPE ID #: _____

ADDRESS:

CITY, STATE, ZIP:

Class Title:

LOCATION AND DATE SELECTION

PREFERENCE	LOCATION	DATE
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