

## Enclosure D

### Submitting your RAD Request via On-Line Query

#### ***How do I submit a RAD request using the On-Line Query in EDconnect?***

Please follow these instructions for submitting your 2000-2001 RAD request once you have successfully logged on to On-Line Query via EDconnect. Please review Enclosure C or contact Title IV WAN Customer Service if you need assistance in logging on to On-Line Query.

1. At the NCS screen, type P1CP in the upper left-hand corner, and press ENTER.

NOTE: Because of the different ways computer keyboards can be mapped, you may need to use the Right Cntrl key or the Enter key on your number keypad where these instructions direct you to press ENTER. Also, where these instructions direct you to press the F3, F4, F5, F7 or F8 keys, you may need to hold down ESC and press the corresponding number to get the command accepted. For example, to simulate an F5 you might need to hold down ESC and hit 5 on your keyboard. If you make any errors during this process, follow the instructions at the bottom of your screen. All error messages are preceded by the word "Message."

2. At the CPS Main Menu, enter 10 to select RAD Requests; press ENTER.
3. At the Destination RAD Requests Main Menu, you will see this screen:

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P121          DESTINATION RAD REQUESTS MAIN MENU
TERMINAL:    _____

                DESTINATION: ****V**

    PLEASE CHOOSE THE SELECTIONS FOR YOUR RAD REQUEST, BY USING
    "Y":

    DO YOU WANT TO RECEIVE AN ELECTRONIC RAD FILE?  ___
    (YOU WILL RECEIVE ALL STUDENTS MEETING THE RAD REQUEST CRITERIA,
    WHO LISTED
    YOUR SCHOOL CODE)

    DO YOU WANT CPS TO PRINT PAPER RENEWAL APPS AND BULK MAIL THEM TO
    YOUR
    SCHOOL?  ___
    (IF YOU CHOOSE TO RECEIVE THE ELECTRONIC RAD FILE, BUT DO NOT
    WANT CPS TO
    PRINT THE PAPER RENEWAL APPS, YOU ARE RESPONSIBLE FOR PRINTING
    THE RAD FILE
    AND DISTRIBUTING THEM TO ALL STUDENTS)

    DO YOU WANT PIN MAILERS SENT TO YOUR STUDENTS?  ___
    (NO PAPER RENEWAL APPS WILL BE SENT TO YOUR SCHOOL)

    DO YOU WANT YOUR RENEWAL APP RECORDS SORTED BY
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- Verify your destination ID (this field will fill in automatically based on your user logon)

- Type “Y” next to the RAD request option(s) you wish to select:

<b>Option on Screen</b>	<b>Select this one if you want...</b>	<b>Important Information</b>
A. Do you want to receive an electronic RAD file?	<p>CPS to send your destination point an electronic file (RADD01OP) via the Title IV WAN containing your eligible RAD data.</p> <p>By leaving it blank, CPS will not send you an electronic file (nor will they be able to do so later if you change your mind).</p>	<p>If you submit your RAD request prior to October 29, 1999, and ONLY mark “Y” for this option (and NOT either option B or C below) on the request screen, you will be required to print and distribute Renewal FAFSAs for all the students in the electronic file. You will also be required to perform data entry and submit the Renewal FAFSAs to the CPS via EDE.</p> <p>This is the only option available after October 29, 1999.</p>
B. Do you want the CPS to print paper Renewal FAFSAs and mail them to your school?	CPS to print and mail Renewal FAFSAs and instruction booklets to your school for your students who are eligible to participate in the Renewal FAFSA process.	<p>You will be required to distribute all Renewal FAFSAs you receive. All materials will be mailed to you between November 4 and 12, 1999.</p> <p>If you select this option, you cannot select option C in the same request.</p> <p>This option will be disabled after October 29, 1999.</p>
C. Do you want PIN mailers sent to your students?	CPS to send PIN mailers directly to your eligible students.	<p>If you select this option, you cannot select option B in the same request.</p> <p>These will be mailed to students between 11/22/99 and 12/31/99.</p> <p>This option will be disabled after October 29, 1999.</p>

- Optional: Select a sort order for your Renewal Applications. You have the option to sort your paper Renewal FAFSAs by:
  - Social Security Number (SSN), -- the default
  - alphabetically (last name), or
  - zip code.

Place a “Y” next to the sort type you want. If you do not select a specific sort type here, the CPS will automatically sort in SSN order. *Note: If you submit a Type 2 request (see #5 below), the sort order will default to the order in which you entered your students’ SSNs regardless of the sort order selected here.*

- Press ENTER to continue (e.g., to complete the Destination RAD Request Option screen); or press the F3 key to go back to CPS Main Menu without saving your request.

4. ONLY IF YOU SELECT OPTION B (CPS PRINT of Renewal Apps): You will be taken to the Destination RAD Address Select screen. You can either:

1. select an address listed, or
2. create a new address.

If the address is already listed where you want your printed Renewal FAFSAs, envelopes, and instruction booklets to be mailed for the current RAD request, type an “S” in the field to the left of that address. Press F4 twice to continue.

If the address where you want the materials to be mailed is not listed, press F5 to create a new address. This will take you to the Destination RAD Address Create screen. Type in the full name of the preferred destination representative, the school name and the address in the appropriate fields. Press F4 twice to continue.

- **Important!** *Although these directions may prompt you to “press F4 twice,” you should actually pause after hitting F4 the first time and review the data you've entered for accuracy. If you find something you want to correct, hit F3 or CLEAR to return to the screen and make your modifications, then hit F4 again. The second time you hit F4, you will proceed to the next appropriate request screen.*

5. FOR ALL OPTION TYPES: The final screen of the RAD Request process is below:

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P122          DESTINATION RAD REQUEST OPTIONS
TERMINAL:    _____

          ELECTRONIC FILE = *    CPS PRINT = *
          PIN MAILER = *        SORT TYPE = ****V

    THE ABOVE SELECTIONS WILL BE USED BY CPS WHEN PROCESSING THIS
    REQUEST

          ENTER AN OPTION _

1 = ALL RECORDS FOR DESTINATION

2 = INSTITUTION SSN REQUESTS

3 = ALL RECORDS FOR PARTICULAR INSTITUTIONS

4 = ALL RECORDS FOR DESTINATION, BY GRADE LEVEL:
  _ 1ST YR/NEVER ATTENDED COLLEGE    _ 4TH YEAR/SENIOR
  _ 1ST YR/ATTENDED COLLEGE BEFORE   _ 5TH YEAR/OR MORE
  _ 2ND YEAR/SOPHOMORE                _ GRADUATE/PROFESSIONAL
  _ 3RD YEAR/JUNIOR
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At the Destination RAD Request Options Menu, you can specify the type of electronic and/or printed RAD records you want to receive. Enter the option number you want at the “Enter an Option” prompt.

Option	You should...	Notes
<p>1. <u>All Records for Destination</u>: Use this option if you wish to receive all eligible student applicants for all the school codes serviced by your destination point.</p>	<p>Press F4 twice after entering 1 at the “Enter an Option” prompt.</p>	<p>If you select this request type, you will receive Renewal FAFSAs for ALL students who listed your school code(s) on the 1999-2000 application.</p> <p>Remember, you are responsible for distributing all Renewal FAFSA materials you receive, regardless of whether or not the students attended your school.</p>
<p>2. <u>Institution SSN Requests</u>: Use this option to select particular Title IV applicants by Original Social Security Number and name identifier (first two letters of student's last name).</p>	<p>Enter a “2” at the “Enter an Option” prompt. On the next screen displayed, enter your school’s 6-digit Federal School Code and then the SSNs and 2-letter name identifiers of specific students for which you wish to receive RAD data.</p> <p>If you need additional lines on which to add students, press F8.</p> <p>Press F4 twice to complete the request.</p>	<p>There is no save feature in On-Line Query. If you are planning to request many students using this option, you should break up your request into multiple submissions to prevent losing data you've entered.</p> <p>If you are requesting CPS print and mail Renewal FAFSAs to your school for you to distribute, your data will be sorted in the same order in which you enter them on the Type 2 Request Record screen. Your data will not be sorted by the SSN, last name or zip code order even though you may have designated this order on the initial RAD request screen.</p>

Option	You should...	Notes
<p>3. <u>All Records for Particular Institutions</u>: Use this option to receive RAD records for selected schools for whom your destination point does Renewal FAFSA processing.</p>	<p>Enter a “3” at the “Enter an Option” prompt. On the next screen displayed, enter the Federal School Code(s) of the school(s) for which you are requesting data.</p> <p>If you need additional lines to enter more school code numbers, press F8.</p> <p>Press F4 twice to complete the request.</p>	<p>If you chose the CPS Print option and are requesting printed Renewal Applications for multiple schools, please be aware ALL your printed materials will be mailed to the address you designated on the Destination RAD Address Select screen. <i>If you want the printed Renewal FAFSAs to be mailed to separate addresses of your schools or branch campuses, you should make each campus request individually and use the Destination RAD Address Create screen to designate that particular school's mailing contact and address.</i></p> <p>If you select this request type, you will receive Renewal FAFSAs for ALL students who listed the requested school code(s) on their 1999-2000 application. Remember, you are responsible for distributing all Renewal FAFSA materials you receive, regardless of whether or not the students attended your school.</p>
<p>4. <u>All Records for Destination, by Grade Level</u>: Use this option to request Renewal FAFSAs by academic grade level, as indicated in the student's 2000-2001 selected RAPP transaction.</p>	<p>Enter a “4” at the “Enter an Option” prompt. Place an “S” next to each grade level you want Renewal FAFSAs for, using the grade level area at the bottom of the current screen.</p> <p>You will receive a sorted batch for each grade level option you choose.</p> <p>To complete your request, press F4 twice.</p>	<p>By selecting grade levels in this request type, you will receive Renewal FAFSAs for ALL students within the specified grade level(s) who listed your school code(s) on their 1999-2000 application. Remember, you are responsible for distributing all Renewal FAFSA materials you receive, regardless of whether or not the students attended your school.</p> <p>If you selected the PIN mailer option (option C above), you can not select grade levels 6 (5<sup>th</sup> year/other undergraduate) or 7 (Graduate/ Professional or beyond) because these students will automatically receive a PIN mailer instead of a paper Renewal FAFSA.</p>

6. When your RAD request has been successfully processed, the message “RAD Request Received” will display in large type on your screen.
- Press F10 to return to the Destination RAD Request Option screen. At this point, you can create another request.

- If you are finished and wish to exit, press the F3 key until you are back at the CPS Main Menu, then type “99” to log off the CPS. In EDconnect for Windows, go to File/Exit to terminate the session.
- Once this message is displayed, your request cannot be changed. We recommend you read this letter and the previous 1999-2000 Renewal Application Action Letter carefully so you fully understand your role and responsibilities based on the type of request you submit.

NOTE: You may receive the message “Message ID TEN0023 terminal lock --- To proceed enter the lock password” if your On-Line Query session remains inactive or idle for more than 15 minutes. To resume your session, enter your EDconnect password.