



## ***Session 4***

# ***The ISIR Datamart Hands-on***

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# Agenda

- Overview of the ISIR Datamart and submitting ISIR Requests
- Hands-on exercises



# ISIR Request

- New feature in FAA Access to CPS Online allows users to request ISIRs from CPS
- Destinations have option to continue receiving all ISIRs automatically or receiving only the ISIRs they request
- ISIR Request will be used for Duplicate, Year to Date, and Federal Data Requests



# ISIR Request: Enrollment

- ISIR delivery method option provided on SAIG Enrollment Web under the CPS Service
- Default is automatic daily receipt (like current system)
- DPA may change option at any time
- Users who select automatic daily receipt can also request ISIRs at any time

**Central Processing System**

**Information about your organization**

For which school do you want this DPA's destination point to submit and/or receive data with the Central Processing System ( [CPS](#) ) and/or the Pell Grant Payment System?

Federal School Code : E89033

For which award years? 2004-2005

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Is this destination point to provide all CPS services for the school selected? Yes  No

Is this destination point to provide service for Initial Applications for the school selected?\*

Yes  No

\*Data from initial FAFSA applications can come from two different destination points. Select the destination point to update. SAIG will provide a warning at the end of this transaction if you are attempting to take this service from another destination point. You will then have an opportunity to change your selection if desired.

Select the destination point:

Initial FAFSA applications destination point 1 TG80694

Initial FAFSA applications destination point 2

Is this destination point to provide service for Corrections (FAFSA corrections) for the school selected? Yes  No

This service is currently provided by TG80694

Is this destination point to receive ISIRs for the school selected? Yes  No

This service is currently provided by TG80694

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The following ISIR preference will apply to all institutions for this TG number for the 2004-2005 cycle.

Please indicate the delivery method. Daily  By request



# FAA Access to CPS Online: Main Menu

- ISIR Request is the last option on the menu

The screenshot shows the 'FAA Access to CPS Online' main menu. At the top left is the FSA logo with the tagline 'We Help Put America Through School'. To the right are icons for Help, FAQs, and the Department of Education. The main heading is 'Welcome to the FAA Main Menu'. Below this, it instructs users to select an option from the following menu, noting that a Destination Code and/or Federal School Code will be necessary. The menu items are: Student Inquiry, Batch Status, Signature Hold File Request, Application/Correction Entry (with sub-items: FAFSA Application, Renewal FAFSA, FAFSA Corrections, Verification Worksheet), Restore a Saved Application (with sub-items: FAFSA Application, Renewal FAFSA, FAFSA Corrections), and ISIR Request. At the bottom left, there is a question mark icon and the text 'Need help with this page?'. At the bottom right, there is an 'EXIT' button.

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

Help FAQs

### FAA Access to CPS Online

#### Welcome to the FAA Main Menu

Select an option from the following menu. It will be necessary to provide your Destination Code and/or your Federal School Code:

- **Student Inquiry**  
View a student's Student Aid Report (SAR) information, including the Expected Family Contribution (EFC), NSLDS information, SAR Comments, etc.
- **Batch Status**  
Check the status of batches submitted to the CPS for application or correction processing for a particular award year. You can view these batches sorted by: Federal School Code or ISIR Type/Batch Type.
- **Signature Hold File Request**  
If you want to receive a list of students for your school whose applications are on hold pending receipt of signature(s), you may determine how often you would like to receive the signature hold file.
- **Application/Correction Entry**  
Enter a student's FAFSA, Renewal FAFSA or FAFSA Corrections or Verification Worksheet on the Web form and submit it to the CPS for processing.
  - **FAFSA Application**
  - **Renewal FAFSA**
  - **FAFSA Corrections**
  - **Verification Worksheet**
- **Restore a Saved Application**  
Restore a partially completed and saved FAFSA, Renewal FAFSA or FAFSA Corrections on the Web form and submit it to the CPS for processing.
  - **FAFSA Application**
  - **Renewal FAFSA**
  - **FAFSA Corrections**
- **ISIR Request**  
Request ISIR data.

Need help with this page?

**EXIT**



# ISIR Request: Main Menu

- Two options available on ISIR Request menu:
  - Create/Edit Request
  - Check Request Status

The screenshot shows the ISIR Request Main Menu web page. At the top left is the FSA logo with the text "FSA FEDERAL STUDENT AID" and the slogan "We Help Put America Through School". To the right of the logo are three icons: a speech bubble labeled "Help", a question mark labeled "FAQs", and the U.S. Department of Education seal. Below the logo is a black header bar with the text "ISIR Request". Underneath the header bar is a white area with a green question mark icon and the text "Need help with this page?" followed by a dropdown arrow and the text "This page may scroll downward." Below this is a large white area with the heading "Menu". Under the heading, the text "Destination Code: TG53275" and "School Year: 2004-2005" is displayed. In the center of the menu area, there are two blue links: "Create/Edit ISIR Request" and "ISIR Request Status". At the bottom of the page, there is another "Need help with this page?" link with a green question mark icon. In the bottom right corner, there are two buttons: "RETURN TO FAA MENU" and "EXIT".



# ISIR Request: Selection Criteria

- SSN/Name ID
- Date Range for process date, receipt date, or date completed
- Transaction number: first, last, all, specific, or greater than X
- School code
- Grade level
- Dependency status
- Eligibility status
- State of legal residence or state of college
- EFC range
- Verification status
- Veteran status
- Combination of these fields



# ISIR Request: Selection Criteria

Help
 FAQs

**ISIR Request**

[? Need help with this page?](#)
This page may scroll downward.

## Selection Criteria

**Destination Code:** TG53275  
**School Year:** 2004-2005

Specify SSNs: Enter SSNs

Federal School Codes: Load SSN File

Transaction Number: Select

Transaction Number Qualifier: -

Eligibility Status: Pell Eligible

Veteran Status: Select

Verification Status: Select

Dependency Status: Select

Select School(s)

Grade Level:

- First year never attended
- First year attended before
- Second year
- Third year
- Fourth year
- Fifth year or more undergraduate
- First year graduate
- Continuing graduate

Over what EFC range would you like the ISIRs?

Starting EFC:

Ending EFC:

Which date should be used to select on: Processed Date

Over what date range would you like the ISIRs?  
Enter the date in mmddyyyy format. For example, 01012003.

From:

To:

Date to start Execution: 03022004  
Note: Leave this date blank for the request to processed after the next CPS Compute.

? Need help with this page?

ISIR Request Menu
Review Request

RETURN TO FAA MENU
EXIT



# ISIR Request: SSN File



## ISIR Request

 Need help with this page?  This page may scroll downward.

### Student SSN File

**Destination Code:** TG53275  
**School Year:** 2004-2005

Enter the location of the SSN file you want to load:

 Need help with this page?

-



# ISIR Request: Enter SSNs



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

 Help
  FAQs
 

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**ISIR Request**


Need help with this page?
▼ This page may scroll downward.

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## SSN Entry

**Destination Code:** TG53275  
**School Year:** 2004-2005

Enter the SSN, Name ID, Transaction Number, and Transaction Number qualifier.

SSN	Name ID	Transaction Number
<input type="text" value="066232068"/>	<input type="text" value="10"/>	Select ▼
<input type="text" value="204724206"/>	<input type="text" value="51"/>	Select ▼
<input type="text" value="625208041"/>	<input type="text" value="B0"/>	Select ▼
<input type="text" value="702220762"/>	<input type="text" value="4B"/>	07 ▼
<input type="text" value="835000145"/>	<input type="text" value="00"/>	02 ▼

Add SSNs

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Need help with this page?

◀ Previous
ISIR Request Menu
SSN Entry Complete

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RETURN TO FAA MENU - 
 EXIT



# ISIR Request: Select Schools



## ISIR Request

 Need help with this page? [This page may scroll downward.](#)

### School Selection

**Destination Code:** 653275  
**School Year:** 2004-2005

Select the schools ISIRs you want to receive.

- 004724 DRA HERD TECH INST
- 006511 CHURCH OF GOD THEOLOGICAL SEMINARY
- 001009 AUBURN UNIVERSITY
- 002099 TOWSON UNIVERSITY
- 002803 RENESSELAER POLYTECHNIC INSTITUTE

[Select All](#)

 Need help with this page?

[Previous](#) | [ISIR Request Menu](#) | [School Selection Complete](#)

[RETURN TO FAA MENU](#) | [EXIT](#)



# ISIR Request: Selection Criteria Confirmation



## ISIR Request

 Need help with this page?  This page may scroll downward.

### Selection Criteria Confirmation

**Destination Code:** TG53275  
**School Year:** 2004-2005

Eligibility status:	Pell Eligible
Request Type:	ISIR
Date selected on:	Processed Date
Date range:	
From: 01/01/2004	
To: 03/01/2004	
Date to start Execution:	03/02/2004

[Edit ISIR Request](#)

 Need help with this page?

-



# ISIR Request: Confirmation



**ISIR Request**

 Need help with this page?  This page may scroll downward.

## Confirmation

**Destination Code:** TG53275  
**School Year:** 2004-2005

Your ISIR Request has been submitted.

 Need help with this page? [ISIR Request Menu](#)

[RETURN TO FAA MENU](#) - [EXIT](#)



# ISIR Request: Check Request Status

- Request Status
  - Pending
  - In Progress
  - Complete

The screenshot shows the FSA (Federal Student Aid) website interface. At the top left is the FSA logo with the tagline "We Help Put America Through School". To the right are icons for Help, FAQs, and the Department of Education. Below the header is a black bar with "ISIR Request" in white. A yellow question mark icon and the text "Need help with this page?" are on the left, and "This page may scroll downward." is on the right. The main content area is titled "Request Status" and displays the following information:

**Destination Code:** TG53275  
**School Year:** 2004-2005

Request Date:	10/03/2003
Request Status:	Pending
Request Completion Date:	10/03/2003
Number of ISIRs:	000000

Below the table are two blue links: "Edit ISIR Request" and "Delete ISIR Request". At the bottom of the page, there is another "Need help with this page?" icon and text on the left, and a blue bar with "ISIR Request Menu" on the right. At the very bottom, there are two buttons: "RETURN TO FAA MENU" and "EXIT".



# ISIR Request: Query Requirements

- Queries can be set up to run following the next CPS compute or at a future date
- Query must be completed before next query can be submitted
- Last query entered is displayed when user returns to ISIR Request
- No limit on number of times an ISIR is requested



# ISIR Request: Query Results

- As queries run, files of requested ISIRs generated
- Files loaded to SAIG mailboxes in ISRF05OP message class
- Files of requested ISIRs must be retrieved within 14 calendar days



## “Pushed” ISIRs

- Certain ISIRs automatically “pushed” regardless of option selected by institution
  - EFC changes
  - SAR C Code changes
  - System-generated transactions (NSLDS post-screening, DHS automated secondary confirmation, reprocessing, etc.)



# School Responsibilities

- Retrieve and review all of the ISIRs that are automatically pushed to you
- Review the ISIRs for all of the students who have enrolled at your school



# Technical Assistance

We appreciate your feedback and comments. CPS/WAN Technical Support can be reached at:

Phone: 1-800-330-5947

Fax: 319-665-7662

E-mail: [cpswan@ncs.com](mailto:cpswan@ncs.com)



# Questions

## Hands-on Exercises

### Related Sessions:

25 – FAA Access to CPS Online

26 – ISIR Update

5 – FAA Access to CPS Online Hands-on