

## *Sessions 30*

# *FAA Access to CPS Online Hands-on*

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# Agenda

- Overview of FAA Access to CPS Online and the ISIR Datamart
- Hands-on exercises



# Current Functionality

- Student Inquiry
- Application/Correction Entry
- PIN Requests (available during renewal request period in October only)
- Signature Hold File Request
- Batch Status (2003-2004 only)



# Student Inquiry

- View a student's ISIR data, including:
  - Processing information
    - Expected Family Contribution (EFC)
    - SAR C
    - Verification Status
  - FAFSA information
  - Comments
  - Match Results
  - NSLDS information



# Student Inquiry (continued)

- Application Status Check
  - Displays when an Application has been received but is not yet processed
  - Link to Application Status from transaction page when student has both processed and unprocessed transactions
  - Includes DHS (Department of Homeland Security) Hold Flag



# Student Inquiry (continued)

- Display all transaction numbers, even if school code not listed
- Correction flags displayed to each field
  - # - corrected on current transaction
  - @ - corrected on prior transaction
- Fields display on the FAA Information page that were previously only on the ISIR
- The 'Verification Worksheet' button on the FAA Information page links to the new Verification Worksheet
- Bypass login when Correction or Verification Worksheet buttons selected
- Link to NSLDS



# Student Inquiry: Transactions

- Choose which transaction to view
- View last year's processed transactions
- If your school code is not on the student's record, use their DRN to access their record

## SAR Transactions

Below is a list of the 2004-2005 transactions we have processed for 247701001 TIM NA 01/01/1901, with the Federal School Code of 001002 at the Central Processing System (CPS) as of 02/26/2004. You can select any of the transaction numbers to view the complete details for that transaction. Select this link if you would like to [view this student's 2003-2004 processed transactions](#).

**Note to FAA:** This student has transactions which do not contain Federal School Code 001002. You may view these transactions by entering the student's DRN. Select the transaction number you wish to view or [enter the student's DRN](#).

Transaction Number	Processed Date	Expected Family Contribution (EEC)	Transaction Source
04	04/05/2004	DRN Required	NSLDS Postscreening
03	04/05/2004	499	NSLDS Postscreening
02	04/01/2004	499	Corrections on the Web
01	03/14/2004	Not Calculated	Paper FAFSA

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



# FAA Entry

- Enter FAFSAs, Renewal FAFSAs and FAFSA Corrections
- Entire form displayed on a single page
- Reject, Dependency, and Assumption Overrides
- FAA Adjustments
- Calculate Estimated EFC prior to submission
- FAAs print and retain signature pages
- Correction processed real-time when only the NSLDS match is required



# FAA Entry (continued)

- Removed text-only introduction pages
- Password is optional
- Integrated with EDEExpress
- Income and/or asset questions not required for students who qualify for an Automatic Zero EFC or the Simplified Needs Test
- No prompt to update/provide e-mail address
- Signature Page and Application Summary reports are combined



## FAA Entry (continued)

- Combined login and transaction pages
- Both SSN and DOB can be corrected
  - SSN correctable only when SSN Match is not 4 (Full Match)
- Estimated taxes paid calculation
- Signed By value is carried forward
- Confirmation page for real-time records indicates if transaction has been selected for verification



# FAA Entry: Verification Worksheet

- Similar to Verification Worksheet tab in EDEExpress
- Accessed via Student Inquiry or Main Menu
- Calculates Verification Tolerance
- Printed report available
- Option to submit correction
- Data subjected to cross-field edits
- FAA returned to full correction form when edits are encountered



# 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
- Access the Student Aid Internet Gateway On-line at:

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

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



# ISIR Request: Main Menu

- Accessed from the FAA Access to CPS Online Menu
- Two options available on ISIR Request menu:
  - Create/Edit Request
  - Check Request Status

## Menu

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

[Create/Edit ISIR Request](#)  
[ISIR Request Status](#)



# ISIR Request: Selection Criteria

- SSN/Name ID  
(manually enter or provide SSN file)
- School code
- Transaction number:  
first, last, all, specific,  
or greater than X
- Eligibility status
- Veteran status
- Verification status
- Dependency status
- Grade level
- EFC range
- Date Range for  
process date, receipt  
date, or date  
completed
- Combination of these  
fields



# ISIR Request: Check Request Status

## Request Status

### ■ Request Status

Destination Code: TG53275

School Year: 2004-2005

Request Date:

Request Status:

Request Completion Date:

Number of ISIRs:

11/17/2003

Pending

- Pending
- In Progress
- Complete

[Edit ISIR Request](#)  
[Delete ISIR Request](#)



# 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



## Demo Site for FAA Access and FAFSA on the Web

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



# Demo Site for FAA Access and FAFSA on the Web



URL - [fafsademo.test.ed.gov](http://fafsademo.test.ed.gov)

User Name: eddemo

Password: fafsatest

## Welcome to the Department of Education's CPS Web Applications Demo System

This Web site is a demonstration version of the U.S. Department of Education's FAFSA on the Web, Renewal FAFSA on the Web, FAFSA Corrections on the Web, Student Inquiry, and FAA Access to CPS Online. The site provides a way for financial aid administrators to show students and parents, as well as financial aid office staff, how to use FAFSA on the Web and FAA Access to CPS Online. It offers all the features of the production versions of the FAFSA on the Web and FAA Access to CPS Online Web sites, except that no data is processed. In addition, it blocks the 2003-2004 application period. Social data and submitted data are cleared from the database each evening.

### FAA Login Information

SSN	Name ID	DOB	PIN	Destination Code	Federal School Code
999-99-9999	XX	01011900	9999	TG99999	001002

To demonstrate the FAFSA on the Web site, select [FAFSA on the Web Demo System](#) to continue. To demonstrate the FAA Access to CPS Online site, select [FAA Access to CPS Online Demo System](#) to continue.

[FAFSA on the Web Demo System](#)

[FAA Access to CPS Online Demo System](#)



# 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)