

The table below summarizes the sites and functions needed to participate electronically. The first items apply to all schools, and the remaining items pertain to a school’s participation in specific Title IV programs.

### ACCESS TO FEDERAL STUDENT AID SYSTEMS

What Do I Need to Access?	What Does It Do?	Where Do I Find It?	How Do I Learn About It?
<p><b>Electronic Application to Participate (E-App):</b></p> <p><u>All</u> schools use this site to apply for and maintain Title IV eligibility.</p>	<p>Use the E-APP to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval.</p> <p>Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.</p>	<p>The site is located at: <a href="http://eligcert.ed.gov">eligcert.ed.gov</a>.</p> <p>To log on, the User Name is ED plus school’s 8-digit OPE ID Number. For Password, type in ED plus 9-digit TIN (taxpayer identification number).</p>	<p>Use the online help or contact your School Participation Team. A list of states covered by each SPT and its phone number is shown on the opening screen of the E-App site.</p>
<p><b>Information for Financial Aid Professionals (IFAP) website:</b></p> <p><u>All</u> schools must be able to access this site.</p>	<p>Use the IFAP website for access to all policy and operational guidance related to the Title IV Federal student aid programs. Guidance is in the form of Dear Colleague Letters, Electronic Announcements, Foreign School Updates, handbooks, technical references, guides, and other resources. In addition, links to related websites are provided on the IFAP website.</p>	<p>The site is located at: <a href="http://ifap.ed.gov">ifap.ed.gov</a>.</p> <p>No registration is necessary, but the site can be personalized and users can receive regular updates on posted guidance by clicking on “Member Services” and registering for specific options.</p>	<p>There is no tutorial for this site but there is a “Getting Started” link to introduce you to the site: how to use it and where information is found.</p>

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<p><b>Student Aid Internet Gateway (SAIG):</b></p> <p>All schools and/or their servicers need to enroll at this site in order to exchange data with various Department systems.</p>	<p>Allows data exchange between schools and the Central Processing System (CPS), the Common Origination and Disbursement (COD) System, and the National Student Loan Data System (NSLDS). Also provides the ability to transmit the annual Fiscal Operations Report and Application to Participate in the Federal Campus-Based Programs (FISAP) file and to receive electronic Cohort Default Rate (CDR) information.</p>	<p>Enrollment is located at: <a href="http://fsawebenroll.ed.gov">fsawebenroll.ed.gov</a>.</p>	<p>Online help is available to answer questions about enrollment for each type of service. Schools may also contact CPS/SAIG Technical Support at 1-800-330-5947 (TDD/TTY 1-800-511-5806) or by email at <a href="mailto:CPSSAIG@ed.gov">CPSSAIG@ed.gov</a>.</p>
<p><b>Central Processing System (CPS):</b></p> <p>All schools and/or their servicers must be able to exchange data with the CPS.</p>	<p>Schools must be able to receive Institutional Student Information Records (ISIRs) from the CPS, submit corrections to ISIR data to the CPS, and add the federal school code to a student's record if needed. Schools may also choose to enter and submit a Free Application for Federal Student Aid (FAFSA) on a student's behalf. Schools may use the FAA Access to CPS Online website, the EExpress for Windows software, or their own software to manage student applicant data.</p>	<p>Enrollment is located at: <a href="http://fsawebenroll.ed.gov">fsawebenroll.ed.gov</a>.</p> <p>The FAA Access to CPS Online website is located at: <a href="http://faaaccess.ed.gov">faaaccess.ed.gov</a>.</p> <p>The EExpress for Windows software may be downloaded from the Federal Student Aid Download (FSAdownload) website, located at: <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a>.</p>	<p>Operational communications and guidance, technical documents, and related information specific to the CPS can be found on the <a href="#">Application Processing Information</a> page on the IFAP website. Schools may also contact CPS/SAIG Technical Support at 1-800-330-5947 (TDD/TTY 1-800-511-5806) or by email at <a href="mailto:CPSSAIG@ed.gov">CPSSAIG@ed.gov</a>.</p>
<p><b>G5:</b></p> <p>All schools must be able to access G5.</p>	<p>G5 is used to draw down Title IV funds as well as make returns of excess cash electronically. The site provides continuous reporting capability of an institution's funding by program and year.</p>	<p>The site is located at: <a href="https://g5.gov/">https://g5.gov/</a>.</p> <p>All users need to register before they can access the G5 website. Instructions are available on the website.</p> <p>Users must also set up Direct Deposit procedures with G5 in order to receive funds in their designated bank account.</p>	<p>Training on how to use the G5 website and G5 processes is available on the website. To access the online training, click on the "Main" link in the blue menu bar at the top of the home page. Then, click on the "Online Training" link to complete the training. Assistance is also available by contacting the G5/GAPS hotline at 1-888-336-8930 or emailing <a href="mailto:edcaps.user@ed.gov">edcaps.user@ed.gov</a>.</p>

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<p><b>eZ-Audit Website:</b></p> <p>All schools must use the eZ-Audit site to submit required annual compliance audit reports and audited financial statements.</p>	<p>The eZ-Audit site provides a single point of submission for paperless financial statements and compliance audits through the Web. A designee from the school signs on to eZ-Audit, enters summary audit and financial data into a Web form, attaches an electronic version of the report, and submits.</p>	<p>The eZ-Audit site is located at: <a href="https://ezaudit.ed.gov">https://ezaudit.ed.gov</a>.</p> <p>Click on the link for "Registration Instructions" to apply for access to the site.</p>	<p>Use the links on the left-hand side of the opening screen titled "Common Submission Errors," "Frequently Asked Questions," "Steps to Creating an eZ-Audit Submission" and "Creating a PDF." Help Desk support may be reached toll-free at: 1-877-263-0780. The "Step-by-Step Guide to Using eZ-Audit" is available online at the eZ-Audit website and on the IFAP website (go to Publications Section, click on Audit Guidance).</p>
<p><b>Cohort Default Rate (CDR) Information:</b></p> <p>Only for schools participating in the Direct Loan Program or that participated in the FFEL Program prior to July 1, 2010.</p>	<p>The Department provides draft and final versions of the default rates for all participating institutions each year in electronic format. Schools must enroll to receive their electronic CDR information in order to review the data for completeness and accuracy. The draft version allows a school to challenge any inaccurate or incomplete data before the final version is released.</p>	<p>The CDR site is located at <a href="https://ifap.ed.gov/DefaultManagement/DefaultManagement.html">https://ifap.ed.gov/DefaultManagement/DefaultManagement.html</a>.</p> <p>Schools enroll for eCDR services at the SAIG Enrollment website: <a href="fsawebenroll.ed.gov">fsawebenroll.ed.gov</a>.</p>	<p>Complete instructions for enrolling in the eCDR process, checking enrollment status, obtaining a sample default management plan, and downloading the Cohort Default Rate Guide are available at the CDR site.</p>

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<p><b>Common Origination and Disbursement System (COD):</b>  <u>Only</u> for schools participating in the Campus-Based, Pell Grant, TEACH Grant, Iraq and Afghanistan Service Grant, and/or Direct Loan Programs.</p> <p>Send all Award and Disbursement data to the COD System using the “Common Record” format or via the COD Web Site.</p> <p>Track funding levels and process Pell Grant, TEACH Grant, Iraq and Afghanistan Service Grant, and Direct Loan awards and disbursements.</p> <p>Schools participating in any of the three Campus-Based programs use this site to apply for funds, report expenditures, apply for waivers, and return money through the Reallocation process.</p>	<p>The COD System is the Department’s system for processing all award and disbursement data for participants in the Pell Grant, TEACH Grant, Iraq and Afghanistan Service Grant, and Direct Loan Programs.</p> <p>The <a href="#">COD Web Site</a> is a tool for processing and viewing Pell Grant, TEACH Grant, Iraq and Afghanistan Service Grant, and Direct Loan data as well as assisting schools with troubleshooting and problem resolution. It allows users to track funding levels, dates, and amounts of all cash receipts and returns of cash. It allows users to create/change award and disbursement data online rather than sending data by the batch process. It provides users the ability to view Grant and Direct Loan reports, and provides a report request function to assist schools in reconciling data between their institutions and the COD System throughout the processing year and in year-end closeout. Users view data by program and program year. Authorized users may also set several options for Master Promissory Note (MPN) processing as well as options for how a school’s borrowers use the StudentLoans.gov website.</p> <p>For Campus-Based, the COD Web Site is used to apply for Campus-Based funding for the next award year and report expenditures from the previous award year. Also to apply for an Under Use Waiver or a Community Service Waiver and to return funds to the Department through the Reallocation process.</p>	<p>Schools enroll for COD System processing of Campus-Based, Pell Grant, TEACH Grant, Iraq and Afghanistan Service Grant, and Direct Loan data at the SAIG site: <a href="http://fsawebenroll.ed.gov">fsawebenroll.ed.gov</a>.</p> <p>The COD Web Site is located at: <a href="https://cod.ed.gov">https://cod.ed.gov</a>. Access instructions are available on the Web Site.</p>	<p>Schools using EDEExpress software may use the tutorial “EDEExpress Online Training (WBT)” located on the IFAP website under “Tools for Schools.”</p> <p>Schools/Third-party Servicers using custom systems or vendor software use the record formats and business processes outlined in the COD Technical Reference available on the IFAP website.</p> <p>To learn how to navigate the site and perform various online functions, a school may use the tutorial “COD Computer-Based Training” located on the IFAP website under “Tools for Schools.”</p>

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<p><b>National Student Loan Data System – NSLDS:</b>  <u>All</u> schools must be able to access NSLDS.</p>	<p>NSLDS is the national database of information about federal student loans and grants. NSLDS provides a centralized, integrated view of federal loans and grants during their complete life cycle, from aid approval through disbursement, repayment, deferment, delinquency, and closure. Information and data for NSLDS is received from various data providers including schools, lenders, servicers, and guaranty agencies. Schools must use NSLDS to assist with eligibility determination when awarding federal student aid.</p>	<p>The NSLDS Professional Access website is located at:  <a href="https://nsldfsap.ed.gov">https://nsldfsap.ed.gov</a>.</p> <p>The NSLDS Student Access website is located at:  <a href="https://nsllds.ed.gov">https://nsllds.ed.gov</a>.</p>	<p>For questions related to NSLDS functions such as student eligibility, overpayments, loan history, and enrollment reporting, contact the NSLDS Customer Support Center at 1-800-999-8219. You can also contact Customer Support by email at <a href="mailto:nsllds@ed.gov">nsllds@ed.gov</a>.</p>

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<p><b>StudentLoans.gov Website:</b></p> <p><i>Note:</i> Schools do not need to access StudentLoans.gov. This site is used by students and borrowers in the Direct Loan Program.</p> <p>The Teacher Cancellation Low Income Directory (TCLI) is part of the StudentLoans.gov website.</p> <p><u>All</u> schools can use the directory to determine whether or not a teacher who received a Federal Perkins Loan, Direct Loan, or Federal Family Education Loan at their school is eligible to receive a loan cancellation as provided under Title I of the Elementary and Secondary Education Act of 1965.</p>	<p>Borrowers can use the <a href="http://StudentLoans.gov">StudentLoans.gov website</a> to:</p> <ul style="list-style-type: none"> <li>• complete all Direct Loan counseling (Entrance, Financial Awareness, Exit, or PLUS)</li> <li>• complete a Direct Loan Electronic Master Promissory Note (MPN), Direct Subsidized/Unsubsidized and/or Direct PLUS</li> <li>• complete a Direct Consolidation Loan application</li> <li>• complete an Income-Driven Repayment (IDR) Plan Request</li> <li>• view electronic loan correspondence such as disclosure statements</li> <li>• link to other tools and resources</li> </ul> <p>Direct PLUS Loan endorsers can complete an online Endorser Addendum.</p> <p>Direct PLUS Loan borrowers (both parents and graduate/professional students) can complete a request for a Direct PLUS Loan and initiate a credit check online as well as complete PLUS counseling.</p> <p>TEACH Grant recipients can complete a TEACH Grant Agreement to Serve (ATS) and Initial and Subsequent Counseling (TEACH Grant Exit counseling is not part of the site).</p> <p>The TCLI Directory lists schools on a state-by-state and territory-by-territory basis that meet the criteria as being designated as a low-income school that a borrower may teach at to qualify for deferment and cancellation benefits.</p>	<p>The StudentLoans.gov website is <a href="http://studentloans.gov">studentloans.gov</a>.</p>	<p>Information about what students need and can expect for the site can be found in the “Learn More” box on the website.</p> <p>The TCLI Directory will be located under the “Obtain Aid” menu item at the bottom of the home page. On the opening screen click on “Search” to search for schools by school name or by state.</p>