

Adding the DCAS Online Service

Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination Point Administrators (Secondary DPAs) of the Primary TG number (Destination Point/SAIG mailbox) for their organization should follow these instructions when adding the DCAS Online Service to a Destination Point (TG number/SAIG mailbox).

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment Web site](#).
2. Enter your FSA User ID and password. Select **Login**.
3. Read and accept the Privacy Act Acknowledgment and Rules of Behavior, and complete annual security training, as required by the Access and Identity Management System (AIMS).
4. Select **Add Online User Services**.
5. Select the **Adding a new service to an existing DPA** option.
6. Enter the TG number for the Destination Point (TG number/mailbox) to which you are adding the DCAS Online Service. Select **Next**.
7. Select the **Yes** option associated with DCAS Online Service. Select **Next**.
8. Enter your organization's code and select the role the new online user should be assigned, as required. Select **Next**. The organization code that is requested, if any, and the roles that are displayed, if any, will depend on your organization's type.
9. Select **Next** on the End of the Enrollment Form page.
10. Select **Submit Form** after verifying the information on the Final Review page.
11. Select **Next** when you are finished.
12. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
13. Select **OK** when asked if you successfully printed the signature pages.
14. Print the Receiving Confirmation page for your records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
15. Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions. New services will be added to your TG number after the signature pages have been received.

FSA User ID, Password, and TFA Token

In addition to adding the DCAS Online Service as described above, an authorized user will need an FSA User ID, password, and the six-digit password generated by the user's Two-Factor Authentication (TFA) token to access DCAS.

A user may already have an FSA User ID and password because they are an authorized user of one or more Federal Student Aid systems that currently use an FSA User ID to log in.

Adding the DCAS Online Service
Attachment to October 2015 Electronic Announcement

If an authorized user does **not** have an FSA User ID and password, they will need to register for an FSA User ID by completing the following steps:

Step 1: Go to the [SAIG Enrollment Web site](#) and click on the **FSA User ID Registration** link on the left-hand side of the home page.

Step 2: Enter the identifying information requested and click on **Submit**.

Step 3: Follow the remaining steps, which include establishing a password and setting up challenge questions.

During the FSA User ID registration process, the user will be presented with the e-mail address reflected within the SAIG Enrollment Web site. We will use this e-mail address to send the FSA User ID. **Note:** If the user changes the e-mail address during the registration process, we will use the new e-mail address to send the FSA User ID, but it will not be saved or updated within the SAIG Enrollment Web site.

After the FSA User ID registration process is complete and the FSA User ID is received, the user will then need to register his or her TFA token to associate it with the FSA User ID. Users who do not have a TFA token should contact their Primary DPA to obtain one. If the user is a Primary DPA and needs a TFA token, contact TFA_Communications@ed.gov, and include the school name and OPE ID on the correspondence.

To register a TFA token, use the following steps:

1. Go to the following URL: <https://sa.ed.gov/enrole/SAWeb/selfmenu.jsp>.
2. Click on the token registration link: **Register/Maintain Token**.
3. Enter your FSA User ID and password and click on **Login**.
4. Complete the token registration information.
5. When the “Success” message is displayed, the token has been registered.

Note: An alternative to the TFA physical token is the “soft token,” an application (app) on the user's mobile device that automatically generates the six-digit password when the app is opened. Users who have a compatible mobile device and who have received approval from their Primary DPA are highly encouraged to use the soft token app. A soft token provides the same high level of security as the physical token, while offering greater convenience as there is no additional hardware to carry. In addition, with a soft token the user does not need to be concerned about the token's battery life. For more information about the soft token, refer to the [December 29, 2014 electronic announcement](#).