

Expanded SAIG Enrollment Functions for Foreign School PDPAs Attachment to July 2020 Foreign School Update

Foreign schools' Primary Destination Point Administrators (PDPAs) now have access to additional functionality on SAIG Enrollment website. Below we provide instructions for using the additional functionality.

Review Your Organization's SAIG Mailboxes (TG Numbers)

1. Select the Review Your Organization's SAIG Mailboxes (TG Numbers) link on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Enter the Primary TG number of your institution. Select Next.
5. The system displays Active and Inactive TG Numbers at your institution.

Review Services Assigned to Your SAIG Mailboxes

1. Select the Review Your Organization's SAIG Mailboxes (TG Numbers) link on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Enter the Primary TG number of your institution. Select Next.
5. The system displays Active and Inactive TG Numbers at your institution.
6. Select TG Number to review the services assigned to that mailbox.

Review the Roles Assigned to a Specific User

1. Select the Review Your Organization's SAIG Mailboxes (TG Numbers) link on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Enter the Primary TG number of your institution. Select Next.
5. The system displays Active and Inactive TG Numbers at your institution.

6. Select TG Number to review the services assigned to that mailbox.
7. Select service to review the roles assigned to a specific user.

Steps to Delete Existing Service from a Destination Point

1. Select the Primary Destination Point Administrator Access link on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Select Manage Your SAIG Mailboxes.
5. Select Modify existing services for a Destination Point.
6. Enter the TG number from which you would like to delete existing service. Select Next.
7. Select Delete existing services.
8. Select the service you would like to delete.
9. Select OK.
10. The system will display a "Deletion Successful" message.
11. If you would like to delete an additional service for that TG Number, select Yes from the drop-down menu and select Next.
12. Repeat steps 8 through 11.

Steps to Delete the Destination Point

1. Select the Primary Destination Point Administrator Access link on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Select Manage Your SAIG Mailboxes.
5. Select Delete a Destination Point (TG number/mailbox).
6. Enter the TG number you would like to delete. Select Next.
7. Select Delete. The Deletion TG Successful page will display the following message: "You have successfully completed inactivating the selected TG number and its services."

Print Designee Signature Pages

1. Select Print Designee Signature Pages from the left- side navigation bar on the home page <https://fsawebenroll.ed.gov>.
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 Federal Student Aid.
4. Enter the Primary TG number of your institution. Select Next.
5. Select Print Designee Signature Pages. Designee Signature Pages will be displayed in the new window.