

SAIG and You

Electronic processes  
with the US Department of  
Education

Presented by Enich McElroy

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Goal of Session

- An overview covering
  - The different processes with the Department
  - Placing software in context
  - Outline ways to implemented options effectively.

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Agenda

- History of electronic processes and Foreign Schools
- Define different software and web-based packages
- Detail different functions and how they fit together
- Compliance and system requirements
- Resources for detailed training
- Questions

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## History Overseas

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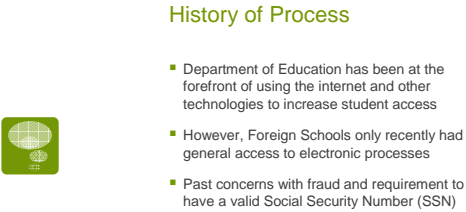
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### History of Process

- Department of Education has been at the forefront of using the internet and other technologies to increase student access
- However, Foreign Schools only recently had general access to electronic processes
- Past concerns with fraud and requirement to have a valid Social Security Number (SSN)

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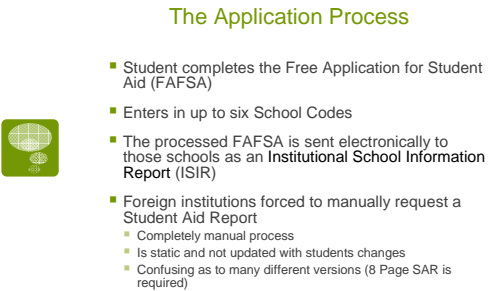
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### The Application Process

- Student completes the Free Application for Student Aid (FAFSA)
- Enters in up to six School Codes
- The processed FAFSA is sent electronically to those schools as an Institutional School Information Report (ISIR)
- Foreign institutions forced to manually request a Student Aid Report
  - Completely manual process
  - Is static and not updated with students changes
  - Confusing as to many different versions (8 Page SAR is required)

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Quick Survey?

- Who here has started the process?



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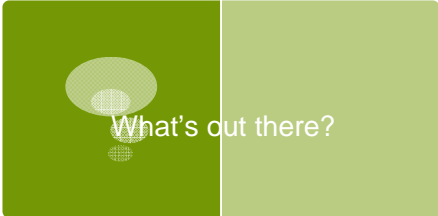
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What's out there?

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Key Processes



- SAIG – Student Access Internet Gateway
- EDConnect
- EDEExpress
- FAA Access to CPS Online
- NSLDS – National Student Loan Data System

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**SAIG**

■ **What is it?**

- SAIG is the electronic path via which you can send, receive, & manage US Federal student aid information
- Think of it as the network you are using to communicate with
  - 3<sup>rd</sup> Party Processors
  - The Department of Education
  - The Destination Point (you the institution)



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**SAIG**

- This is the umbrella which all the other processes are included under
- Getting registered with them and setting up the Destination Point Administrator is one of the first step towards access



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**EDconnect**

- Windows based software used to transmit Title IV (student loan) data
- It is your communication porthole to access the SAIG Network
- Requires software that must be installed locally



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**EDExpress**

- Windows based software used to create & manage database of student records – which must be installed locally
- Place to see and use the data imported via Edconnect
- Sends other messages from the Department into your 'mailbox'
- Wide range of functions
  - Import and review ISIRs (ISIRs are in the system only three days after FAFSA or correction submitted)
  - Make corrections to submit to the Department
  - Can use to make Award Letters and packaging
  - Used for other types of aid that Foreign Institutions do not yet have access too (Direct Loans, Pell Grants, TEACH program)

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**FAA Access to CPS Online**

- Can view ISIRs online
- Can request new ISIRs and make changes
- Has a Return of Title IV Funds tool
- Other tools
- Is not proactive – can't use just this process

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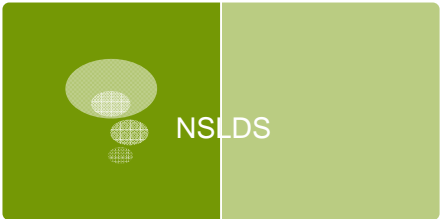
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**NSLDS**

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## NSLDS



- The NSLDS is the national database of information about loans and grants awarded to students under Title IV of the Higher Education Act (HEA) of 1965.

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## What the NSLDS can do?



- Can confirm amount previously borrowed by student
- See if the student is overawarded in any aid program\*
- See if a student is in default\*
- See if a student is over their aggregate loan limit for her grade level\*

\*Note: In all cases above the student cannot receive any new aid until a situation is resolved

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## NSLDS and Enrollment Reporting



- Gone are the good old days of paper Student Status Confirmation Reports (SSCRs)
- SSCR replaced by NSLDS Enrollment Reporting
- Can use Clearinghouse as well, but need additional documentation with the ED
- Allows you to monitor mid-year transfer and aid eligibility

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### NSLDS and Reporting



- Has numerous reports to help you evaluate your students
- Two Key Reports:
  - SCHLL1 – School Loan List
  - SCH01A – Exit Counseling by SSN Report
- Not technically available until 11am Greenwich meantime, anyone tried to access earlier?

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How does it all fit together?

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### Full access



- Now that you're in SAIG can process aid just like a domestic school
- Can be proactive in receiving ISIR's
- Will receive changes to students ISIR
  - Transaction number sample:
    - 236040001 MC 01
    - 236040001 MC 02

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### ISIRs vs SARs



- Must review each subsequent transaction for changes
- Can I still use a SAR?
  - No. Now that you're in SAIG you must monitor subsequent transactions and other communication through your mailbox

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### Using Electronic Processes to help enrolment



- FAFSA can be done from January for upcoming Academic Year
- January 2009 – for 09/10
- Receive ISIRs and can contact prospective students

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### Case Study



- MA student starting in January 2010
  - Update 09-10 FAFSA with your School Code
  - Download new ISIR via Edconnect and import via EdExpress (within 3 days)
  - Add student to NSLDS Transfer Monitoring Report

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### Case Study - continued



- Review ISIR, including current loan amounts borrowed this Academic Year
- Student should appear in next SSCR reporting cycle via NSLDS (if not you can add them)
- Also, can view ISIR via CPS Online if you have students Data Release Number (DRN)

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### Case Study - continued



- Must add your school code to their FAFSA
- Review ISIR to make sure valid EFC and other data matches
- Create Award Letter to offer them aid

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### Getting set up

- Packet from the Department of Education
- Choose Designation Point Administrator
  - Key contact for the electronic processes at the institution
- Get a TG Number

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### What is a TG number?

- A TG number is the identifier for an electronic mailbox on the Student Aid Internet Gateway (SAIG) for your institution.
- Currently, TG numbers are assigned to SAIG users in the TGxxxxx format, where "xxxxx" represents five numbers, such as TG50001
- If they run out of TG numbers they will become TGA numbers.

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### Getting set up – continued

- The DPA will verify you have necessary equipment to support software and back up requirements
- Hardware requirements
  - [www.ifap.ed.gov/sahandbook/attachments/0910FSAHbkVol2Ch10Administrative.pdf](http://www.ifap.ed.gov/sahandbook/attachments/0910FSAHbkVol2Ch10Administrative.pdf)
- Record retention rules
  - [www.ifap.ed.gov/sahandbook/attachments/0910FSAHbkVol2Ch9Recordkeeping.pdf](http://www.ifap.ed.gov/sahandbook/attachments/0910FSAHbkVol2Ch9Recordkeeping.pdf)

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**Your personal logon**



- You will be assigned a pseudo-SSN
  - This is only to be used by you and cannot be shared
  - Can get additional ones if needed
- Will receive an email. If not contact the Foreign School Team

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**Getting your PIN**



- Will also be sent a separate PIN Number
- Must get SSN first
  - Get your PIN from [www.pin.ed.gov](http://www.pin.ed.gov) if you aren't sent one

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**NSLDS**



- Will be assigned a separate username and password for access

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All together?

- TG Number
  - One for institution
- Pseudo-SSN
- PIN number
- Edconnect and EDExpress logons and passwords
- NSLDS logon and passwords

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Contact at the Department

- The Foreign School Team initiates the process
- Countess Clarke Cooper
  - +1 202 377 4230
  - Countess.cooper@ed.gov

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Key Links

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### Key Links

- SAIG Enrollment
  - <https://fsawebenroll.ed.gov/PMEnroll/index.jsp>
- Download EDconnect
  - <https://www.fsadownload.ed.gov/softedconnect.htm>
- Download EDEExpress
  - <https://www.fsadownload.ed.gov/softexpress0910.htm>
- Accessing FAA online
  - [www.fafsa.ed.gov/FOTWebApp/faq/faq.jsp](http://www.fafsa.ed.gov/FOTWebApp/faq/faq.jsp)

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### NSLDS Key Links

- Logon page
  - [https://www.nsls.ed.gov/nsls\\_FAP/secure/logon.jsp](https://www.nsls.ed.gov/nsls_FAP/secure/logon.jsp)

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### Online Training

- NSLDS Training
  - <https://www302.livemeeting.com/cc/fsatraining/view?id=DJ9CW9-1>
- Edconnect and EDEExpress
  - <https://www302.livemeeting.com/cc/fsatraining/view?cn=&id=DJ9CW9&pw>

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Demo of CPS Online Site



- <https://fafsademo.test.ed.gov>
- User Name: eddemo
- Password: fafsatest

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Questions and listserv

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US Loans Listserv



- Go to <http://www.jiscmail.ac.uk/cgi-bin/webadmin?SUBED1=us-loans&A=1>
- Enter your email address and name.
- Wait for a confirmation email and click on the link in the email.
- Your request to join the list will be then reviewed by the list owner, Sean McNally.
- Receive your confirmation of the list, including directions on managing your account.
- Start using the list!
- Problems? Email Sean at [s.mcnally@lse.ac.uk](mailto:s.mcnally@lse.ac.uk)

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Thank you!



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