

Student Aid Internet Gateway (SAIG) Agency Enrollment Form



**F E D E R A L
S T U D E N T A I D**
We Help Put America Through School

October 2003

Enrollment to Participate in the U.S. Department of Education's Student Aid Internet Gateway (SAIG)

About Enrollment

“We” and “us” refer to the *U.S. Department of Education (ED, Department)* in this form. “You” and “your” refer to the organization applying to participate.

This enrollment process can enable you to receive, transmit, view, and update student financial aid data available through ED's *Student Aid Internet Gateway*, referred to as *SAIG*. There are no deadlines for submitting this application. After you enroll, we will automatically continue your active enrollment from year to year, unless you tell us otherwise.

Through this enrollment process, you also can add and change information about yourself and your organization. To add and change information, check Step 1, Question 1, Box B; fill in the information that has changed for any questions in Steps 1 and 2; complete Steps 3, 4, and 5 and send your application to the address below.

You may photocopy this form, but you must always send us original signatures for Step 4 and Step 5. **We will not accept photocopied or stamped signatures.**

At the end of this form you will find a glossary that will assist you in understanding many technical terms and acronyms commonly used in relation to the Title IV student financial aid programs. The first usage of any term found in the glossary is *italicized* in this document.

Send your completed enrollment form to:

CPS/WAN Technical Support
P.O. Box 4229
Iowa City, Iowa 52244-4229

or overnight to:

CPS/WAN Technical Support
2400 Oakdale Blvd.
Coralville, IA 52241

General Information

By enrolling your organization in SAIG, you will be able to exchange information electronically with the U.S. Department of Education. When you enroll an individual as destination point administrator (DPA), a destination point will be established with an assigned “TG” number that identifies the DPA's destination point on the SAIG.

Only one *destination point* can be established to exchange data available through the *Central Processing System (CPS)* - the Department's Electronic Exchange (EDE) services are available through CPS. Through **EDE**, you are eligible to receive electronically processed applicant data. As participants in EDE, you may receive data for 1) residents (those who indicate your state as their state of legal residence) and/or 2) non-residents (those who indicate an institution that is within your state but do not indicate your state as their state of legal residence). You may also receive data for individual students who do not meet either of these two conditions as long as you have, and maintain, a signed form whereby the students release their data to you.

With the Automatic Electronic Institutional Student Information Record (ISIR) option, electronic versions of the *ISIR* are automatically transmitted to you when students submit applications and corrections. This ISIR represents complete information submitted by the student as well as CPS processing results. If a student does not release data to your state, only certain demographic and processing result fields are provided in the ISIR you receive.

The Federal Data Request (FDR) process allows any Agency to electronically request a processed record for any student on the CPS database. If the student is not a resident of the state or attending an institution in the state, the student must have signed a loan or state grant application that releases CPS data to the agency. The signed application must be maintained by the agency. A National Guaranty Agency may only receive ISIRs by using the FDR process.

To request an applicant's record, you transmit, via the SAIG, the applicant's Social Security number and first two letters of his or her last name. If data is not on file for the applicant, you will receive an electronic notice informing you that it is not on file. The CPS will retain this request for 30 calendar days and either (1) forward the applicant's ISIR record to you if it is received within the 30-day period or (2) send a record back to you stating that the application has not been received within the 30-day period.

EDE uses a file store-and-forward data transmission methodology. As applications and corrections are processed, the CPS transmits the applicant data to the SAIG where it is stored for destination point retrieval. For FDRs, the destination point sends requests to the network and the CPS retrieves them from there. The requests are processed, as described above, and the results are sent back to the network, where the destination point can retrieve them.

Once we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send you your SAIG TG and Customer numbers. When your organization is enrolled, you can review the SAIG enrollment for your organization by using the SAIG Web Enrollment site, www.fsawebenroll.ed.gov. Click on "Check Enrollment Status" link and follow the instructions.

To participate on the SAIG your organization must use designated electronic processes. Beginning with the 1999-2000 award year, institutions must be prepared to process ED data using Mainframe, Midrange, Windows 98, Windows NT, Windows 2000, or a newer version of the Windows operation system. For more information on these and other electronic processing requirements, see the notice published in the Federal Register on December 22, 2000. If you have questions regarding any of these requirements, please contact CPS/WAN Technical Support at 800-330-5947 or send e-mail via the Internet to CPSWAN@NCS.COM.

To complete this enrollment process, you might need the following information:

- Currently enrolled organizations will need their existing TG number of current destination point, the name of the destination point administrator (DPA) or contact, and the customer number which begins with the letter “Z”.
- All individuals completing this form will need the name, address, Social Security Number (SSN), date of birth, and mother’s maiden name for each destination point administrator, current and new.

If you have any questions about completing your application, please call CPS/WAN Technical Support:
1-800-330-5947

How SAIG Enrollment Works

By completing this application, you will be enrolling an individual as a destination point administrator (DPA) for a destination point (mailbox) on the SAIG. Enrollment is designed to secure the integrity of data that is exchanged between you and the services accessed over the SAIG.

Where permitted, the destination point administrator will determine the SAIG users allowed access to that destination point. The DPA must enforce the security requirements as outlined in the SAIG User Statement (see Attachment B), including the completion and maintenance of this statement(s). Your agency representative must certify that the DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his/her destination point (see Step 5). The DPA also must complete a profile for each SAIG user within the EDconnect software used to connect to SAIG. See EDconnect Help Text for instructions.

Note: If you want to cancel the enrollment of any DPA, send a letter on organization letterhead identifying the TG number that you want cancelled. The letter should be mailed to CPS/WAN Technical Support, P.O. BOX 4229, Iowa City, IA 52244-4229.

Instructions for Completing Enrollment

Step One

Step One collects information about your organization.

1. This enrollment form can be used for multiple purposes. You may use the enrollment form to enroll new participants on SAIG and you can also use the enrollment form to change or to add information about an existing destination point administrator (DPA) or destination point (DP).

Check “A, initial application” if you are a first-time participant.

Select “B” if your organization is enrolled on the SAIG and you want to change or add any information about an existing destination point. Fill in the information that has changed for any questions in Steps 1 and 2; and complete Steps 3, 4 and 5. If you are uncertain of what to complete, call CPS/WAN Technical Support at 1-800-330-5947.

2. Provide the name of your organization as you would like it to appear on all SAIG correspondence. (The limit is 35 characters, including letters and spaces.)
3. Check the appropriate box to indicate the type of organization.
4. Check the appropriate box to indicate if you will be using a personal computer, a mainframe system, or both to send and receive transmissions via the SAIG.
5. Each school must identify a single individual responsible for receiving any correspondence for SAIG services. If you do not have a customer number, or you need to change any of the information associated with your current customer number, complete all the information requested in Question 5.

Step One: Please provide the following information.

1. Is this an initial application or are you changing/adding information to your destination point?
- A. initial application
 - B. change information for existing destination point/mailbox with TG _____
(Read instructions carefully.)

2. What is the name of your organization? _____
(maximum 35 spaces)

3. Please indicate your type of organization.
- State Scholarship Agency State Guaranty Agency National Guaranty Agency

4. Please indicate if you will use a personal computer, a mainframe, or both to access SAIG.
- personal computer mainframe both

5. Who should receive correspondence? Do not answer this question if you checked Question 1B.

Name _____
(describe)

Business address _____

Business address _____

City _____ State _____ Zip _____ Country _____

Area code/phone (____) _____ Area code/fax (____) _____

Office Use Only
Customer number _____
TG number _____

Step Two

In Step Two you will identify the destination point administrator (DPA) you want to enroll or about who you are changing or adding information.

6. All information must be provided for the destination point administrator you wish to enroll for the organization you identified in Question 2. This information will *only* be used to authenticate a user's identification when a password change is requested.

7.
 - A. Since this DPA will be sending and receiving student applicant data (ISIRS and FDRs), complete all required information.

 - B. Check the boxes for the award years this DPA should receive the applicant data.

8. If you would like NSLDS online viewing capability which includes viewing and history and enrollment history, check this box.

Step Two: Tell us about each destination point administrator at your organization.

6. Complete the following information for the destination point administrator you wish to designate at your organization. The destination point administrator will be assigned a destination point with an identification number (TG number).

A. Name _____
Business address _____
Business address _____
City _____ State _____ Zip _____
Area code/phone (_____) _____ Area code/fax (_____) _____
E-Mail Address _____
(maximum 70 characters)
Social Security Number _____ Date of birth _____ 19_____
(month) (day) (year)
Mother's maiden name _____

7. A. EDE Service Selection Information

Please select the desired service(s)

- Automatic ISIR Processing: Residents
 Automatic ISIR Processing: Non-Residents
 FDR Processing

- B. For which award years? (Check one or both.)

2003-2004 2004-2005

- C. If ISIRs are selected, choose delivery option (available for 2004-2005 ISIR data only)

Daily By request

8. NSLDS Services

Online-View Only

Office Use Only

Customer number _____
TG number _____

Step Three

Step three collects the required agency participation information.

Step Three

Agency Participation

If you wish to receive Electronic Institutional Student Information Record (ISIR) data, you must complete the following and by doing so you agree to obtain a signed release of information from the student prior to requesting the application record from the Central Processing System (CPS).

Since many States have programs which provide financial assistance to students attending institutions of higher education, and applicants for Federal student financial assistance generally also apply for assistance under such State programs;

the administration of such State programs would be greatly assisted if selected data received or generated by the U.S. Department of Education concerning applicants for Federal student aid were provided to the Agencies administering those programs; and

the Secretary of Education is willing to assist States in the administration of their student aid programs by providing them selected data in accordance with relevant provisions of the Privacy Act (5 U.S.C. 552a) as long as such Agencies use that data for limited specified purposes and safeguard the confidentiality of the information provided.

Therefore, in order to facilitate the awarding of financial assistance to students attending institutions of higher education under State financial assistance programs, and to coordinate the awarding of such assistance with financial assistance provided by the Federal government under the Higher Education Amendments of 1992 (Pub. L. 102-325), the Secretary of Education (hereinafter referred to as the Secretary) will agree to furnish in accordance with relevant provisions of the Privacy Act to

(Name of State Scholarship Agency, State Guaranty Agency or National Guaranty Agency administering higher education student financial aid program)

(Location)

(hereinafter referred to as Agency), on a periodic basis, the data set forth in Article I of this Agreement, with regard to persons applying for Federal student aid under the conditions set forth in Articles II and III of this Agreement.

Article I

1. The furnishing of data described in paragraph 2 of this Article has been established as a “routine use” under the provisions of the Privacy Act by publication in the Federal Register of September 21, 1990 (18-40-0014). The data described in Paragraph 3 of this Article with respect to a given applicant will be furnished only upon the express written consent of that applicant. Prior to disseminating any records, the Secretary will make reasonable efforts to be assured that the records to be furnished are accurate, complete, timely, and relevant (5 U.S.C. 552(e) (6)).
2. The data that will be furnished by the Secretary for all applicants residing, or applying for assistance, in the State of _____, include: the name of the Federal student aid applicant and that applicant’s address, social security number, date of birth, dependency status, year in school, the applicant’s Expected Family Contribution, and the Department of Education’s assigned institution number for the institution(s) of higher education which the applicant has indicated an interest in attending.
3. The data that will be furnished by the Secretary upon the expressed written request of those applicants residing, or applying for assistance, in the State of _____ include all the information contained in the “Free Application for Federal Student Aid” (FAFSA).

Article II

1. The Agency may use the data furnished to it under this Agreement only with regard to the administration of a State’s and the Federal government’s programs of financial assistance to students in institutions of higher education.
2. The Agency shall take all steps necessary to safeguard the confidentiality of the data received. The Agency may provide access to, and may release such data, only to those personnel of the Agency who are specifically authorized by the Agency to receive and review that data in connection with the application for and receipt of financial aid for postsecondary education provided or administered by the Agency.

For purposes of this Agreement, “administration” includes calculation of State student financial aid awards, guaranteeing of Federal student loans, research necessary for the proper administration of the State program, and verification of data provided by the applicant on State student aid applications. The Agency may, however, release to the public statistical summary data obtained from the information furnished by the Secretary, provided that the identity of individual Federal student aid applicants cannot be ascertained from such summary data.

3. The Agency agrees to comply with all provisions of the Higher Education Act of 1965, as amended.

Article III

1. This article shall remain in force until terminated by the Agency or the Secretary. The expiration of this Agreement shall not, however, affect the obligations incurred by the Agency under this Agreement.
2. If the Secretary finds that there has been a failure to comply with Article II or paragraph (1) of Article III of this Agreement, the Agency shall, upon the request of the Secretary, return all the data furnished to it under this Agreement and copies made of such data. Furthermore, the Secretary may terminate this Agreement or take such other action as may be necessary and appropriate to protect the interest of the United States and the Federal aid applicants.

Step Four

Step Four collects the required agreements from the destination point administrator identified in Step Two.

Each destination point administrator must read and sign this statement. The original signature form must be attached to your completed enrollment form and submitted to CPS/WAN Technical Support, P.O. Box 4229, Iowa City, Iowa 52244-4229. A copy of each signed and dated statement must be maintained by your organization. Once we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send you your SAIG TG and customer numbers.

Step Four: Responsibilities of the Destination Point Administrator.

Each SAIG destination point administrator must read and sign this statement and keep a copy on file.

1. Responsibilities of the destination point administrator.

- The destination point administrator must maintain a profile within the EDconnect software and a SAIG User Statement for anyone who has permission to use his or her destination points. (See the EDconnect Help Text for instructions about how to create and maintain these profiles. See Attachment B of the SAIG enrollment document for the user statement.)
- The destination point administrator will use software provided by ED to monitor his or her SAIG destination point. This software will keep track of who is using the destination point, what information is being used, the date and time, and the batch number (if applicable).
- Use of SAIG is subject to monitoring, recording, and periodic auditing to ensure that resources are functioning properly and to protect against unauthorized use. By using SAIG, the destination point administrator is expressing consent for such monitoring, recording, and auditing, and is acknowledging that information gained in this manner may be disclosed to an appropriate third party (for example, law-enforcement personnel).

2. Appropriate use consists of the following:

- Using SAIG computing resources for official government business. (Any other use must be approved by the U.S. Department of Education.)
- Protecting all SAIG information from access by or disclosure to unauthorized personnel.
- Prohibiting password sharing and the sharing of system access and any tools that allow access to SAIG. (These tools are called “authenticators.”)
- Accessing only systems, networks, data, control information, and software for which the destination point administrator is authorized.
- Knowing procedures for sanitizing stored information (for example, overwriting disks that contain sensitive information before reuse).
- Informing SAIG management when the destination point administrator no longer needs access to a SAIG resource, such as when the destination point administrator changes jobs or leaves employment.

3. Agreements

- The destination point administrator understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The destination point administrator also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

4. Privacy Act Statement

- The information provided to the destination point administrator by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the destination point administrator, becomes his or her responsibility. Therefore, the destination point administrator agrees to protect the privacy of all information that has been provided to the destination point administrator by the U.S. Department of Education. The destination point administrator understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

Destination point administrator's name _____ <small>(printed name)</small>
Signature _____ Date _____ <small>(must match name in Question 6 - original signature must be submitted)</small>
Name of agency _____

Office Use Only

Customer number _____
TG number _____

Step Five

Step Five collects the required authorization from your organization to process the enrollment information for the destination point administrator you have identified in Step 2.

For each DPA, the officer legally authorized to execute the Agreement for and on behalf of the Agency must sign this certification statement. The original signature form must be attached to your completed form and submitted to CPS/WAN Technical Support at the address on page 2. A copy of each signed and dated statement must be maintained by your organization.

Step Five: Certification of the Legally Authorized Officer on behalf of the State Scholarship Agency, State Guaranty Agency, or National Guaranty Agency

1. Responsibilities of the President/CEO/Chancellor.

As the President/CEO/Chancellor, you further certify that:

- the name of every person who is a SAIG destination point administrator is included in this application (or is already on file with SAIG),
- you will immediately notify CPS/WAN Technical Support in writing when any person no longer serves as a SAIG destination point administrator,
- you will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to you or to anyone else in your organization,
- each person who is a SAIG destination point administrator for agency has read and understood the responsibilities in Step Three,
- each person who is a SAIG destination point administrator for agency has signed a copy of "Step Four: Responsibilities of the Destination Point Administrator" and that a copy of Step Four with an original signature has been sent to us, and
- that each person who is a SAIG destination point administrator for agency has made a copy of the signed Step Four document for his or her own files.

State Scholarship Agency, State Guaranty Agency, or National Guaranty Agency Representative

_____ (Printed name)

_____ (Printed title - Required)

Signature _____

(original signature must be submitted)

Date _____

Name of agency _____

U.S. Department of Education authorizing signature:

Signature _____

Office Use Only

Customer number _____
TG number _____

Glossary

Award Year. Spans from July 1 of a year through June 30 of the next year. For the Federal Pell Grant and campus-based programs, eligible students are paid out of funds designated for a particular award year, such as the 2003-2004 award year (July 1, 2003 through June 30, 2004).

Central Processing System (CPS). ED's application data processing facility. The CPS uses student information from the *Free Application for Federal Student Aid (FAFSA)* to calculate the student's official Expected Family Contribution (EFC), creates and transmits to schools the *Institutional Student Information Record (ISIR)*, and prints and mails to the student the *Student Aid Report (SAR)*.

Destination Point. An electronic mailbox that physically transmits and receives financial aid data via the SAIG. Every destination point is administered by a destination point administrator (DPA) and has an electronic mailbox number that begins with the letters "TG" (See *Destination Point Administrator*).

Destination Point Administrator (DPA). An individual representing an organization involved in the administration of Title IV student financial aid programs, (such as a postsecondary institution, FFEL lender, FFEL guaranty agency, state agency, third-party servicer, or software provider) who is enrolled on the SAIG and assigned a destination point. To enroll as a DPA on the SAIG, an organization's representative must complete and submit for processing the Student Aid Internet Gateway Enrollment form.

EDconnect. ED's telecommunications software that allows PC users to send and receive data via the SAIG.

EDExpress. A software product provided by ED that allows institutions to enter, edit, manage, and report Title IV student financial aid application data and Federal Pell Grant payment data. This software also has functions that institutions can use to package financial aid awards, originate Direct Loans, and print Direct Loan promissory notes.

Electronic Data Exchange (EDE). The ED-sponsored program that allows participating destination points to exchange electronically federal student aid applicant data, Direct Loan data, and Federal Pell Grant Program Payment data for the SAIG.

Free Application for Federal Student Aid (FAFSA). The application that the student must file to apply for aid from any Title IV program, including the FFEL and Direct Loan programs. The FAFSA is printed and distributed free of charge by the U.S. Department of Education. Students can also apply electronically by using FAFSA on the Web (<http://www.fafsa.ed.gov>) or FAFSA Express.

FISAP. The annual report institutions file to report on their use of campus-based program funds for the most recently completed award year and to apply for new funds for an upcoming award year.

Guaranty Agency (GA). An organization authorized by the U.S. Department of Education to administer the federal guarantee that Federal Family Education Loans will be repaid.

Institutional Student Information Record (ISIR). The ISIR and the Student Aid Report (SAR) are federal output documents produced by the CPS from FAFSA data. The SAR is sent to the student, while the ISIR is sent to the student's school. SARs and ISIRs contain the same processed student information in different formats.

Student Aid Report (SAR). The federal output document produced by the CPS and mailed to the student. The SAR contains the family's information and other information as reported by the student on the FAFSA.

Social Security Number (SSN). Number assigned to an individual by the U.S. Social Security Administration and used as identifying number for many federal purposes including federal student financial aid program administrators and applicants.

Student Aid Internet Gateway (SAIG). The SAIG mailboxing system links thousands of destination points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV student financial aid programs and delivery system. Organizations enroll individuals as destination point administrators (DPAs) on the SAIG. DPAs are assigned destination points (electronic mailboxes) which receive and transmit data for various Title IV student aid program system services such as NSLDS, Direct Loan, and CPS (See *Destination Point and Destination Point Administrator*).

SAIG User. An individual allowed access to a destination point by the assigned destination point administrator (DPA). A SAIG User must read and sign a SAIG User Statement which the DPA must maintain.

U.S. Department of Education (ED, Department). The federal agency responsible for the administration of federal education programs including the federal student financial aid programs.

Attachment B: SAIG User Statement

Anyone who accesses Title IV program data and uses resources that access SAIG (such as computers or workstations) must read and sign this statement. Keep a copy of the signed statement for your records. A signed original SAIG User Statement must be completed and maintained by the destination point administrator for each of the destination points (electronic mailboxes) to which you have access.

A SAIG User understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The SAIG User also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

A SAIG User understands that the information provided to him or her by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the SAIG User, becomes his or her responsibility. Therefore, the SAIG User agrees to protect the privacy of all information that has been provided to him or her by the U.S. Department of Education. The SAIG user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

Appropriate Use

At a minimum, appropriate use consists of the following:

- Using SAIG computing resources only for official government business. Any other use must be approved expressly by the U.S. Department of Education.
- Knowing the SAIG destination point administrator for each of the destination points you access and how to contact them.
- Protecting all SAIG information from access by or disclosure to unauthorized personnel.
- Reporting immediately to your destination point administrator any security incidents, potential threats, or vulnerabilities that involve SAIG resources.
- Protecting any tools, such as passwords, that allow you access to SAIG (these tools are called “authenticators”).
- Reporting to your destination point administrator any compromise, suspected compromise, or incidents of sharing of a password or any other authenticator.
- Accessing only systems, networks, data, control information, and software for which you are authorized.
- Ensuring that all information that comes from SAIG is marked according to its sensitivity and is properly controlled and stored.
- Informing your destination point administrator when you no longer need access to a SAIG resource, such as when you change jobs or leave employment.
- Avoiding the introduction of any code that might be harmful to SAIG.

TG# _____ Destination Point Administrator (DPA) Name _____

SAIG User Name _____
(Print)

SAIG Job Title _____ SSN _____ Phone #(____) _____

SAIG User Signature _____ Date _____

DPA Signature _____ Date _____

(This statement with an original signature must be maintained by the Destination Point Administrator.)

**Do Not Send In This User Statement -
Retain For Your Files**