Student Aid Internet Gateway (SAIG)
Enrollment Form
For State Scholarship and Grant Agencies

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

The *Student Aid Internet Gateway (SAIG)* was established to allow a variety of entities that participate in the Title IV programs to exchange data electronically with the *U. S. Department of Education (ED, Department)*. In order to participate in the SAIG, each entity must enroll for access**.** The enrollment process will enable you to establish your Organization with services to receive, ~~transmit~~submit, ~~and~~ view and update student financial aid data online and by batch using *EDconnect* or *TDClient* software~~data, both by batch and online~~.

Each entity has an individual designated as the *Primary Destination Point Administrator (Primary DPA) and Primary Destination Point (TG Number/Mailbox)*. The Primary DPA ~~This individual~~ is the only person within the organization who may enroll other ~~organizational~~ staff as Non-Primary DPAs with *Destination Points* assigned for specific SAIG ~~for additional SAIG *destination points (DPs)* (mailboxes) and associated~~ services. ~~Using~~ Upon completing the enrollment process, the Primary DPA can add or remove users, edit information about the entity, or change the entity's enrollment in various SAIG services.

Notes About This Document

"We" and "us" refer to the U.S. Department of Education (ED, Department). "You" and "your" refer to the state scholarship and grant agency applying to participate in ED's Student Aid Internet Gateway, referred to as the SAIG.

The first usage of a term in this document is *italicized* and can be found in the glossary at the end of this form. This glossary will assist you in understanding many technical terms and acronyms commonly used in the Title IV student financial aid programs.

About Enrollment

There are no deadlines for submitting this application. After you enroll, we will automatically continue your enrollment unless you tell us otherwise.

If you use this form to add and change information, check Box B in Step One, Question 1; fill in the information that has changed for any questions in Steps One and Two; complete Steps Three, Four, and Five and send your application to the address below.

Application for enrollment in the SAIG (and changes to enrollment) can also be completed online at http://www.fsawebenroll.ed.gov.

You may photocopy this form, but you must always send us original signatures for Step Four and Step Five. **We will not accept photocopied or stamped signatures. Forms submitted after the OMB Expiration Date noted on this application will not be accepted.**

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947**. To reach a telecommunications device for the deaf **(TDD/TTY), call 1- 800-511-5806**. Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail within one business day.

Send your completed enrollment form and original, signed signature pages to:

CPS/SAIG Technical Support
2450 Oakdale Blvd.
Coralville, Iowa 52241

Available Services For State Scholarship and Grant Agencies

By completing this application, you will be enrolling an individual~~s~~ as the Primary *Destination Point Administrator*~~s~~ *(Primary DPA~~s~~)* who will be responsible for the administration of services assigned to the school's primary Destination Point (TG Number/Mailbox)~~for destination points (DPs), or SAIG mailboxes, on the SAIG~~. Enrollment is designed to secure the integrity of data that is exchanged between you and the *Federal Student Aid* systems accessed over the SAIG or online. These systems include the *Central Processing System (CPS)* and the *National Student Loan Data System (NSLDS)*.

State scholarship and grant agencies receive processed applicant data from the CPS. You may receive data for residents (those who indicate your state as their state of legal residence) and/or 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 maintain signed forms whereby the students release their data to you.

The services that state scholarship and grant agencies can access over the SAIG are:

- Automatic Electronic *Institutional Student Information Record (ISIR)* processing: With this option, ISIRs are automatically transmitted to you when students submit applications and corrections. The ISIR contains 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 on the ISIR you receive.

- The *ISIR Datamart Request* process: This service allows any agency to electronically request a processed record for any student on the CPS database through FAA Access to CPS Online. If the student is not a resident of your state or attending an institution in your state, the student must have submitted a substantially completed and signed loan or state grant application that releases CPS data to you. You must maintain the signed application.

- You may also request online access to NSLDS to view Title IV loan, grant, and enrollment history necessary to perform state scholarship and grant agency functions.

How the Enrollment Process Works

When ~~you~~ the Primary DPA enroll~~s~~ a Non-Primary~~new~~ ~~Destination Point Administrator (~~DPA, a ~~destination point~~Destination Point ~~(SAIG mailbox)~~ will be established with an assigned *"TG"* *number* that identifies the new DPA's ~~destination point~~Destination Point (Mailbox) on the SAIG. The TG number will be sent to the ~~DPA~~ new DPA upon successful processing of the enrollment form.

Only one ~~destination point~~Destination Point (TG Number/Mailbox) can be established to exchange data available from the CPS. The Primary DPA will determine the EDconnect and TDClient users who are allowed access to that Destination Point. The Primary DPA must enforce the security requirements as outlined in the Federal Student Aid User Statement (see Attachment B). Your President/CEO, the equivalent, or designee must certify that each Primary DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his or her Destination Point (see Step Five). The Primary DPA also must complete a Federal Student Aid User Statement for each user that is assigned a User ID within the EDconnect and TDClient software, which is used to connect to the SAIG.
~~The DPA can then give access to the enrolled services of a destination point to other persons at the organization. These individuals are called *SAIG users* (see Attachment B). The DPA must enforce the security requirements as outlined in the SAIG User Statement (see Attachment B). Your highest ranking officer legally authorized to execute agreements, or their designee must certify that each DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his or her destination point (see Step Five). The DPA also must complete a profile for each SAIG user within the *EDconnect* software used to connect to the SAIG. See EDconnect Help Text for instructions.~~
An unlimited number of ~~destination point~~Destination Point~~s~~ may be established for your organization for view-only access to NSLDS Online. Each user that enrolls for NSLDS Online access is the Non-Primary DPA for his or her own mailbox. That mailbox is in turn associated with the Primary DPA of your organization. Only the Primary DPA can add or remove users through the enrollment process.

To complete the SAIG enrollment application, you will need the following information:

- Currently enrolled organizations will need their existing Primary Destination Point (TG Number/Mailbox)~~TG number~~, the name of ~~its~~ the Primary DPA, and the customer number(s) if available. Customer numbers begin with the letter "Z." An FSA User ID and password are required to access enrollment information. To obtain an FSA User ID, go to https://www.fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun, provide identifying information, and follow the remaining registration steps. Once you have completed the registration process, including establishing your password, your FSA User ID will be e-mailed to you.

- All entities will need the name, address, *Social Security Number (SSN),* date of birth, and mother's maiden name for ~~the~~ each DPA.

Once we receive all necessary signatures, we will process your enrollment. If your enrollment was for a new TG number, we will send your SAIG TG number to you. If your enrollment was for NSLDS Online and access is granted, the User ID will be sent to you from NSLDS.

Note: If you want to <u>cancel</u> the enrollment of any DPAs, send a letter on organization letterhead identifying the TG numbers that you want cancelled. The letter should be mailed to CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, IA 52241. You may also cancel online at https://www.fsawebenroll.ed.gov.

Instructions for Completing Enrollment

Step One – must be completed by all applicants

Step One collects information about your organization and the ~~Destination Point Administrator (~~DPA you want to enroll or for whom you are changing or adding information.

1. This enrollment form can be used for multiple purposes. As the Primary DPA, you~~You~~ may use the enrollment form to enroll new participants in the SAIG and you can also use the enrollment form to change or to add information about an existing DPA or ~~destination point~~Destination Point.

    A. Check the box for "initial application" if you are a first-time participant and your organization does not have a TG number.

    B. Check the box to "add a new user" if your organization is enrolled in the SAIG and you want to add a ~~destination point~~Destination Point (TG Number/Mailbox). Provide the customer number of your organization.

    C. Check the box to "change information for existing ~~destination point~~Destination Point/mailbox" if your organization is enrolled in the SAIG and you want to change or add any information about an existing ~~destination point~~Destination Point (TG Number/Mailbox). Fill in the information that has changed for any questions in Steps One and Two; and complete Steps Three, Four, and Five.

    If you are uncertain of what to complete, call CPS/SAIG Technical Support at 1-800-330-5947. To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

2. Provide the name of your organization, as you would like it to appear on all SAIG correspondence. (The limit is 40 characters, including letters and spaces.)

3. Confirm your type of organization.

4. As the Primary DPA, you~~You~~ must identify the DPA you want to enroll or for whom you are changing or adding information. All information must be provided for the DPA you wish to enroll for the organization you identified in Question 2. **Note: Do not use a group email address.** ~~This information will be used to authenticate a user's identification when a password change is requested.~~

Step Two

In Step Two you will choose the services for which your institution requires enrollment.

5. A. Complete all required information.

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

C. Choose the preferred delivery option for ISIRs if ISIRs are selected in Question 5-A.   You can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you choose "by request," you must request ISIRs from the ISIR Datamart. The ISIRs are then sent to your ~~destination point~~Destination Point (TG Number/Mailbox) through the SAIG. With either option, you can request a single ISIR or a specified group of ISIRs at any time.

6. If you would like NSLDS Online access to view Title IV loan, grant, and enrollment history, check the box.

Step Three

Step Three collects the required Agency Participation Agreement to receive electronic ISIRs.

Step Four – must be completed by all applicants

Step Four collects the required agreements from the DPA identified in Step One.

Each DPA must read and sign this statement. The original signature form must be attached to your completed enrollment form and submitted to CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, Iowa 52241. 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 your SAIG TG and customer numbers to you.

Step Five – must be completed by all applicants

Step Five collects the required authorization from your organization to process the enrollment information for the DPA you have identified in Step One.

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/SAIG Technical Support at the address on page 2. A copy of each signed and dated statement must be maintained by your organization.

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947.** To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

Step One: Provide the following information

1. Is this an initial application or are you changing/adding information to your ~~destination point~~Destination Point (TG Number/Mailbox)?

   A. ☐ initial application

   B. ☐ adding a new user for primary ~~destination point~~Destination Point _____ or customer number Z _____

   C. ☐ change information for existing ~~destination point~~Destination Point/mailbox with TG_____
   (Read instructions on page ~~4~~5 carefully.)

2. What is the name of your organization? _____
   (maximum 40 characters)

3. Confirm your type of organization.

   ☑ State Scholarship Agency

4. Complete the following information for the Destination Point Administrator (DPA) you wish to designate at your organization. The ~~Destination Point~~DPA ~~Administrator~~ will be assigned a ~~destination point~~Destination Point (mailbox) with an identification number (TG number).

   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 _____

Step Two: Tell us about the services for which the Destination Point Administrator wishes to enroll

5. A. Service Selection Information

   Select the desired service(s)

   ☐ Automatic ISIR Processing: Residents

   ☐ Automatic ISIR Processing: Non-Residents

   ☐ ISIR Datamart Request Process

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

   ☐ ~~2008~~2009-~~2009~~2010   ☐ ~~2009~~2010-~~2010~~2011

   C. If ISIRs are selected, choose delivery option:

   ~~2008~~2009-~~2009~~2010   ☐ Daily ☐ By request

   ~~2009~~2010-~~2010~~ 2011   ☐ Daily   ☐ By request

6. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

   ☐ Yes   ☐ No, Go to Step Three

   IMPORTANT: Only the DPA is permitted to use his or her ~~destination point~~Destination Point (TG Number/Mailbox) for online access to NSLDS. Permission to use this ~~destination point~~Destination Point for online NSLDS access CANNOT be granted to anyone else.

   ☐ NSLDS Online-View Only

   Specify State _____

   Indicate your job functions (check all that apply):

   ☐ Job responsibilities are 100% related to state grant agency functions.

   ☐ Job responsibilities are less than 100% related to state grant agency functions

   ☐ Default/Overpayment Status

   ☐ Enrollment

   ☐ Loan Forgiveness

   ☐ Other _____

   ☐ Comments _____

Go to Step Three

Office Use Only
Customer number_____
TG number_____

Step Three

Agency Participation Agreement

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.

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 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.

Office Use Only	
Customer number_____	
TG number_____	

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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 December 27, 1999 (18-11-10). 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 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 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.

Go to Step Four

Send this form as instructed

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| **Office Use Only** |
| Customer number_____ |
| TG number_____ |

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Step Four: Responsibilities of the Primary and Non-Primary Destination Point Administrators

Step Four: Responsibilities of the Destination Point Administrator

Each Destination Point Administrator (Destination Point AdministratorDPA) must read, sign, and submit this statement (with original signatures) and must keep a copy for the organization's records.

1. **Responsibilities of the Destination Point Administrator (Primary Destination Point Administrator (Primary DPA) and the Non-Primary DPADPA):**

    ▪ Must ensure that SAIG computing resources are used only for official government business.

    ▪ Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant is a resident of the state, has applied for admission to an institution in that state, or the applicant has provided written permission to the state) before accessing Federal Student Aid systems.

    ▪ Must maintain a profile within the EDconnect software unless the organization uses TDClient. (See the EDconnect Help Text for instructions on how to create and maintain these profiles. See Attachment B of the SAIG Enrollment Form for the User Statement.)

    ▪ Only the Destination Point AdministratorDPA listed in Step One, Question 4, page 7 6 is permitted to sign up and use the National Student Loan Data System (NSLDS) as indicated in Question 6, page 87.

    ▪ Must use software provided by the Department to monitor SAIG mailbox activity. This software will keep track of who is using the destination pointDestination Point, (TG Number/Mailbox), what information is being used, the date and time, and the batch number (if applicable).

    ▪ By applying for access to Federal Student Aid systems, must consent to monitoring, recording, and auditing, and acknowledge that information gained in this manner may be disclosed by the Department to an appropriate third party (e.g., law enforcement personnel).

    ▪ Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to unauthorized personnel.

    ▪ Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to SAIG are strictly prohibited. (These tools are called "authenticators.")

    ▪ Must ensure that access is provided only to systems, networks, data, control information, and software for which the Destination Point AdministratorDPA is authorized.

    ▪ Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting disks that contain sensitive information before reuse).

    ▪ The Non-Primary (DPA) must inform the organization's Primary Destination Point AdministratorDPA when access to a Federal Student Aid system is no longer required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

2. **Additional Requirements of the Primary Destination Point Administrator (Primary Destination Point AdministratorDPA):**

    ▪ Must ensure that all users, whether Destination Point AdministratorDPAs or other authorized users, are aware of and are in compliance with all of the requirements of a DPA.

    ▪ Must maintain copies of all SAIG enrollment documents submitted to the Department, including the signed "Responsibilities of the Primary and Non-Primary Destination Point AdministratorDestination Point Administrators" form for all DPA's and the certification signed by the organization's CEO.

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Customer number_____
TG number_____

- Must maintain a signed User Statement (see Attachment B) for anyone who is not a DPA but has access to Federal Student Aid systems, including by batch or online.

- Must review SAIG user reports provided by the Department to update user access rights.

- At least on an annual basis, must monitor the organization's NSLDS user access by creating reports using the NSLDS Web site.

- Must ensure that the organization has a process to inform the Primary ~~Destination Point Administrator~~DPA of any changes in a user's need for access to Federal Student Aid systems because of changes to job responsibilities or termination of employment. The Primary ~~Destination Point Administrator~~DPA must immediately inactivate or delete user access rights for organization employees who no longer require access.

34. **Agreements**

The Primary ~~Destination Point Administrator~~DPA and/or the Non-Primary ~~Destination Point Administrator~~DPA agree(s) and understand(s) that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine of 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 Primary ~~Destination Point Administrator~~DPA and/or the Non-Primary ~~Destination Point Administrator~~DPA also agree(s) 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 Primary and Non-Primary ~~Destination Point Administrator~~DPA 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 Primary ~~Destination Point Administrator~~ and Non-Primary ~~Destination Point Administrator~~DPA, becomes his or her responsibility. Therefore, the ~~Destination Point Administrator~~Primary and Non-Primary ~~Destination Point Administrator~~DPA agree to protect the privacy of all information that has been provided by the U.S. Department of Education. The ~~Destination Point Administrator~~Primary and Non-Primary ~~Destination Point Administrator~~DPA understand 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 is subject to a fine of up to $5,000.

Destination Point Administrator's name_____
<div align="center">(printed name)</div>

Signature_____Date_____
<div align="center">(must match name in Question 4 - original signature must be submitted)</div>

Primary Destination Point Administrator's name _____
<div align="center">(printed name)</div>

Signature _____

Go to Step Five

Sign and send this form as instructed

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<tr><td colspan="2">Office Use Only</td></tr>
<tr><td>Customer number_____</td></tr>
<tr><td>TG number_____</td></tr>
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Step Five: Certification of the Legally Authorized Officer on behalf of the State Scholarship Agency

1. **Responsibilities of the President/CEO**

   As the President/CEO you certify that:

   • The name of every person who is a SAIG ~~Destination Point Administrator~~DPA is included in this application (or is already on file with the SAIG),

   • You will immediately notify CPS/SAIG Technical Support in writing when any person no longer serves as a designated authorized official or the ~~SAIG~~Primary or Non-Primary ~~Destination Point Administrator~~DPA,

   • 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~~DPA for your agency has read and understood the responsibilities in Step Three,

   • Each person who is a SAIG ~~Destination Point Administrator~~DPA for your agency has signed a copy of "Step Four: Responsibilities of the Primary and Non-Primary ~~Destination Point Administrator~~DPAs" 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~~DPA for your agency has made a copy of the signed Step Four document for his or her own files.

State Scholarship Agency Representative

_____   _____
(Printed name)   (Printed title - Required)

Signature _____ Date_____
(original signature must be submitted)

Name of agency _____

U.S. Department of Education authorizing signature:

Signature_____

Sign and send this form as instructed

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Customer number_____
TG number_____

Attachment A: Glossary

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

Destination Point (DP). An electronic mailbox that ~~transmits~~ sends and receives financial aid data using the SAIG. Every ~~destination point~~Destination Point is administered by a Primary or Non-Primary 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, Federal Family Education Loan Program (FFELP) lender, FFELP guaranty agency or third-party servicer) that is enrolled in the SAIG and assigned a ~~destination point~~Destination Point. To enroll as a DPA, an organization's representative must complete and submit for processing the SAIG Enrollment Form to participate in the U.S. Department of Education's Student Aid Internet Gateway. The DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization. The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.

Federal Student Aid. The 1998 Reauthorization of the Higher Education Act (HEA) established a performance-based organization to administer the Federal Student Aid programs at the U.S. Department of Education. These programs include Federal Grant Services (Pell, ACG, SMART and TEACH), FFELP Stafford loans, Federal Direct Loans, FFELP and Direct PLUS loans, and the eCB Programs systems~~"campus-based" programs~~: Federal Work Study, Federal Perkins loans, and Federal Supplemental Educational Opportunity grants.

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. Students can apply online by using FAFSA on the Web (http://www.fafsa.ed.gov). The FAFSA is also printed and distributed free of charge by the U.S. Department of Education.

Institutional Student Information Record (ISIR). The ISIR is an electronic federal output document produced by the CPS from FAFSA data. The ISIR is sent to schools designated by the student on the FAFSA

ISIR Datamart Request. This is a function of FAA Access to CPS Online that Destination Point Administrators can use to request ISIRs from the CPS.

National Student Loan Data System (NSLDS). A national database of student loan-level information and selected grant recipient data for loans and grants disbursed under the Title IV programs.

Non-Primary Destination Point Administrator (Non-Primary DPA). The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes).Non-Primary DPAs are not allowed to make enrollment changes.

Primary Destination Point Administrator (Primary DPA). An individual who has been appointed by the organization as the responsible party for the enrollment of the organization's additional SAIG ~~users~~Mailboxes and FAA Access Online users. ~~The Primary Destination Point Administrator is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization~~ The Primary DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization. Note: The

Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes).

Social Security Number (SSN). The number assigned to an individual by the Social Security Administration and used as the identifying number for many federal purposes, including identifying student financial aid program administrators and applicants participating in the Title IV programs.

Student Aid Internet Gateway (SAIG). The SAIG links thousands of ~~destination point~~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 Administrator~~DPAs ~~(DPAs)~~ in the SAIG. DPAs are assigned ~~destination point~~Destination Points (electronic mailboxes), which receive and transmit data for Federal Student Aid systems such as NSLDS and CPS. (See *Destination Point* and *Destination Point Administrator*.)

SAIG User. An individual allowed access to a ~~destination point~~Destination Point by the assigned ~~Destination Point Administrator~~DPA ~~(DPA)~~. A SAIG user must read and sign a SAIG User Statement, which the DPA must maintain.

TDClient. ED's telecommunications software that allows Mainframe/Midrange users to send and receive data through the SAIG.

TG Number. A TG Number is the identifier for an electronic mailbox. It is a five-digit alphanumeric number, preceded by "TG."

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: Federal Student Aid User Statement

Any individual who accesses Federal Student Aid systems and/or uses resources that access those systems, whether by batch or online, must read this statement. In addition, the Federal Student Aid User Statement must be completed and signed by the user and the Primary ~~Destination Point Administrator~~DPA and the original must be maintained by the organization. The user should keep a copy of the signed statement for his or her records.

The user understands that intentional submission of false or misleading information to the U.S. Department of Education is 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 user also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

The user understands that the information provided 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 user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The 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 is subject to a fine of up to $5,000.

Appropriate Use of Federal Student Aid Systems

Appropriate uses of Federal Student Aid systems by a SAIG user (list is not exhaustive):

- Must use SAIG computing resources only for official government business.
- Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant is a resident of the state, has applied for admission to an institution in that state, or the applicant has provided written permission to the state) before accessing Federal Student Aid systems.
- Must know the names of the Primary ~~Destination Point Administrator~~DPA and/or the Non-Primary ~~Destination Point Administrator~~DPA for each of the ~~destination point~~Destination Points accessed and how to contact those individuals.
- Must protect all Federal Student Aid systems from access by or disclosure to unauthorized personnel.
- Must report immediately to the Primary or Non-Primary ~~Destination Point Administrator~~DPA any security incidents, potential threats, or vulnerabilities that involve SAIG resources.
- Must report to the Primary ~~Destination Point Administrator~~DPA and/or Non-Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any other authenticator.
- Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- Must ensure that all information from the SAIG is marked according to its sensitivity and is properly controlled and stored.
- Must inform the organization's Primary ~~Destination Point Administrator~~DPA when he or she no longer needs access to a Federal Student Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- Must avoid the introduction of any code that might be harmful to the SAIG.

TG#_____

Destination Point Administrator (DPA) Name_____

SAIG User Name _____
<div align="center">(Print)</div>

SAIG Job Title _____ SSN_____

Phone #(____)_____

SAIG User Signature_____Date_____

DPA Signature _____Date_____
(This statement with an original signature must be maintained by the Primary ~~Destination Point Administrator~~DPA.)

Do Not Submit This User Statement - The Signed Original Form Must Be Retained By The Organization

Attachment C: Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number of this information collection is 1845-0002 and will expire on 12/31/2010.

The time required to complete this form is estimated to average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes per updated response on paper, and 10 minutes per updated response online, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, write to:

U.S. Department of Education
Union Center Plaza
830 First Street, N.E.
UCP-031C4
Washington, D.C. 20202