

**U.S. Department of Education's Federal Student Aid System Access  
Enrollment Form For**

**FAFSA Completion Tracking**

**For Local Educational Agencies (LEAs),  
Public Secondary Schools,  
Private Secondary Schools,  
and State Agencies**



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## Enrollment to Participate in the Electronic Data Exchange with the U.S. Department of Education's Federal Student Aid Systems

In order to obtain completion status information on *Free Application for Federal Student Aid (FAFSA)* submissions for students affiliated with your organization, the organization must enroll to participate in the U.S. Department of Education's *Student Aid Internet Gateway (SAIG)*. The Student Aid Internet Gateway (SAIG) enrollment process will enable your organization, or authorized representatives acting on behalf of your organization, to receive high school student FAFSA completion data online using *FAA Access to CPS Online*.

Each eligible organization may designate one individual as the *Primary Destination Point Administrator (Primary DPA)* who will be given access to FAFSA completion data using the *Central Processing System (CPS)* Online service.

In order to be eligible to access *Federal Student Aid Systems*, the organization must validate the individual enrolled as the Primary DPA for CPS online services on a schedule determined by ED. If validation is not completed within the prescribed timeframe, the service to the organization and individuals could be permanently deactivated.

### Notes About This Document

"We" and "us" refer to the U.S. Department of Education (ED, Department). "You" and "your" refer to the organization and the Primary DPA applying to participate in ED's SAIG enrollment process for CPS Online services.

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 technical terms and acronyms commonly used in the Title IV, HEA student financial aid programs.

### About Enrollment

Application for enrollment in the SAIG to receive FAFSA completion data (and to be able to make changes to enrollment information) can be completed online at <http://fsaweb enroll.ed.gov>.

This enrollment form can be used to enroll new participants in the FAFSA Completion Tracking program, or to change or add information for a Primary DPA or organization that is already enrolled in the FAFSA Completion Tracking program.

If you use this form to add or 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; and send your application with updated signatures to the address below.

You may photocopy this form, but you must always send us original signatures for Step Two and Step Three. **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](mailto: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

Local educational agencies (LEAs), public secondary schools, private secondary schools, state agencies and other organizations that are approved by ED can obtain FAFSA Completion information for students affiliated with their organizations. Authorized representatives of these entities also may enroll in the SAIG to obtain this information on the entity's behalf. Please see information in Step Two of the application for information regarding restrictions related to privacy laws.

By completing this application, the organization will be enrolling an individual as the *Primary Destination Point Administrator (Primary DPA)* who will be responsible for the administration of the FAFSA Completion Tracking services through FAA Access to CPS Online.

## How the Enrollment Process Works

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

- Organization information: name, type of organization and code numbers. (See Step 1 below for additional information).
- Primary DPA information: name, address, *Social Security Number (SSN)*, date of birth, mother's maiden name, and business email address.

In order for currently enrolled organizations to make changes, the name of the Primary DPA, and the customer number(s) if available are needed. To access enrollment information online, an FSA User ID and password are required. If you have not already completed the process for getting your FSA User ID and password, but have completed the initial enrollment process, you may register at <https://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.

Note: If you want to cancel the enrollment of your organization's DPAs, you can send a letter on organization letterhead identifying the Primary DPA's name 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://fsawebenroll.ed.gov>.

## Instructions for Completing Enrollment

### Step One – must be completed by all applicants

Step One collects information about your organization and you as the Primary Destination Point Administrator (Primary DPA)

1. This enrollment form can be used to enroll a new participant in the FAFSA Completion Tracking program, or to change or add information for a Primary DPA or organization that is already enrolled in the FAFSA Completion Tracking program.
  - A. Check Box A for “initial application” if you are a first-time participant in the FAFSA Completion Tracking program.
  - B. Check Box B to “change information for existing FAFSA Completion Tracking account” if your organization already is enrolled in the FAFSA Completion Tracking program and you want to change or add any information about an existing Primary DPA or about an organization that is already enrolled. Fill in the information that has changed for any questions in Step One; and complete Steps Two and Three.

**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 correspondence. (The limit is 40 characters, including letters and spaces.)
3. On the form, you will check the appropriate box to indicate the type of organization (local educational agency (LEA), public secondary school, private secondary school or state agency) and the organization’s code.

### Step Two – must be completed by all applicants

Step Two collects the required agreements from the Primary DPA identified in Step One.

The Primary DPA must read and sign the Responsibilities of the Primary Destination Point Administrator (Primary DPA) 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. When we receive all necessary signatures from you, we will process your enrollment.

### Step Three – must be completed by all applicants

Step Three collects the required authorization from your organization to process the enrollment information for the Primary DPA identified in Step One.

The chief officer of the organization (President, CEO, School Superintendent or equivalent person) must sign Box 2, the Certification by the President/CEO/Superintendent, or Equivalent Person statement.

If you are acting on behalf of another organization, both the organization’s chief officer and your chief officer must sign. This means both Box 2 and Box 3 in Step 3 must be completed.

Your completed enrollment form must include original signatures, stamped or photocopied signatures are not acceptable. The completed enrollment form must be submitted to Federal Student Aid at the address on the bottom of 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 FAFSA Completion Tracking application or are you changing/adding information to your existing account? Check the appropriate box below.

- A.  Initial application
- B.  Changing/adding information to the existing FAFSA Completion Tracking account

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

3. Indicate your type of organization.

- Local educational agency (LEA). NCES LEA ID (7 digits) \_\_\_\_\_
- Public secondary school. NCES School ID (12 digits) \_\_\_\_\_
- Private secondary school. NCES School ID (8 digits) \_\_\_\_\_
- State agency. State FIPS Code (2 digits) \_\_\_\_\_
- Other ED approved entity. ED provided code (X digits) \_\_\_\_\_

4. Complete the following information about the Primary DPA at your organization. The Primary DPA will be assigned an ED user ID and password to access the FAFSA Completion Tracking system.

First Name \_\_\_\_\_ Last 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 \_\_\_\_\_

## Go to Step Two

<b>Office Use Only</b>
Customer Number _____
TG Number _____

## Step Two: Responsibilities of the Primary Destination Point Administrator (Primary DPA)

The Primary DPA must read, sign, and submit this statement (with original signatures) and must keep a copy for the organization's records.

### 1. Responsibilities of the Primary DPA:

- Must be able to document that an established relationship between the Primary DPA's employer and the student exists (e.g., the LEA has attendance records for the student about whom the LEA is requesting FAFSA Completion data and therefore the student is affiliated with the participating organization) before requesting and accessing information about that student from Federal Student Aid systems.
- By applying for access to Federal Student Aid systems, the Primary DPA must consent to monitoring, recording, 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. In the event of an unauthorized disclosure or breach of applicant information or other sensitive information (such as personally identifiable information), the DPA must notify Federal Student Aid immediately.
- Must ensure that, consistent with the relevant provisions of the Family Educational Rights and Privacy Act (FERPA) and implementing regulations (20 U.S.C. 1232g and 34 CFR Part 99), the Primary DPA's participating organization has designated as "directory information" under FERPA any personal student information (such as student's name, address, and date of birth) before it is disclosed to Federal Student Aid or any third party. In addition, Primary DPA and the participating organization must ensure that the student or his or her parents must not have opted not to allow the disclosure of this directory information.
- Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to Federal Student Aid systems 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 Primary DPA is authorized.
- Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting disks that contain sensitive information before reuse).
- Must inform Federal Student Aid and the organization's Certifying Official when access to a Federal Student Aid system is no longer required (i.e. the Primary DPA is leaving his or her position or job responsibilities have changed) and when corrections or changes are required.

### 2. Agreements

The Primary DPA agrees and understands 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 DPA also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

### 3. Privacy Act Statement

We use the information that you provide on this form to enroll your institution and users for services with Federal Student Aid systems.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM AND DISCLOSURE OF SOCIAL SECURITY NUMBERS:**

Title IV of the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 *et seq.* Section 31 U.S.C. 7701 and Executive Order 9397 (November 23, 1943), as amended by Executive Order 13478 (November 18, 2008) authorize the collection of Social Security Numbers of users of this system. The use of one's Social Security Number is voluntary in order to identify individuals for Federal purposes, but you will not be provided access to or use of the system if you do not provide your Social Security Number. Collection of the Social Security Number is authorized consistent with Executive Order 12549 (February 18, 1986), 20 U.S.C. 1082 and 1094 *et seq.* for the purpose of identifying debarred individuals.

#### **PURPOSE(S):**

The information in this system is maintained for the purposes of: (1) Processing stored data from the SAIG Enrollment Forms (Web and paper versions); (2) maintaining the SAIG Enrollment Web site (titled FSAWebEnroll.ed.gov); (3)

managing the assignment of individual electronic SAIG mailbox numbers, known as “TG numbers”; and (4) authenticating users of the Central Processing System (CPS) Online, eCampus Based (eCB) System, National Student Loan Data System (NSLDS) Online, Common Origination and Disbursement (COD) System, Financial Management System (FMS), Debt Management and Collections System (DMCS), Federal Loan Servicers, and Access and Identity Management System (AIMS).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The Department may disclose information contained in a record in this system of records under the routine uses listed in the system of records notice, which was published on April 19, 2010 (75 Fed. Reg. 20346-20350) <http://edocket.access.gpo.gov/2010/2010-8959.htm> without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer matching requirements of the Privacy Act of 1974, as amended (Privacy Act), under a computer matching agreement.

(1) **Program disclosures.** The Department may disclose records maintained in the SAIG, Participation Management System for the purpose of allowing authorized users who are eligible to participate in the electronic exchange of data with the Department to transmit files to and from the following Department databases and access the Department's Web sites online, based on the approved program functions of each of the Department's systems that include, but are not limited to the following:

- (a) COD System;
- (b) CPS, under the Federal Student Aid Application File;
- (c) eCB System;
- (d) NSLDS;
- (e) FMS;
- (f) DMCS, under Common Services for Borrowers (CSB);
- (g) Federal Loan Servicers; and
- (h) AIMS.

(2) **Freedom of Information Act (FOIA) advice disclosure.** The Department may disclose records to the Department of Justice (DOJ) and the Office of Management and Budget if the Department seeks advice regarding whether records maintained in the system of records are required to be released under the FOIA and the Privacy Act of 1974.

(3) **Disclosure to the DOJ.** The Department may disclose records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this system.

(4) **Contract disclosure.** If the Department contracts with an entity for the purposes of performing any function that requires disclosure of records in this system to employees of the contractor, the Department may disclose the records to those employees. Before entering into such a contract, the Department shall require the contractor to maintain Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.

(5) **Litigation and Alternative Dispute Resolution (ADR) disclosures.** In the event of specified litigation or ADR, if the Department determines that disclosure of records to the DOJ, or attorneys engaged by DOJ, an adjudicative body before which the Department is authorized to appear, an individual or entity designated by the Department or otherwise empowered to resolve or mediate disputes, a party, counsel, representative or witness in an administrative proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to any of the foregoing individuals or entities.

(6) **Research disclosure.** The Department may disclose records to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect to the disclosed records.

(7) **Congressional Member disclosure.** The Department may disclose records to a member of Congress from the record of an individual in response to an inquiry from the member made at the written request of that individual. The Member's right to the information is no greater than the right of the individual who requested it.

(8) **Disclosure for use by Law Enforcement Agencies.** The Department may disclose information to any Federal, State, local or other agencies responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal

law or regulation if that information is relevant to any enforcement, regulatory, investigative or prosecutorial responsibility within the entity's jurisdiction.

(9) **Enforcement disclosure.** In the event that information in this system of records indicates, either on its face or in connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose the relevant records to the appropriate agency, whether foreign, Federal, State, tribal, or local, charged with the responsibility of investigating or prosecuting that violation or charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant thereto.

(10) **Employment, benefit, and contracting disclosure.**

The Department may disclose records to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to a Departmental or receiving entity's decision concerning the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(11) **Employee grievance, complaint or conduct disclosure.** The Department may disclose records to another agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or former employee of the Department: complaint, grievance, discipline or competence determination proceedings. The disclosure may only be made during the course of the proceeding.

(12) **Labor organization disclosure.** The Department may disclose records to an arbitrator to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation.

**PRIMARY DPA RESPONSIBILITIES:**

The information provided to the Primary 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 DPA, becomes his or her responsibility. Therefore, the Primary DPA agrees to protect the privacy of all information that has been provided by the U.S. Department of Education. The Primary 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 (5 U.S.C. 552a(i)(3)).

Without the information provided on the SAIG enrollment form, a Participating entity would be denied access to electronically transmit reports and data via the Student Aid Internet Gateway and would be denied access to all Web sites affiliated with their agreement as appropriate.

Box 1
Primary Destination Point Administrator's Name _____ (Printed name)
Signature _____ Date _____ (Must match name in Question 4 - original signature must be submitted)

**Sign and send this form as instructed.**

**Go to Step Three**

<b>Office Use Only</b>
Customer Number _____
TG Number _____



## Step Three: Certification by the President/CEO/Superintendent, or Equivalent Person

### Responsibilities of the President/CEO/Superintendent, or equivalent person.

As the President/CEO/Superintendent, equivalent executive with legal authority for the entity, you certify that:

- The name of the individual who will have access to the U.S. Department of Education's Federal Student Aid systems as the Primary DPA of the FAFSA Completion Tracking program for your organization is included in this application (or is already on file with Federal Student Aid).
- The organization will immediately update Federal Student Aid systems when there is a change in the designated authorized official or the Primary DPA.
- The Primary DPA for your school, agency, or organization has read and understood the responsibilities set out in Step Two (Responsibilities of Primary DPA s), has signed a copy and has kept a copy (of Step Two) for his or her own records, and submitted a copy with their original signature to the U.S. Department of Education.
- Our organization has provided security due diligence and will hire and allow only trustworthy staff to access Federal Student Aid (FSA) data. As a Department of Education Partner, I certify this individual to be trustworthy.
- You will ensure that all of the requirements for the Primary DPA, as provided in Step Two of this document, and for Authorizing Officials, as provided in Steps Two and Three, are complied with.

Box 2
Authorized Official _____ Title _____ (Printed name of Authorized Official) (Printed title)
Signature _____ Date _____ (Original signature must be submitted)
Name of School or Agency _____

*If you are an authorized representative, acting on behalf of another organization, you must read and sign this certification.*

Box 3
Authorized Official _____ Title _____ (Printed name of Authorized Official) (Printed title)
Signature _____ Date _____ (Original signature must be submitted)
Name of Authorized Representative _____

**Department of Education Authorizing Signature:**

Signature \_\_\_\_\_

**Sign and send this form as instructed.**

<b>Office Use Only</b>
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, mail, or e-mail to the student the Student Aid Report (SAR).

*FAA Access to CPS Online.* A Web tool that financial aid administrators use to enter application data, view student information, and make corrections to students' processed information. It is located at <https://faaaccess.ed.gov>. An FSA User ID is required to access student information. The same Web site includes the FAFSA Completion Tracking system.

*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, Iraq Afghanistan Service Grant and TEACH), Federal Direct Loans, Direct PLUS loans, and the eCB Programs systems: 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, HEA program, including Direct Loan the Federal Pell Grant program, the Supplemental Educational Opportunity Grant program, the Federal Work-Study program, the Iraq and Afghanistan Service Grant program, the Perkins Loan program, and the TEACH Grant program. Students can apply online by using FAFSA on the Web (<http://fafsa.ed.gov>). The FAFSA is also printed and distributed free of charge by the U.S. Department of Education.

*NCES LEA ID.* The seven digit code is used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a local educational agency (LEA). This field displays the 7-digit LEA identification number. The first 2 digits of the 7-digit school district ID identify the State (State FIPS code) and the last 5 digits identify the district ID. In combination, they make a 7-digit unique ID code for each LEA.

*NCES Public School ID.* The 12-digit code used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a public school. The first 7 digits of the 12-digit school ID are the NCES LEA ID, and the last five digits are the school ID. In combination, they make a 12-digit unique ID code for each public school.

*NCES Private School ID.* The eight-digit code used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a private school.

*Primary Destination Point Administrator (Primary DPA).* An individual who has been designated by the chief operating officer (or the equivalent) of the organization as the responsible party for enrollment to participate in the FAFSA Completion Tracking program and to be provided access to the FAFSA Completion Tracking system with a user ID and password. The Primary DPA is responsible for access to Federal Student Aid systems and to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure that the Primary DPA does not inappropriately access records that are not associated with their organization.

*Secondary school.* A school that is providing secondary level of instruction, which generally covers grades 9 through 12, and any instruction of a comparable nature and difficulty provided for adults and youth beyond the age of primary school attendance.

*Social Security Number (SSN).* A number assigned to an individual by the Social Security Administration and used as the identifying number for many Federal purposes, including identifying a Primary DPA, Title IV, HEA student financial aid program administrators and applicants participating in the Title IV, HEA programs.

*State FIPS Code* . The 2-digit Federal Information Processing Standards (FIPS) Code. This standard provides a set of 2-digit numeric codes for representing the 50 states, the District of Columbia and the outlying areas of the United States. This standard was superseded on September 2, 2008 by ANSI standard but is still commonly referred to as the state FIPS code. For more information on FIPS codes go to: <http://www.itl.nist.gov/fipspubs/codes/states.htm>.

*Student Aid Internet Gateway (SAIG)*. The SAIG links thousands of Destination Points (institutions, agencies, lenders, approved entities, etc.) across the United States, its territories, and certain ED-designated foreign countries to the Department of Education's Title IV, HEA student financial aid programs and delivery system.

*U.S. Department of Education (ED, Department)*. The Federal agency responsible for the administration of Federal Title IV, HEA education programs including the Federal student financial aid programs.

## **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 12/31/2013.

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