

APPENDIX D. FSA Partner Connect Prototype Screenshots

Screenshot 1: Logged in to FSA Partner Connect as a School's Primary Administrator. Primary and Secondary Administrators can manage user accounts associated to their organization through the Account Access Management Center. To add a new user, the Primary Administrator can click "+ Add New User."

 An official website of the United States government. Help Center

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RODGER | School User |  **Faulkner University - Florence Center** 

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Account Access Management Center

Manage User Accounts

Servicer Management

SAIG Mailboxes

Action Required

Active Confirmation

Faulkner University - Florence Center 

 Export Org Users to CSV  + [Add New User](#)

 OPEID: 00100302 

School Administrators

PRIMARY ADMINISTRATOR	BUSINESS EMAIL ADDRESS
RODGER CLEVELAND	ppo.us3r+RODGER.CLEVELAN...
ELIGIBILITY AND OVERSIGHT ADMINISTRATOR	BUSINESS EMAIL ADDRESS
RODGER CLEVELAND	ppo.us3r+RODGER.CLEVELAN...

Access:

All Access ▾

Status:

All Open ▾

Last Name	First Name	Account Status 	Status Last Updated
CLEVELAND	RODGER	☐ Active	03/09/2023

1 total records

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Screenshot 2: To add a new user, the Primary Administrator must first provide the user's demographic information (First Name, Last Name, Suffix (if applicable), and Business Email Address).

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Account Access Management Center

Manage User Accounts

Servicer Management

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Action Required

Active Confirmation

Manage Organization Accounts > Add New User

Add New User

Account Info Access Review and Submit

1 2 3

Organization Information ?

ORGANIZATION TYPE	OPEID	ORGANIZATION NAME	ORGANIZATION CITY AND STATE
Postsecondary Educational Institution	00100302	Faulkner University - Florence Center	Florence, AL
INSTITUTION NAME	ASSOCIATED CITY AND COUNTRY		
Faulkner University - Florence Center			

User Demographic Information

Please provide the first name, last name, and business email address of the user(s) you wish to add. Administrators can add up to 20 users to their organization at one time. All fields marked with an asterisk (*) are required.

* First Name

Michael

* Last Name

Angelo

Suffix

Select Suffix ▾

* Business Email Address

michael.angelo@test.com

* Confirm Email Address

michael.angelo@test.com 

Cancel + Add Another User

Next

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Screenshot 3: The Primary Administrator then selects the system accesses to grant to the new user. Basic Access to FSA Partner Connect is a default access. In this scenario, the Primary Administrator also selected National Student Loan Data System (NSLDS) Online General Services access.

Account Access Management Center

Manage User Accounts **Servicer Management** **SAIG Mailboxes** **Action Required** **Active Confirmation**

Manage Organization Accounts > Add New User

Add New User

Account Info Access Review and Submit

1

2

3

Account Information

First Name	Last Name	Business Email Address	OPEID	Organization Name
Michael	Angela	michael.angela@test.com	00100302	Faulkner University - Florence Center

Grant Access

Below is the access that will be granted to this account.

System Access
FSA Partner Connect
☒ Basic Access ^
☒ Basic Access
☐ Case Management - Eligibility and Oversight v
☐ Temporary Access v
Financial Aid Administrator Access to Central Processing System (CPS) Online
☐ FAA Access to CPS Online v
☐ Institutional Student Information Record (ISIR) Batch Service for CPS v
FAFSA Partner Portal
☐ Institutional Student Information Record (ISIR) Batch Service for FPS v
☐ FAFSA Partner Portal v
Common Origination and Disbursement (COD)
☐ COD Online v
☐ Direct Loan Service v
☐ Grant Service v
National Student Loan Data System (NSLDS)
☒ NSLDS Online ^
Multiple Access Types can be selected.
☒ General Services

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Screenshot 4: In the final step to add a new user, the Primary Administrator must review the granted accesses for the new user and review, acknowledge, and e-Sign the *Responsibilities of FSA Partner Connect Users*.

Note: The *Rules of Behavior* and *Privacy Act* in the prototype screenshot will be updated with the *Responsibilities of FSA Partner Connect Users* in production after the implementation of this functionality.

Account Access Management Center

Manage User Accounts

Servicer Management

SAIG Mailboxes

Action Required

Active Confirmation

Manage Organization Accounts > Add New User

Add New User

Account InfoAccessReview and Submit

Account Summary ⓘ

First Name	Last Name	Business Email Address
Michael	Angela	michael.angela@test.com

FSA Partner Connect Access

System Access

FSA Partner Connect

Basic Access

Basic Access

National Student Loan Data System (NSLDS)

NSLDS Online

General Services

Acknowledge and E-sign

Please review the Rules of Behavior and **Privacy Act**. You must view and acknowledge them before proceeding.

View

Rules of Behavior and Privacy Act

☐

I acknowledge receipt of, understand my responsibilities, and will comply with the Rules of Behavior for the U.S. Department of Education systems I access.

☐

I understand that failure to abide by the linked rules and responsibilities may lead to disciplinary action up to and including permanent loss of access to Federal Student Aid systems.

☐

I further understand that violation of these rules and responsibilities may be prosecutable under local, state, and/or federal law.

Please enter your full legal name exactly as it appears below.

Legal First Name	Legal Last Name
RODGER	CLEVELAND

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Screenshot 5: The Primary Administrator can select the ‘eye’ icon or blue hyperlink to expand and review the *Responsibilities of FSA Partner Connect Users* in a pop-up modal.

Note: The *Rules of Behavior* and *Privacy Act* in the prototype screenshot will be updated with the *Responsibilities of FSA Partner Connect Users* in production after the implementation of this functionality.

Account Access Management Center

Manage User Accounts | **Servicer Management** | SAIG Mailboxes | Action Required | Active Confirmation

Manage Organization Accounts > Add New User

Add New User

Account Info | Access | **Review and Submit**

Account Summary ⓘ

First Name	Last Name	Business Email Address
Michael	Angelo	michael.angelo@test.com

FSA Partner Connect Access

System Access
FSA Partner Connect
Basic Access
• Basic Access
Case Management - Elig
• E-App Case Manage

Acknowledge and E-sign

Please review the Rules of Behavior and Privacy Act.

[View Rules of Behavior and Privacy Act](#)

Rules of Behavior & Privacy Act [Print](#)

Rules of Behavior

These Rules of Behavior identify responsibilities and expectations for all individuals accessing Federal Student Aid (FSA) systems. By accepting, you confirm that you have reviewed, acknowledge, and agree to the Rules of Behavior listed below.

- Your user ID and password is for official U.S. Department of Education business only.
 - You are individually responsible for ensuring that data/information obtained from FSA systems is not used improperly. A legitimate reason must be present to view data/information contained within FSA systems.
 - You must change your password immediately and notify the appropriate security personnel if your password is compromised, or someone else knows your password. You must never give your user ID and password to another person — including your supervisor(s).

☐ I acknowledge receipt of, understand my responsibilities, and will comply with the Rules of Behavior for the U.S. Department of Education systems I access.

☐ I understand that failure to abide by the linked rules and responsibilities may lead to disciplinary action up to and including permanent loss of access to Federal Student Aid systems.

☐ I further understand that violation of these rules and responsibilities may be prosecutable under local, state, and/or federal law.

Please enter your full legal name exactly as it appears below.

Legal First Name	Legal Last Name
RODGER	CLEVELAND

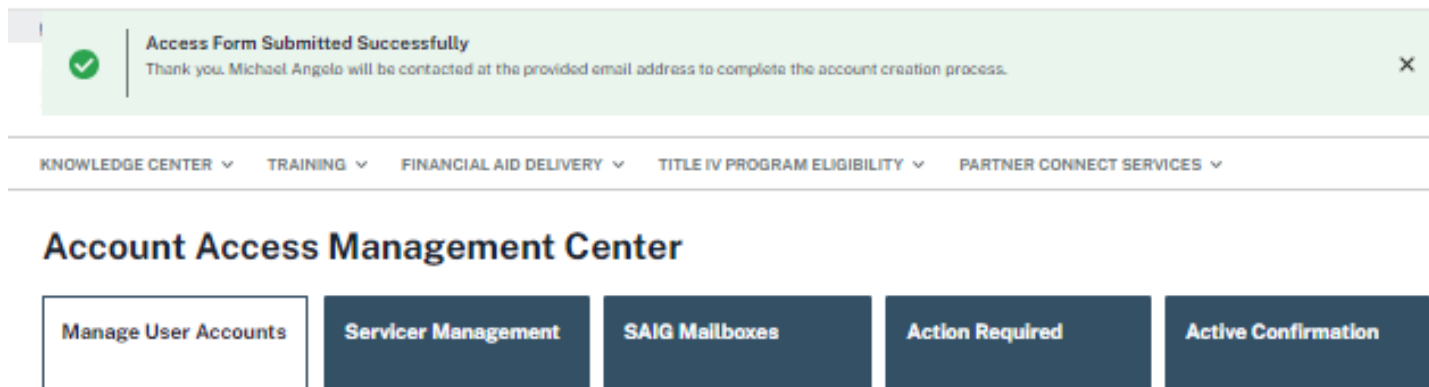
* Full Legal Name

* Today's Date

[Back](#) [Submit](#)

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Screenshot 6: After acknowledging the *Responsibilities of FSA Partner Connect Users*, e-Signing, and submitting the access form, the Primary Administrator will receive a success banner that states the new user will be contacted at the provided email address to complete the account creation process.



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Screenshot 7: The new user will receive an email with a link to the FSA Partner Connect Access Form where they must provide their Phone Number, Date of Birth, and Last Four Digits of SSN (unless being granted to NSLDS, in which a user will be required to provide their full nine-digit SSN). The new user must also review their granted accesses and review, acknowledge, and e-Sign the *Responsibilities of FSA Partner Connect Users*. The new user will receive their granted accesses after submitting the Access Form.

Note: The *Rules of Behavior* and *Privacy Act* in the prototype screenshot will be updated with the *Responsibilities of FSA Partner Connect Users* in production after the implementation of this functionality.

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FSA Partner Connect Access Form

Welcome to FSA Partner Connect! Please review and complete the access form below to continue the account creation process.

Organization Information

OPEID	ORGANIZATION TYPE	ORGANIZATION NAME	CITY AND COUNTRY
01105900	Postsecondary Educational Institution	University of Oxford-St Antony's College	Oxford, EN
INSTITUTION NAME	ASSOCIATED CITY AND COUNTRY		
University of Oxford-St Antony's College			

User Information

All fields marked with an asterisk (*) are required.

* First Name Michael	* Last Name Angela	Suffix Select Suffix
* Business Email Address michael.angela@test.com	* Phone Number 7031112222	
* Date of Birth 01/11/2024	☐ I do not have a U.S. Social Security Number	
	* SSN ***-**-456	* Confirm SSN ***-**-456

Access Requested

System Access
FSA Partner Connect
Basic Access
☒ Basic Access
National Student Loan Data System (NSLDS®)
NSLDS Online
☒ General Services

Acknowledge and E-sign

Please review the Rules of Behavior and Privacy Act. You must view and acknowledge them before proceeding.

☒ Done [Rules of Behavior and Privacy Act](#)

☒ I acknowledge receipt of, understand my responsibilities, and will comply with the Rules of Behavior for the U.S. Department of Education systems I access.

I understand that failure to abide by the linked rules and responsibilities may lead to disciplinary action up to and including permanent loss of access to Federal Student Aid systems.

I further understand that violation of these rules and responsibilities may be prosecutable under local, state, and/or federal law.

Please enter your full legal name exactly as it appears below.

Legal First Name	Legal Last Name
Michael	Angela

* Full Legal Name	* Today's Date
Michael Angela	02/02/2024

Cancel Submit