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."

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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 ⑦   + Add New User
🏛 OPEID: 00100302 ⑦

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…

🔍 Search by Name, Status, or Date   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	SAIG Mailboxes	Action Required	Active Confirmation

Manage Organization Accounts > Add New User

Add New User

Account Info — ① — Access — ② — Review and Submit — ③

Organization Information ⑦

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]

APPENDIX D. FSA Partner Connect Prototype Screenshots

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.

APPENDIX D. FSA Partner Connect Prototype Screenshots

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 Info ✓ — Access ✓ — Review and Submit ③

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

APPENDIX D. FSA Partner Connect Prototype Screenshots

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.

APPENDIX D. FSA Partner Connect Prototype Screenshots

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.

Access Form Submitted Successfully
Thank you. Michael Angelo will be contacted at the provided email address to complete the account creation process.

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Account Access Management Center

Manage User Accounts	Servicer Management	SAIG Mailboxes	Action Required	Active Confirmation

APPENDIX D. FSA Partner Connect Prototype Screenshots

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.