

The table below summarizes the sites and functions needed to participate electronically. The first items apply to all schools, and the remaining items are specific to a school’s participation in specific Title IV programs.

### GET CONNECTED WITH ED

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<p><b>Electronic Application to Participate (E-App):</b></p> <p>All schools use this site to apply for and maintain Title IV eligibility.</p>	<p>Use the E-APP to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval.</p> <p>Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.</p>	<p>The site is located at: <a href="http://www.eligcert.ed.gov">www.eligcert.ed.gov</a></p> <p>To log on, the User Name is ED plus school’s 8-digit OPE ID Number. For Password, type in ED plus 9-digit TIN (taxpayer identification number).</p>	<p>Use the online help or contact your School Participation Team. A list of states covered by each SPT and its phone number is shown on the opening screen of the E-App site.</p>
<p><b>Information for Financial Aid Professionals (IFAP) Web site:</b></p> <p>All schools must be able to access this site.</p>	<p>Use the IFAP Web site o access to all policy and operational guidance related to the Title IV Federal student aid programs. Guidance is in the form of Dear Colleague Letters, Electronic Announcements, handbooks, technical references, guides, and other resources. In addition, links to related Web sites are provided on the IFAP web site.</p>	<p>The site is located at: <a href="http://www.ifap.ed.gov">www.ifap.ed.gov</a></p> <p>No registration is necessary, but the site can be personalized and users can receive regular updates on posted guidance by clicking on “Member Services” and registering for specific options.</p>	<p>There is no tutorial for this site but there is a “Getting Started” link to introduce you to the site: how to use it and where information is found.</p>

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<p><b>Student Aid Internet Gateway (SAIG):</b></p> <p><u>All</u> schools and/or their servicers need to enroll at this site in order to exchange data with various Department systems.</p>	<p>Allows data exchange between schools and the Central Processing System (CPS), the Common Origination and Disbursement (COD) System, the National Student Loan Data System (NSLDS), the Financial Management System (FMS), and the Debt Management Collection System (DMCS). Also provides the ability to transmit the annual Fiscal Operations Report and Application to Participate in the Federal Campus-Based Programs (FISAP) file.</p>	<p>Enrollment is at:  <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a></p>	<p>Online help is available to answer questions about enrollment for each type of service. Schools may also contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at <a href="mailto:CPSSAIG@ed.gov">CPSSAIG@ed.gov</a>.</p>
<p><b>Central Processing System (CPS):</b></p> <p><u>All</u> schools and/or their servicers must be able to exchange data with the CPS.</p>	<p>Schools must be able to receive Institutional Student Information Records (ISIRs) from the CPS, submit corrections to FAFSA/ISIR data to the CPS, and add the school code to a student’s record if needed. Schools may also choose to enter and submit a FAFSA on a student’s behalf.</p>	<p>Enrollment is at:  <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a></p>	<p>The “School Electronic Process Guide” and the “ISIR Guide,” both available on the IFAP, Web site provide information regarding the FAA Access to CPS Online Web site, the EDEExpress for Windows software, and interpreting the ISIR. EDEExpress software users may use the Web-based tutorial “EDEExpress Basics (WBT)” also located on the IFAP Web site. Technical information regarding exchanging application processing data with CPS is provided in the EDE Technical Reference, available on the FSAdownload Web site (<a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a>). Schools may also contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at <a href="mailto:CPSSAIG@ed.gov">CPSSAIG@ed.gov</a>.</p>

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<p><b>G5 (formerly Grant Administration and Payment System or GAPS):</b></p> <p><u>All Schools</u> must be able to access G5.</p>	<p>G5 is used to draw down Title IV funds as well as make returns of excess cash electronically. The site provides continuous reporting capability of an institution's funding by program and year.</p>	<p>The site is located at:  <a href="https://www.g5.gov/">https://www.g5.gov/</a></p> <p>All users need to register before they can access the G5 Web site. Instructions are available on the Web site.</p> <p>Users must also set up Direct Deposit procedures with G5 in order to receive funds in their designated bank account.</p>	<p>Training on how to use the G5 Web site and G5 processes is available on the Web site. To access the online training, click on the "Help" link in the blue menu bar at the top of the home page. Then, click on the "Launch Help – Internet Explorer" link to complete the training. Assistance is also available by contacting the G5/GAPS hotline at 888/336-8930 or e-mailing <a href="mailto:G5admin@ed.gov">G5admin@ed.gov</a>.</p>
<p><b>eZ-Audit Web site:</b></p> <p><u>All Schools</u> must use the eZ-Audit site to submit required annual compliance audit reports and audited financial statements.</p>	<p>The eZ-Audit site provides a single point of submission for paperless financial statements and compliance audits through the web. A designee from the school signs on to eZ-Audit, enters summary audit and financial data into a Web form, attaches an electronic version of the report, and submits.</p>	<p>The eZ-Audit site is located at:  <a href="https://ezaudit.ed.gov">https://ezaudit.ed.gov</a></p> <p>Click on the link for "Registration Instructions" to apply for access to the site.</p>	<p>Use the links on the left hand side of the opening screen titled "Common Submission Errors," "Frequently Asked Questions," "Steps to Creating an eZ-Audit Submission" and "Creating a PDF." Help Desk support may be reached toll free at: 877-263-0780. The "Step-by-Step Guide to Using eZ-Audit" is available online at the eZ-Audit Web site and on the IFAP Web site (go to Publications Section, click on Audit Guidance).</p>

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<p><b>Cohort Default Rate (CDR) Information:</b></p> <p><u>Only</u> for schools participating in the FFEL Program or the Direct Loan Program.</p>	<p>The Department provides draft and final versions of the default rates for all participating institutions each year in electronic format. Schools must enroll to receive their electronic CDR information in order to review the data for completeness and accuracy. The draft version allows a school to challenge any inaccurate or incomplete data before the final version is released.</p>	<p>The CDR site is located at <a href="http://ifap.ed.gov/DefaultManagement/DefaultManagement.html">http://ifap.ed.gov/DefaultManagement/DefaultManagement.html</a></p> <p>Schools enroll for eCDR services at the SAIG enrollment site <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a></p>	<p>Complete instructions for enrolling in the eCDR process, checking enrollment status, obtaining a sample default management plan, and downloading the Cohort Default Rate Guide are available at the CDR site.</p>

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<p><b>Common Origination and Disbursement System (COD)</b></p> <p><u>Only</u> for schools participating in the Pell Grant, ACG, National SMART Grant, TEACH Grant and/or Direct Loan Programs.</p> <p>Send all Award and Disbursement data to the COD System using the “Common Record” format:</p> <p>Track funding levels and process Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan awards disbursements</p>	<p>The COD System is the Department’s system for processing all award and disbursement data for participants in the Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan Programs.</p> <p>The <a href="#">COD Web site</a> is a tool for processing and viewing Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan data as well as assisting schools with trouble-shooting and problem resolution. It allows users to track funding levels, dates, and amounts of all cash receipts and returns of cash. It allows users to create/change award and disbursement data online rather than sending data by the batch process. It provides users the ability to view Grant and Direct Loan reports, and provides a report request function to assist schools in reconciling data between their institutions and the COD System throughout the processing year and in year-end closeout. Users view data by program and program year.</p>	<p>Schools enroll for COD System processing of Pell/ACG/National SMART Grant, TEACH Grant and Direct Loan data at the SAIG site: <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a>.</p> <p>The COD Web site is located at: <a href="https://cod.ed.gov">https://cod.ed.gov</a></p> <p>To obtain access to the <a href="#">COD Web site</a>, a school must designate a School Security Administrator who is responsible for establishing other users at the institution and other associated procedures.</p> <p>School Security Administrators should refer to the IFAP posting at <a href="http://ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html">http://ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html</a></p> <p>Third party servicers are also able to obtain access to the COD web site by referring to the IFAP posting at: <a href="http://ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html">http://ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html</a></p>	<p>Schools using EDEExpress software may use the tutorial “EDEExpress Basics” Web-based Training located at the IFAP home page under “Tools for Schools.”</p> <p>Schools/Third-party Servicers using custom systems or vendor software use the record formats and business processes outlined in the COD Technical Reference available from <a href="http://www.fsadownload.ed.gov">www.fsadownload.ed.gov</a></p> <p>To learn how to navigate the site and perform various online functions, a tutorial is available on the IFAP site, under “COD Computer-Based Training”.</p>

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<p><b>Direct Loan Electronic Master Promissory Note (eMPN) Web Site</b></p>	<p>Schools can view Direct Loan MPNs completed by their borrowers. The Web site also allows schools to maintain their electronic MPN profile/options.</p> <p>Borrowers (both students and parents) can complete, view, and print their Direct Loan MPNs on this Web site.</p>	<p>The Direct Loan Electronic MPN Web site is <a href="http://www.dlenote.ed.gov">www.dlenote.ed.gov</a>.</p> <p>Schools enroll by following the instructions posted on the School Administration Login page. Click on the “Login to eMPN online (for schools only)” link from the home page.</p>	<p>To learn how to navigate and use the electronic MPN site, a tutorial is available on the IFAP Web site, under “COD Computer-Based Training”.</p>

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<p><b>Electronic Campus-Based System (eCB)</b></p> <p>Schools participating in any of the three campus-based programs use this site to apply for funds, report expenditures, apply for waivers, and return money through the Reallocation process.</p>	<p>Use eCB to apply for Campus-Based funding for the next award year and report expenditures from the previous award year. Also to apply for an Under Use Waiver or a Community Service Waiver and to return funds to the Department through the Reallocation process.</p>	<p>This site is located at: <a href="https://cbfisap.ed.gov">https://cbfisap.ed.gov</a></p> <p>To log in to the site, users must register and receive a user ID. Access must be approved by your school's Destination Point Administrator.</p>	<p>There is a tutorial for this site located on the Welcome page of eCB.</p>

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<p><b>National Student Loan Database System – NSLDS</b></p> <p>This system is a Department of Education database available to all schools and financial partners who enroll and receive authorization through the Student Aid Internet Gateway at <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a> for access. Students who wish to track their Federally Funded Aid history can do so by using their student aid PIN, which can be obtained through <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>.</p>	<p>This is a database that houses information that is supplied by many "data providers" on Federally funded loans and grants giving input on disbursements, loan status, deferments, loan holder details and closure of borrower's activities. This database assists Financial Aid Professional from all organization in determining eligibility and in the granting and tracking Federally funded aid. This database was designed in accordance with the High Education Act of 1965 and as it has been amended.</p>	<p>For Financial Aid Professionals go to:  <a href="http://www.nslsds.ed.gov/nslsds_FAP/">http://www.nslsds.ed.gov/nslsds_FAP/</a>  Questions call: 1-800-999-8219</p> <p>For Students, go to:  <a href="http://www.nslsds.ed.gov/nslsds_SA/">http://www.nslsds.ed.gov/nslsds_SA/</a>  Questions call: 1-800-4-Fed-Aid (1-800-433-3243)</p>	<p>For Financial Aid Professionals, see the IFAP web site to learn more about how NSLDS will and can benefit authorized users. The three main purposes of this database are:</p> <ul style="list-style-type: none"> <li>- To improve the quality and accessibility of student aid data in order to hasten eligibility reviews.</li> <li>- To reduce the burden of administering Title IV Aid.</li> <li>- To prevent abuse within the Federal aid programs by tracking Federal funded aid for postsecondary students.</li> </ul> <p><a href="http://ifap.ed.gov/IFAPWebApp/currentNSLDSPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentNSLDSPag.jsp</a></p>



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<p><b>Teacher Cancellation Low Income Directory (TCLI)</b></p> <p>All schools must use this directory to determine whether or not a teacher who received a Federal Perkins Loan, Direct Loan, or Federal Family Education Loan at their school is eligible to receive a loan cancellation as provided under Title I of the Elementary and Secondary Education Act of 1965.</p>	<p>Lists schools on a state-by-state and territory-by-territory basis that meet the criteria as being designated as a low income school that a borrower may teach at to qualify for deferment and cancellation benefits.</p>	<p>This site is located at:  <a href="https://www.tcli.ed.gov">https://www.tcli.ed.gov</a></p> <p>No registration is necessary to access the directory.</p>	<p>On the opening screen click on “Search” to enter the site and search for schools by school name or by state.</p> <p>Only State Education Agency designees who are authorized to update the directory would use the “Login” button on the opening screen.</p>