

Active Confirmation of TG Numbers

In our ongoing effort to ensure the security of Federal Student Aid's data systems, every organization enrolled for a Student Aid Internet Gateway (SAIG) account is required to review and validate its assigned TG numbers by December 16, 2011. This includes TG numbers (SAIG Mailboxes) with access to the NSLDS Professional Access Web site, the eCampus-Based (eCB) Web Site, and all FAA Access to CPS Online user accounts. It also includes TG numbers enrolled for SAIG batch services for the National Student Loan Data System (NSLDS), the Central Processing System (CPS), the Common Origination and Disbursement (COD) System, the Direct Loan Servicing System, and the Financial Management System (FMS). Each organization must provide active confirmation that enrolled staff still require the access they have or delete the users that no longer need accounts.

Note: Concurrently, we have begun to roll out a new security process referred to as Two Factor Authentication (TFA). As a part of the TFA initiative, some Primary Destination Point Administrators (DPAs) have already received e-mail notifications related to confirming authorized users for the purposes of receiving TFA tokens. The process referred to in this communication- active confirmation- and TFA are two separate initiatives. We appreciate the community's cooperation in fulfilling the requirements for both processes.

To perform the active confirmation process, each organization's Primary DPA must follow the steps outlined below for both the organization's SAIG Mailbox accounts and FAA Access accounts. Failure to complete this process by December 16, 2011 will result in loss of access to Federal Student Aid data systems, including services such as Institutional Student Information Record (ISIR) deliveries, ISIR requests, Free Application for Federal Student Aid (FAFSA) corrections, and NSLDS enrollment reporting and updates.

Note: The Primary DPA must have an FSA User ID to complete the process described below. To obtain an FSA User ID, go to <https://fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun>, provide identifying information, and follow the remaining registration steps. Once the registration process is complete, including establishing a password, the FSA User ID will be e-mailed to the Primary DPA.

The Primary DPA of the primary destination point must perform the following steps to provide active confirmation for its organization's SAIG Accounts and FAA User Accounts:

How to Validate or Delete Your SAIG Accounts

1. Go to the SAIG Enrollment Web site (<https://fsawebenroll.ed.gov>) and click the "Primary Destination Point Administrator Access" link.
2. Enter your FSA User ID and password.
3. From the Primary DPA page, click the "Validate Your Organization's SAIG Mailboxes" link.
4. Enter your organization's Primary TG number. Click "Next."
5. From the list of available numbers, click the TG number you want to review.
6. Review the services that are associated with the TG number that you want to validate. Click "Validate" or "Delete" and then click "OK." You will be returned to the list of the remaining TG numbers to be reviewed.
7. Repeat steps 5 and 6 for each remaining TG number. You must validate each TG number on file for your organization. Unused TG numbers must be deleted.
8. The process is complete when all TG numbers have been removed from the list.

How to Validate or Delete your FAA Access Users

1. Go to the SAIG Enrollment Web site (<https://fsawebenroll.ed.gov>) and click the "Primary Destination Point Administrator Access" link.
2. Enter your FSA User ID and password.
3. From the Primary DPA page, click the "Manage FAA Access to CPS Online User Accounts" link.
4. Enter the TG number that is currently enrolled to send and receive CPS data for your organization. Click "Next."
5. Select "Validate Existing FAA Users" from the menu. The FAA User page displays the employees at your organization who are currently enrolled for online access.
6. Click the name of the FAA User you want to review.
7. Click either "Validate" or "Delete" and then click "OK." You will be returned to the list of remaining FAA Users to be reviewed.
8. Repeat steps 6 and 7 for each remaining FAA User. You must validate each FAA User on file for your organization. FAA Users who no longer need online access must be deleted.

Contact Information

If you have questions, contact CPS/SAIG Technical Support at 800-330-5947 (TDD/TTY 800-511-5806) or by e-mail at CPSSAIG@ed.gov.