

**PowerFAIDS
Access Request Form
Descriptions of Groups**

American River College
Cosumnes River College
District Office
Folsom Lake College
Sacramento City College

Group Name	Description
FA DO View (For DO Staff ONLY)	For DO General Accounting staff who require <u>view only</u> access to student financial aid information: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - View basic contact (phone, address, and email) and biographical data (name, masked SSN, and driver license) as well as Net Partner ID, and eligibility information. ➤ Custom Data <ul style="list-style-type: none"> - View custom data defined by the college. ➤ Pell Grant Data <ul style="list-style-type: none"> - View Pell grant Origination and Disbursement data that has been reported to COD or received from COD (Reporting) ➤ Direct Loan Data <ul style="list-style-type: none"> - View a summary of direct loan activity reporting.
FA View I	For non-Financial Aid staff who require <u>view only</u> access to general student financial aid information: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - View basic contact (phone, address, and email) and biographical data (name, masked SSN, and driver license) as well as Net Partner ID, and eligibility information. - View information about the anticipated or actual terms, or Period of Enrollment (POE), that the student attends in the current award year. ➤ Custom Data <ul style="list-style-type: none"> - View custom data defined by the college. ➤ Communication <ul style="list-style-type: none"> - View a list of documents required from the student to complete his or her financial aid application, as well as the receipt status. - View prior institutions attended and the receipt status of financial aid transcripts. - View any messages associated with the student. ➤ FM Data <ul style="list-style-type: none"> - View ISIR transaction log such as the date the ISIR was processed and the status of the ISIR. ➤ Pell Grant Data <ul style="list-style-type: none"> - View Pell grant Origination and Disbursement data that has been reported to COD or received from COD (Reporting). ➤ Student Employment <ul style="list-style-type: none"> - View basic job information from federal, state, institutional, and other programs awarded to the student. ➤ History <ul style="list-style-type: none"> - View the awards (lifetime) total from all years.
FA View II	For Financial Aid (FA) staff who require <u>view only</u> access to detail student financial aid information. FA View II grants the following access: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - View academic standing and enrollment history, such as enrollment status, degree, scores, and NSLDS mid-year transfer information. - View high-level (summary) data about need analysis, packaging results, last Net Partner Activity, number of letters sent, counselor assigned, process locks, and when and how the student record was created. - View comments recorded about the student, such as application decisions. ➤ Communication <ul style="list-style-type: none"> - View a log of all communication sent to the student; such as, missing information letters, award letters, instant email messages, phone calls, etc. ➤ Budget <ul style="list-style-type: none"> - View the student total institutional expense budget by budget items, such as, tuition and fees, room and board, etc. - View the student total annual Pell Grant budget by budget items, such as transportation,

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	<ul style="list-style-type: none"> books & supplies, etc. - View the budget trail audit logs. - View the student total institutional expense budget by POE. ➤ FM Data <ul style="list-style-type: none"> - View summary information about the student family contribution, student computation detail and student household size. - View information from the student current posted ISIR transaction, such as student info (residency, application completion, status), and student financial data (income and assets). - View information from the student current posted ISIR about their parent information (masked ssn, dob, name, residency, benefits, and education levels) and financial (income and assets). - View the data resolution information; such as, verification completed, ISIR corrections, ISIR alerts, ISIR requests, and any databases mismatches. - View ISIR comments. - View ISIR assumptions and rejects. - View summary of NSLDS information such as aggregate amounts, and comments. - View the ISIS transaction data, such as process and received date. ➤ Pell Grant Data <ul style="list-style-type: none"> - View the summary status of the student's Pell Grant award. - View any reconciling discrepancies between what COD has reported for the student vs PowerFAIDS has reported to COD for the student. - View the Pell Grant data information from the most recent ISIR posted to the student record received from NSLDS. ➤ History <ul style="list-style-type: none"> - View aggregate need analysis and packaging results, including subtotals of awards and disbursements by fund type for the current year. - View a side by side comparison of the FM need analysis data for each year that a student exists in PowerFAIDS (displays the last three years). - View audit trail of changes made to a student's record, including date, time, and User ID.
FA View III	<p>For FA Staff who need access to view all data. FA View III grants the following access:</p> <ul style="list-style-type: none"> ➤ FM Data <ul style="list-style-type: none"> - Enable link to view detail NSLDS data (ISIR). - Enable link to view the student completed ISIR (to access click on Action tab) - Enable link to print the student completed ISIR (to access click on Action tab). ➤ Pell Grant Data <ul style="list-style-type: none"> - Enable link to display Pell Grant Activity Report. ➤ Direct Loan Data <ul style="list-style-type: none"> - View direct loan application information. - View the status of the direct loan application. - View Subsidized Usage Period Information. - View direct loan disbursements made. - View direct loan audit trail. - View a summary of direct loan activity reporting. - View direct loan reconciliation details. ➤ Return to Title IV <ul style="list-style-type: none"> - View return to Title IV calculations.
FA Access I	<p>For FA student/temporary employees who <u>maintain</u> very basic student financial aid records. This access grants all access of the FA View II and the following access:</p> <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Update basic contact (phone, address, and email) and biographical data (name, masked SSN, and driver license) - Enable the Net Partner Button to view a student Net Partner screen. - Reset a student Net Partner PIN. - Add comments to student records, such as application decisions. ➤ Communication <ul style="list-style-type: none"> - Update required document's reason, status, and effective date. - Add required documents. - Update communications within the communication log; such as missing information

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	<p>letters, award letters, instant email messages, phone calls, etc.</p> <ul style="list-style-type: none"> ➤ Student Employment <ul style="list-style-type: none"> - Update job information from federal, state, institutional, and other programs awarded to the student. ➤ Actions <ul style="list-style-type: none"> - Generate communication with students (i.e., send email, generate letters, etc.) - View Net Partner Record for student.
FA Access II	<p>For FA student/temporary employees who <u>maintain</u> basic student financial aid records. This access grants all access of the FA Access I and the following access:</p> <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Update academic standing and enrollment history, such as enrollment status, degree, scores, and NSLDS mid-year transfer information. - Enable the button to view NSLDS information. ➤ Communication <ul style="list-style-type: none"> - Add communication activity into the student communication log, such as telephone calls to and from the students, inquiries from other departments, or counseling visits by the student, etc.
FA Access III	<p>For FA staff who <u>maintain</u> student financial aid records. This access grants all access of the FA Access II and the following access:</p> <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Hold/Resume student records to prevent a student from being processed. - Update information about the anticipated or actual terms, or Period of Enrollment (POE), that the student attends in the current award year. ➤ Communication <ul style="list-style-type: none"> - Update prior institutions attended and the receipt status of financial aid transcripts. - Add institution attended to the student records. ➤ Actions <ul style="list-style-type: none"> - Perform dynamic redetermination. - Perform need analysis
FA Access IV	<p>For Financial Aid Officer (FAO) who maintain student financial aid records. This access grants all access of the FA Access III and the following access:</p> <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Update comments recorded about the student, such as application decisions. ➤ Communication <ul style="list-style-type: none"> - Update any message associated with the student. - Add new message to a student records. - Delete message from a student records. ➤ History <ul style="list-style-type: none"> - Change years for a side by side comparison of the FM need analysis data for each year that a student exists in PowerFAIDS (compares up to three years). ➤ Save Advance Search <ul style="list-style-type: none"> - Enable save advance search. ➤ Actions <ul style="list-style-type: none"> - Add new students into PowerFAIDS. - Lock student NetPartner accounts.
System Admin Access	<p>For DO IT System Administrator to maintain the PowerFaid's database. This access grants access to ALL functions within PowerFaid's. This access is a clone of the default PFADMIN account in PowerFaid's.</p>

Add-on Name	Description
Batch Wizard Access	<p>For FA staff who need access to the batch wizard to update student financial data for an individual or group of students.</p> <ul style="list-style-type: none"> ➤ Tools <ul style="list-style-type: none"> - Batch Wizard <ul style="list-style-type: none"> • Full Access – access to all batch wizard processes. • Communications – send emails, letters, etc. • Dynamic Redeterminations – re-evaluate student records to synchronize with updated financial aid processing rules. • Student Migration – create a new record in the new year for a student who already exists in a previous year. • Document Posting – record the receipt or waiver of a specific document. • Message Posting – assign messages. • Anticipated Aid Extract – create a file of estimated financial aid for student billing purposes. • Comment Posting – post comments. • POE Posting – add POEs to existing students. • Update POEs – update POEs. • Post Field Value or Award Acceptance – update values for specific data fields or post award acceptances. • Packaging – prepare financial aid packages. • Renew Awards – post awards to students in the current year who received an award from a renewable fund in the previous year. • ISIR Printing – print working ISIR transactions. • Delete Students – to permanently delete student records from the database. • Transfer Inform – report transfer students to NSLDS. • Print Pell Activity Report – print Pell Activity Report. The report displays all warning signs or error messages received for a student. • Update Federal Award Data – to update values for specific fields on the Direct Load Data/Loans view and the Packaging Award Data view.
Other Years View	<p>For FA staff who need to quickly view other award years for the current student without having to switch from the active year. NOTE: Access to this view will overwrite current year security. I.e., all data can be viewed in prior year without any restriction.</p> <ul style="list-style-type: none"> ➤ Actions <ul style="list-style-type: none"> - View <u>ALL</u> student records for other award years.
Packaging View	<p>For FA staff who require <u>view only</u> access to student financial aid awards information. This access grants the following:</p> <ul style="list-style-type: none"> ➤ Packaging <ul style="list-style-type: none"> - View a list of all aid awarded to the student. - View the total amount of awards in Accepted or Pending status, as well as the funds already disbursed or scheduled for disbursement during a specific POE. - View the total amount of awards in Accepted or Pending status, as well as award amounts disbursed or scheduled for disbursement during the award year by specific fund listing.
Packaging Access I	<p>For FA staff who perform basic FA packaging processing. This access grants all the access of the Packaging View and the following:</p> <ul style="list-style-type: none"> ➤ Packaging <ul style="list-style-type: none"> - Update aid awarded to the student by details. - Add new awards. - Delete awards. - Waive award letters. - Accept awards on behalf of the student. - Decline awards on behalf of the student. - Cancel awards. - View interim results of each award. - View audit trail of packaging events. - View a report of disbursement by POE transactions. - View a report of disbursement by Award transactions.

Packaging Access II	For FA staff who perform FA packaging processing. This access grants all the access of the Packaging Access I and the following: <ul style="list-style-type: none"> ➤ Packaging <ul style="list-style-type: none"> - Manually package a student awards. - View the status of the package. - Update the total amount of awards in Accepted or Pending status, as well as the funds scheduled for disbursement during a specific POE. - Update the total amount of awards in Accepted or Pending status, as well as award amounts scheduled for disbursement during the award year by specific fund listing.
Disbursement Adjustment Access	For FA staff who performs disbursement approvals. This access grants the following access: <ul style="list-style-type: none"> ➤ Packaging <ul style="list-style-type: none"> - Create adjustment by POE - Create adjustment by Award
Budget Access	For FA Staff who perform Budget Analysis. This access grants the following access: <ul style="list-style-type: none"> ➤ Budget <ul style="list-style-type: none"> - Update the student total institutional expense budget by budget items; such as, tuition and fees, room and board, etc. - Add new institutional budget items. - Update the student total annual Pell Grant budget by budget items; such as, transportation, books & supplies, etc. - Add new Pell Grant budget items. - Update the student total institutional expense budget by POE.
POE Access	For staff who update the POE status. This access grants the following access: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Add additional POE to a student record. - Delete a POE from a student record.
DL Access I (Direct Loan)	For staff who perform direct loan processing. This access grants the following access: <ul style="list-style-type: none"> ➤ Direct Loan Data <ul style="list-style-type: none"> - Update direct loan preferences; such as lender, counseling info, and alternative loans. - Update direct loan reconciliation details.
DL Access II (Direct Loan)	For staff who perform direct loan processing. This access grants the following access: <ul style="list-style-type: none"> ➤ Direct Loan Data <ul style="list-style-type: none"> - Update direct loan application information. - Origination check. - Update the status of the direct loan application. - Update the direct loan disbursements made. - Update summary of direct loan activity reporting.
FM Data Access I	For staff who perform files review and needs to update FM data. This access grants the following: <ul style="list-style-type: none"> ➤ FM Data <ul style="list-style-type: none"> - Update information from the student current posted ISIR transaction, such as student info (residency, application completion, status), and student financial data(income and assets). - Update information from the student current posted ISIR about their parent information (ssn, dob, name, residency, benefits, and education levels) and financial (income and assets). - Update the data resolution such as verification completed, ISIR corrections, ISIR alerts, ISIR requests, and any databases mismatches. - Update ISIR assumptions and rejects and view Need Analysis detail on this screen only.
FM Data Access II	For staff who perform files review and needs to update FM data. This access grants the following: <ul style="list-style-type: none"> ➤ FM Data <ul style="list-style-type: none"> - Update summary information about the student family contribution, student computation detail and student household size. - Update summary of NSLDS information such as aggregate amounts, and comments. - Enable the view need analysis detail report.

Pell Grant Access	For staff who process Pell Grant. This access grants the following access: <ul style="list-style-type: none"> ➤ Pell Grant Data <ul style="list-style-type: none"> - Update summarizes information about the status of the student's Pell Grant award and update MRR status (i.e.,EFC). - Resend COD origination.
Custom Data String Access	For FA staff who need access to update custom data. This access grants the following: <ul style="list-style-type: none"> ➤ Custom Data <ul style="list-style-type: none"> - Update string data in custom data as defined by the college.
Custom Data Numeric Access	For FA staff who need access to update custom data. This access grants the following: <ul style="list-style-type: none"> ➤ Custom Data <ul style="list-style-type: none"> - Update numeric data in custom data as defined by the college.
AY Summary Access (Award Year)	For FA Staff who need access to update award year summary data. The access grants the following: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Set Process locks to protect the student records form packaging, ISIR records downloads, and dynamic redetermination, and change counselor assigned to the student.
AY Hold/Resume Access	For FA Staff who need access to place a hold on a student records. The access grants the following: <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Hold/Resume student records to prevent a student from being processed.
Administration Access	For FA staff who define financial aid parameters and business rules, such as document tracking, budgets, academic calendars, packaging formulas, and need analysis options.
Privacy View (SSN Unmasked)	For FA staff who need to view the full 9 digits SSNs to perform their job duties. SSN is only masked in the student records module.
Data Integration Access	For FA staff who import and export student data into or out of PowerFAIDS.
Report Writer	For FA staff who run build-in standard reports, or create ad-hoc custom reports. SSNs are not masked in reports.
Security Access (DO STAFF ONLY)	For FA Security Administrator to grant, remove and change security access within PowerFAIDS. This access is only granted to DO staff that manage the security of the PowerFAIDS systems.
System Management Access	For FA staff that manage the PowerFAIDS database. System management provides an easy method for recreating the processing parameters at the beginning of each new award year.
NetPartner Administration Access	For FA staff who manage the Net Partner modules to provide student with a web portal to access data real-time.
Commonline Data	For colleges who process private student loans through ELM (Electronic Loan Management).
Non-Audited Delete Access	<p>Risk: The delete access in PowerFaidis is not logged within the audit trail logs. This access allows a staff to delete a required eligibility determination document (i.e. tax transcript, conflicting information document requested, etc), or a comment (i.e., default, under fraud investigation, etc) without any detections. By granting access to this add-on, management consents and accepts the risk that critical eligibility determination information can be deleted from the system without any detections.</p> <p>For FA staff who can delete non-audited eligibility determination documents. This access grants the following:</p> <ul style="list-style-type: none"> ➤ Award Year Profile <ul style="list-style-type: none"> - Delete comments to student records, such as application decisions. ➤ Communication <ul style="list-style-type: none"> - Delete required documents - Delete institution attended to the student records. - Delete communications in the communication logs.

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