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Adding your Institution to an ISIR and Adding Signature Information to an ISIR.

Concept

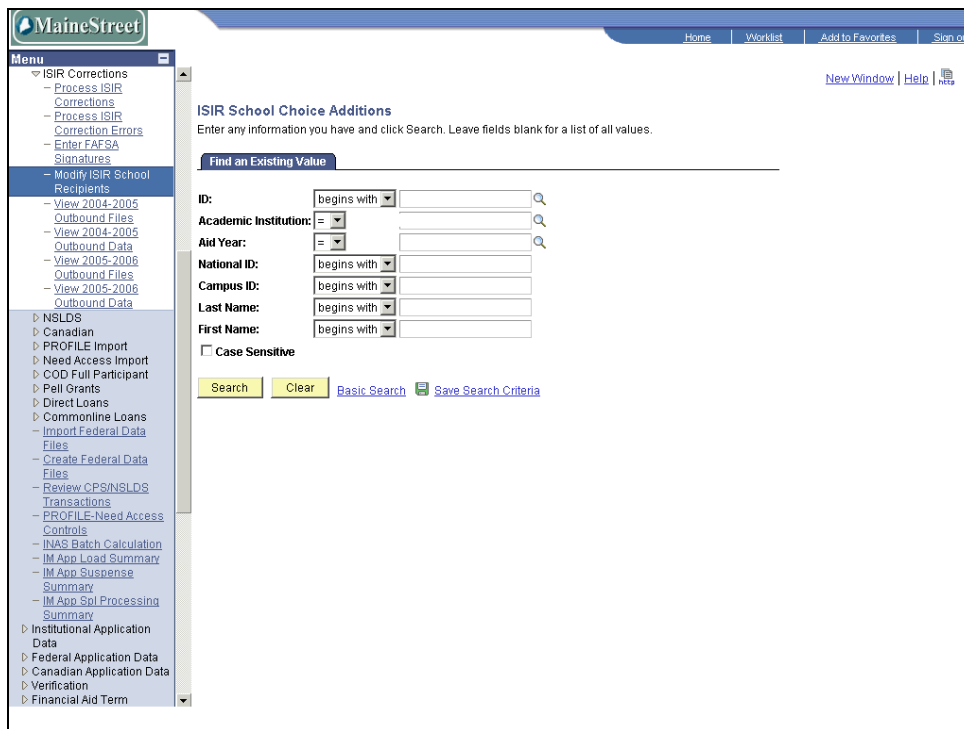
By adding your institution to a student's ISIR you may submit a request to the Central Processing System to request that a student's ISIR data be sent to your institution. In addition, you can enter signature page information collected from students in preparation for transmission to the CPS.

In this topic, you will add your institution to a student's ISIR and enter FAFSA signature information collected from a student.

Procedure

This topic covers two processes: adding your institution to an ISIR, and entering signature information to send to the CPS.

Step	Action
1.	The first process covered is adding your institution to an ISIR. Navigate: Financial Aid > File Management > ISIR Corrections > Modify ISIR School Recipients



MaineStreet Home | Worklist | Add to Favorites | Sign out

Menu

- ISIR Corrections
 - Process ISIR Corrections
 - Process ISIR Correction Errors
 - Enter FAFSA Signatures
 - Modify ISIR School Recipients
 - View 2004-2005 Outbound Files
 - View 2004-2005 Outbound Data
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- NSLDS
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- PROFILE Import
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- COD Full Participant
- Pell Grants
- Direct Loans
- Commonline Loans
- Import Federal Data Files
- Create Federal Data Files
- Review CPS/NSLDS Transactions
- PROFILE-Need Access Controls
- INAS Batch Calculation
- IM App Load Summary
- IM App Suspense Summary
- IM App Spl Processing Summary
- Institutional Application Data
- Federal Application Data
- Canadian Application Data
- Verification
- Financial Aid Term

ISIR School Choice Additions
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with [] [Q]

Academic Institution: [] [Q]

Aid Year: [] [Q]

National ID: begins with []

Campus ID: begins with []

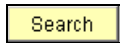
Last Name: begins with []

First Name: begins with []


Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[New Window](#) | [Help](#) | [Help](#)

Step	Action
2.	Enter the student's ID into the ID field or search by name. Make sure the correct Institution is in the Institution field. Enter the Aid Year .
3.	Click the Search button. 

Step	Action
4.	Use the ISIR Add School page to add your institution to a student's ISIR. You can submit this request to the CPS to request that a student's ISIR data be sent to your institution.




Step	Action
5.	Enter your Institution's school code into the School Cd field.
6.	The DRN field holds the student's data release number. Enter the DRN into the DRN field.
7.	Enter the student's SSN into the *Original SSN field.
8.	Enter the transaction number for the student's SAR into the *Trans Nbr field.
9.	Enter the first two letters of the student's last name in the Name CD field.

Process Document

Financial Aid: Signatures&Add Institution to ISIR-101907



Step	Action
10.	<p>The value for the Sch Pos field can be from 1 through 10. FAFSA allows students to request that information be sent to up to ten institutions.</p> <p>Pull down the Sch Pos menu and select the position you want for your institution.</p>
11.	<p>Select the Request ISIR from CPS check box to include this request in the automatic ISIR request process.</p>
12.	<p>Click the Save button.</p> <p>This completes the process to add your institution to the ISIR.</p> 

Step	Action
13.	Now we will look at the process to add a signature to the ISIR. Navigate: Financial Aid > File Management > ISIR Corrections > Enter FAFSA Signatures.
14.	Enter the student's ID and click Search . You can also search by National ID (SSN for US citizens), Last Name, etc.
15.	Use the FAFSA Signature page to enter signature information collected from students in preparation for transmission to the CPS.




Step	Action
16.	Enter the desired information into the School Cd field.
17.	Enter the desired information into the *Original SSN field.
18.	If necessary, enter the first two letters of the student's last name in the Name CD field. Click the Signed By list. Select the correct entry in the list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px; display: flex; align-items: center;"> ▼ </div>

Process Document

Financial Aid: Signatures&Add Institution to ISIR-101907



Step	Action
19.	Select the Submit Signature to CPS check box when the record is ready to be transmitted. <input type="checkbox"/> Submit Signature to CPS
20.	Click the Save button. 
21.	You have successfully added your institution to a student's ISIR and entered FAFSA signature information collected from a student. End of Procedure.