

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

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| 1. | The first process covered is adding your institution to an ISIR. Navigate: Financial Aid > File Management > ISIR Corrections > Modify ISIR School Recipients |
| 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. |
| 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. |
| 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. | The Name CD field holds the first two letters of the student's last name. Enter that information into the *Name CD field. |
| 10. | 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. Pull down the Sch Pos menu and select the position you want for your institution. |
| 11. | Select the Request ISIR from CPS check box to include this request in the automatic ISIR request process. |
| 12. | Click the Save button. This completes the process to add your institution to the ISIR. |
| 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. | Enter the desired information into the School Cd field. |
| 16. | Enter the desired information into the *Original SSN field. |
| 17. | 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. |
| 18. | Select the Submit Signature to CPS check box when the record is ready to be transmitted. |
| 19. | Click the Save button. |
| 20. | End of Procedure. |