

# HOW TO

## Use the IFAP Web Site

### *Keep Yourself Up-to-Date*

You'll keep yourself up-to-date with the latest news published by the Department of Education (ED) when you use the newly revised Information for Financial Aid Professionals (IFAP) Library Web site located at [www.ifap.ed.gov](http://www.ifap.ed.gov).

*With the redesign of their Web site, the IFAP site is easier to use than ever.* The IFAP Web page now allows access to all their publications from their initial home page. Each main area is described below.



#### **Tools for Schools**

Includes Conference Presentations, FSA Assessment, the FSA Coach, and the Quality Analysis Tool that schools can use to analyze FAFSA application information reported on the ISIR.

#### **Letters and Bulletins**

Includes Action Letters, Dear Partner Letters, Electronic Announcements, and other campus-based letters of interest to student loan professionals

#### **Publications**

Includes the Audit Guides for Schools, the Blue Book, the Cohort Default Rate Guide, Counselors Handbooks, the Federal Student Aid Handbook, and other useful publications

#### **On-Line References**

Includes a wealth of information for use in administering student loans. Publications provide information on Accrediting Agencies, Application Processing Materials, Campus-based Program Materials, and many more topics

#### **Laws and Regulations**

Includes Code of Federal Regulations, Federal Registers, and other important documents

#### **Worksheets, Schedules, and Tables**

Includes Drug Worksheets, EFC Formula Worksheets, Pell Grant Payment Schedules, and Verification Worksheets

***The newly redesigned site also offers easy navigation to the following areas:***

**Help Center**

Offers FAQs concerning the site, Search Hints, and Search information

**What's New**

Provides an opportunity to register for electronic updates from Web and easy access to the most current information posted to the site. (You can also register on the home page by clicking on "Member Services" on the left hand navigational bar.)

**School Portal**

Provides information of critical interest to schools. From here you can find information on Resources and Training Opportunities; the FSA calendar of events, deadlines, and training dates

**FSA News**

Includes information on IFAP's new look and recent publications of interest, FAA Access to Student Data, and Participation and Funding Links

**Other Links**

Includes links to over 30 sites that ranging from the 2002 Negotiated Rule Making Site to the Veteran's Administration site

**Feedback**

Provides the opportunity for student loan administrators to submit their questions via e-mail to their Customer Service Call Center staff.

***The left hand sidebar also contributes to ease of use.***

From here, you can quickly search for information, find documents that are sorted by "Current Publications," "Archived Publications," and "Publications by Topic," quickly access information through the School Portal, and register for Member Services.

***As we review the newly revised IFAP Web site, we will provide additional insight into how to make the most use our of this indispensable Web site.***

**Sign up for E-mail Alerts**

Signing up to receive an e-mail alert when new information has been posted to the site is an important way stay up todate. To sign up, go to [www.ifap.ed.gov](http://www.ifap.ed.gov) and click on "Member Services," which is found on the left hand navigational bar. A logon screen will open with the following message appearing directly below the area to enter a logon: "IFAP Member Services are available to registered Financial Aid Professionals. If you are not currently registered with IFAP, Click Here to Register."

Follow these directions and you should be getting e-mail alerts soon.