September 2018

RE: EDExpress for Windows 2019-2020, Release 1.0

Dear EDExpress Users:

Federal Student Aid is pleased to announce the availability of EDExpress for Windows 2019-2020, Release 1.0. This is the initial EDExpress software release for the 2019-2020 award cycle and includes the Application Processing and Packaging modules, as well as Global functionality such as Security setup, Document Tracking, and User Database.

About this Cover Letter

This letter includes the following information:

- Overview of EDExpress 2019-2020, Release 1.0

- Login Information for EDExpress 2019-2020

- A list of 2019-2020 enhancements available in Release 1.0

- Enrollment instructions for FAA Access to CPS Online

- Release 1.0 software and user documentation download instructions

- Microsoft Windows compatibility and Section 508 compliance notices

- Contact information for technical support and additional assistance

Important Note for Packaging Users: See the note under the Packaging section later in this letter for important information regarding the Federal Pell Grant (Pell Grant) award limits in the EDExpress 2019-2020 Release 1.0 Packaging module.

EDExpress 2019-2020, Release 1.0

EDExpress 2019-2020, Release 1.0 consists of two software modules:

- Application Processing

- Packaging

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup and entry, and User Database setup and entry, is added during any installation of EDExpress. Release 1.0 also includes setup, entry, import, and printing functionality for the Financial Aid Shopping Sheet.

Note: EDExpress 2019-2020, Release 1.0 uses National Center for Education Statistics (NCES) data associated with your OPE ID to update sections of the Financial Aid Shopping Sheet document. The NCES data in EDExpress was most recently updated in May 2018 (in EDExpress 2018-2019, Release 2.0). If necessary, we will update the NCES information used by EDExpress 2019-2020 in a future release.

Release 1.0 does not overwrite your EDExpress 2018-2019 database; instead, it creates a new database specific to 2019-2020 data. You can pull forward certain EDExpress 2018-2019 data elements for use in 2019-2020, including setup parameters, student demographic data, and user-defined data fields, using the Prior Year Import feature.

Logging into EDExpress 2019-2020

When you first access EDExpress 2019-2020 after installation, the default User ID is SYSADMIN and the default password is **$y$tem Adm1n**. Be sure to include the space between **$y$tem** and **Adm1n** (the two parts of the default password).

After you enter the default user ID and password, EDExpress requires that you immediately define a new password for the SYSADMIN. EDExpress passwords must be a minimum of 12 characters in length and must include at least one uppercase letter, one lowercase letter, one number, and one keyboard character that is not a letter or number (such as an exclamation mark or other punctuation symbol). You can adjust the minimum password length and other requirements in the Password Setup dialog box (**Tools**, **Setup**, **Global**, **Password Setup**).

The SYSADMIN user ID provides access to critical administrative functions only in order to limit its use for routine software tasks and improve your ability to trace actions taken in the software to specific users. EDExpress administrators at your school should create unique user IDs in Security Users setup with the necessary access (based on the associated Security Group) and log into the software under those IDs for most software tasks they perform.

For more information on security setup, see EDExpress Help in the software and the *EDExpress for Windows 2019-2020, Release 1.0 Desk Reference*.

Release 1.0 Enhancements

The following product enhancements have been incorporated into EDExpress 2019-2020, Release 1.0.

General

- **Updated Cycle References and Message Classes** – We updated software labels, help system topics, reports, and other functionality throughout EDExpress to reference the 2019-2020 cycle. Message classes with cycle indicators are also updated for 2019-2020 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

  Note: For more information regarding message classes used by the CPS in 2019-2020, see the Processing Codes section of the *2019-2020 Electronic Data Exchange (EDE) Technical Reference*, available on the FSAdownload Web site.

- **Updated EDExpress Icon and Splash Screen Color to Match 2019-2020 FAFSA –** The EDExpress software's Windows icon and splash screen (which is displayed when you first start the software) have been color-coded yellow to match the 2019-2020 Free Application for Federal Student Aid (FAFSA®) form.

Global

The following Global enhancements are available in EDExpress 2019-2020:

- **Security Users Setup Restored to Prior Year Import** – You can now pull user IDs and passwords established in your EDExpress 2018-2019 Security Users setup

forward to EDExpress 2019-2020 using prior year import (**File**, **Import**, **Global**). This functionality was removed temporarily in EDExpress 2018-2019.

- **Password Setup and Desktop Settings Added to Prior Year Import** – We updated prior year import to add Password Setup (**Tools**, **Setup**, **Global**) and Desktop Settings (**View**, **Desktop Settings**), enabling you to pull parameters established for these setup areas added in EDExpress 2018-2019 forward to your EDExpress 2019-2020 database.

Application Processing

No major changes have been made to the EDExpress 2019-2020 Application Processing module. See the *2019-2020 ISIR Guide* and the *2019-2020 Summary of Changes for the Application Processing System* guide, available on the FSAdownload Web site, for more information on the 2019-2020 ISIR.

Packaging

While no major changes have been made to the EDExpress Packaging module for 2019-2020, note the following considerations when using Release 1.0:

Federal Pell Grant Award Limits in Release 1.0 Packaging

At this time, the U.S. Department of Education's (ED's) Fiscal Year 2019 Appropriation has not been approved. Therefore, the Federal Pell Grant Payment and Disbursement Schedule used by the Release 1.0 Packaging module is based on the 2018-2019 Pell Grant payment and disbursement schedules in [Dear Colleague Letter GEN-18-04](#), posted on April 10, 2018 to the Information for Financial Aid Professionals ([IFAP](#)) Web site.

After ED's Fiscal Year 2019 Appropriation is finalized, we will update the Pell Grant Payment Schedule, if necessary, through a future release of EDExpress. If you use the EDExpress Packaging module to award Pell Grants, you may want to wait until it is known if the Pell Payment Schedule changes.

Discontinuation of Subsidized Loan Eligibility for Graduate/Professional Students

As a result of the Budget Control Act of 2011, SEC. 502, Direct Subsidized Loans cannot be awarded to graduate and professional students (college grade level 6 and 7) if the loan period begins on or after July 1, 2012. We have not modified EDExpress to accommodate this legislative change, so we recommend that you adjust your Packaging setup accordingly to ensure you are taking this requirement into account.

There are several possible approaches you can take in Packaging setup to prevent the package process from awarding subsidized loans to graduate or professional students, including the use of queries in Fund Maintenance or Award Methodology setup.

For more guidance on how you can modify Packaging setup to address this legislative change, see the [January 11, 2012 electronic announcement](#) posted to the IFAP Web site.

Enrollment for FAA Access to CPS Online

To ensure your school can take full advantage of the EDExpress 2019-2020 interface with the FAA Access to CPS Online Web site, the Primary Destination Point Administrator (DPA) of the TG number used to send and receive FAFSA and ISIR correction data should verify your enrollment status.

- If your school is enrolled for 2018-2019, your enrollment status rolls over to 2019-2020.

- Your school's Primary DPA must actively confirm the FAA Access to CPS Online services and users associated with your school's TG number on a periodic basis. Monitor the IFAP Web site and e-mail notifications you may receive from Federal Student Aid for announcements on when you need to confirm services and users on behalf of your school.

- If your school is not enrolled, your school's Primary DPA can complete the enrollment for FAA Access to CPS Online site services for your school, including access to R2T4 on the Web, through the Student Aid Internet Gateway (SAIG) Enrollment Web site, located at fsawebenroll.ed.gov.

- An SAIG-FAA User Statement must be printed by the Primary DPA and signed by new users of the FAA Access to CPS Online or R2T4 on the Web sites. While you do not mail SAIG-FAA User Statements to Federal Student Aid's Participation Management system, you must retain signed copies at your school.

All Primary DPAs and other FAA Access users at your school can obtain their FSA User IDs (if they have not already done so) by completing the FSA User ID enrollment process. For more detailed information on the FSA User ID creation process, see the April 6, 2009 Electronic Announcement posted on our IFAP Web site.

You can enter your TG Number, School Code, and Application Save/Restore Password (used for initial applications only) in EDExpress FAA Access setup (**Tools**, **Setup**, **Global**, **FAA Access**) or enter them each time you connect to FAA Access to CPS Online through the FAFSA and Student Inquiry tabs in EDExpress. You will be prompted separately for your FSA User ID and password, which are not stored in the EDExpress database and must be provided each time you log in to FAA Access to CPS Online.

Note: You need Internet Explorer 11 or higher to access FAA Access to CPS Online using functions or links located in EDExpress.

How to Get EDExpress and Documentation

You can download Release 1.0 and related user documentation from the FSAdownload Web site.

EDExpress Software

Instructions for downloading EDExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *Installation Guide for EDExpress for Windows 2019-2020*.

Note: Some organizations restrict their employees from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

User Documentation

The most recent versions of user documentation can be downloaded from the FSAdownload Web site. These documents include:

- *EDExpress for Windows 2019-2020 Installation Guide*

- *EDExpress for Windows 2019-2020, Release 1.0 Desk Reference*

- Technical References

The 2019-2020 versions of the *EDE Technical Reference* and the *EDExpress Packaging Technical Reference* provide technical guidance and record layouts for schools or other organizations that need to interface local software or mainframe systems with EDExpress 2019-2020. The *EDExpress Packaging Technical Reference* also contains worksheets you can use to help plan and implement your Packaging module setup in EDExpress 2019-2020.

Compatibility and Compliance

Microsoft Windows Information

EDExpress 2019-2020 is only supported currently for the Microsoft Windows 7 and Windows 8 operating systems. For more information on minimal and optimal system recommendations, see the *EDExpress 2019-2020 Installation Guide* and the March 7, 2017 electronic announcement posted to the IFAP Web site.

Note: Federal Student Aid has not yet fully tested the Microsoft Corporation's Windows 10 as an operating system for its PC software products, including the EDExpress and DL Tools software. We performed limited testing with Windows 10 for EDExpress 2019-2020, Release 1.0, but we do not currently have a projected date for full Windows 10 compatibility testing. Additional information will be provided as it becomes available.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, all EDESuite PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields. To accommodate this restriction, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a "-R" after the software label. The "-R" indicates the field is required.

- All software fields that are shaded blue after a previously saved value has been modified also display a "-C" after the software label. The "-C" text indicates the field has been changed.

Getting Help

If You Have Technical Support Questions

If you have questions regarding EDExpress installation or functionality, have trouble accessing the FSAdownload Web site, or require other technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support Monday through Friday, 8 a.m. – 8 p.m. (ET), at **800/330-5947** (**TDD/TTY 800/511-5806**). You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov.

You can also post questions regarding EDExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.