

**FAFSA<sup>®</sup> Completion  
Initiative**

- Launched by President Obama in 2014
- Designed to **increase** the number of students completing the *Free Application for Federal Student Aid* (FAFSA<sup>®</sup>)
  - National effort to increase college attendance and **make the United States a world leader in college graduation**
- PHEAA partnering with the U.S. Department of Education and Pennsylvania high schools/school districts to provide data on FAFSA filers
  - Information can assist with promoting college attendance

- Schools must first complete:
  - **Remote Access Agreement** – One time agreement; Permits school to access the PHEAA system and ensures confidentiality of the data reviewed
    - ★ **Agreement must be returned with original “wet” signatures**
    - ★ High School Relationship Form – Exhibit 1 of the agreement; Only required if multiple locations/campuses exist
  - **Authoritative Source (AS) Form** – Provides one individual from your school with the responsibility of approving, updating, and denying access for all other users
    - ★ Access for others must be reviewed on an annual basis
    - ★ Multiple Authoritative Sources are permissible
- Visit: [PHEAA.org/RAA-HS](https://PHEAA.org/RAA-HS)

- Request access to PHEAA-systems
  - Requested only after the agreement has been processed
  - Use PHEAA's **Business Partner Access Management System (BPAMS)** to have employees create a profile
  - BPAMS link available from [PHEAA.org](http://PHEAA.org)

## K-12 Counselors

Pennsylvania School Services is made up of 14 Higher Education Access Partners strategically located throughout the state of Pennsylvania. They provide a variety of higher education related services to students, families, educators, schools, community partners and the general public. The focus of Pennsylvania School Services is to provide support to our partners by providing Financial Aid Presentations, FAFSA® Completion Sessions, School Support, Student Program and training on our EducationPlanner.org and MySmartBorrowing.org websites.

Access Partners are here to provide assistance for you and your students no matter what grade or phase of career or college planning they are in with our free resources, tools and websites. Below you will find many no cost options for use in the classroom, at parent nights and beyond.

» **Higher Education Access Partners** New!  
Review some of the outreach provided by our Access Partners.

» **Publications**  
Download a wide range of free publications to help your students get excited about exploring career and educational possibilities. Some are available to [order online](#).

» **PHEAA Resources**  
Need more information? Check out these helpful resources.

» **Helpful Websites**  
Still haven't found the information you're looking for? Try these helpful websites.

# Updating Access – BPAMS

- All new users **must create a profile** in BPAMS
  - Use the “**New Profile**” link and follow the step-by-step instructions
  - Steps include:
    1. Providing Contact Information
    2. Determining an Access Level
    3. Identifying the Access Options
    4. Confirmation of the Data



**Business Partner  
Access Management System**

Login
New Profile

**Welcome to the Business Partner Access Management System (BPAMS)**

The BPAMS system allows you to request access to various features of the AES Commercial, FedLoan Servicing and PA State Grant systems available at your Institution.

**If you are accessing the BPAMS system for the first time, please read the following:**

- If you currently have a User ID and Password to access PHEAA/AES systems, please select the “Login” option above.
- If you are a new user and currently do not have a User ID and Password to access PHEAA/AES systems, please select the “New Profile” option above.
- If you are not sure or have forgotten your User ID, please call PHEAA/AES at 800-443-0646 Option 1 for assistance.

PHEAA conducts its student loan servicing operations commercially as American Education Services.

PHEAA conducts its student loan servicing operations for federally-owned loans as FedLoan Servicing.



If a user previously had access but has not used the PHEAA-system within the last 12 months, a new profile will need created.

# BPAMS – Step 1

- Step 1:  
Providing  
Contact  
Information
- Enter **Full Name**,  
**Phone Number**,  
and **Email  
Address**
- Select “**High  
School**”

### New User Profile

1 CONTACT INFORMATION
2 ACCESS LEVEL
3 ACCESS OPTIONS
4 CONFIRMATION

**!** You are requesting a new USER ID. **If you already have a USER ID please log in with your credentials.** After you have successfully logged in, you will see another link titled "My Profile" which will direct you to your current user profile.

If you are creating a new user profile, please provide the following contact information and click Next.

<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
<b>Direct Work Phone Number (###-###-####)</b>	<b>Extension</b>
<input type="text" value="123-456-7890"/>	<input type="text"/>
<b>Email</b>	
<input type="text" value="jdoe@highschool.edu"/>	

Which option best describes what you do?

- I work for a High School, Post-Secondary School, Employer, or Partner.
- I work for a Third Party Service Provider.
- I work for the Department of Education
- I work for the Commonwealth of PA, Treasury Department and require access to financial information provided by PHEAA.
- I work for the Department of Military and Veteran Affairs and require access to the Educational Assistance Program information provided by PHEAA.
- I work for a Guarantor and require access to information provided by PHEAA.
- I work for a Lender and require access to information provided by PHEAA.
- I work for a student loan servicing organization and I require access to FedLoan Consolidation data.
- I work for Health and Human Services.

Next

## Step 2: Determining an Access Level

- Select “High School”
- Enter your 6-digit high school code
  - ★ If the high school code is not accepted, either the agreement is still under review or has not been received; Check with personnel at your school

**New User Profile : Jane Doe**

1 CONTACT INFORMATION → **2 ACCESS LEVEL** → 3 ACCESS OPTIONS → 4 CON

Which statement best describes the access you will need?

- I work for a **high school**
- I work for a **post-secondary school** and I do **NOT** work with Financial Aid but require access to Special Programs (Work Study)
- I work for a **post-secondary school** and require access to FedLoan Servicing, Financial Aid Services, Loan Processing, PageCenter, State Grant and Special Programs or FedLoan Consolidation information
- I work for a **company / non-profit organization** and require access to Work Study
- I work for an **organization** and require access to PageCenter for GEAR-UP, CHAFEE, or PATH programs

Please enter your six digit High School Code in the 'Access Code' field provided below and press the **Enter** Key or [click here](#).

Access Code	Institution or Company
<input type="text" value="000000"/>	

# BPAMS – Step 3

- Step 3: Identifying Access Options
  - Pick “PA State Grant System” and “PageCenter”
    - ★ Select “Update” after each option is selected
    - ★ A pop-up box appears, select “Access”

**New User Profile : Jane Doe**

1 CONTACT INFORMATION → 2 ACCESS LEVEL → **3 ACCESS OPTIONS** → 4 CONFIRMATION

**Application Access Options for PHEAA High School (000000)**  
 Instructions: Click "Update" to change or request access. When finished, click the Submit button to submit access changes for processing.

▼ High School:

PA State Grant System	<input type="button" value="Update"/>	No Access
		Adding Access
PageCenter	<input type="button" value="Update"/>	No Access
		Adding Access

**PageCenter**

No Access

Access

# BPAMS – Step 4

## Step 4: Confirmation of the Data

- Review entered information and make any necessary changes

**New User Profile : Jane Doe**

✓ CONTACT INFORMATION

Application Access Options  
Instructions: Click "Update" to c

High School:

PA State Grant System

PageCenter

Previous

### Verification

**Please review your changes before proceeding.**

First Name	Jane
Last Name	Doe
Phone	123-456-7890
Extension	
Email	jdoe@highschool.edu
User Type	HIGHSCHL
Company	PHEAA High School
Access Code	000000

Adding Access to PA State Grant System  
 Adding Access to PageCenter

 Return to Form
 Submit Changes

- Next steps:

- User IDs and Passwords will be created within 1-3 business days for all new users
- The Authoritative Source will receive an email with the new user's User ID for approval
  - ★ Authoritative Source must sign off on all new profiles
- A temporary password will be emailed to the new user when the profile has been created
  - ★ **The initial password expires in 3 days!** If assistance is needed, contact the PHEAA Help Desk at 1-800-443-0646, Option 1

- If you are the **Authoritative Source** and a **new user**....
  - You will receive an email with your User ID and temporary password
  - Login to create a password, review the confidentiality agreement, and establish five security “challenge” questions
  - Request your access to the “**PA State Grant**” and “**PageCenter**” systems
    - ★ Processing will take several business days

# BPAMS – AS Tasks

- Authoritative Source must approve access for others
  - Select “**Access Requests**” within BPAMS
  - Review pending access for the user by selecting “**View Details**”
    - ★ “**Approve**” or “**Deny**” access
  - Use “**Reset**” if a mistake was made when approving/denying
  - Cancel the entire request by using “**Cancel Request**”
  - User is emailed only after all processing is complete
    - ★ Email is sent whether access was approved, denied, or cancelled

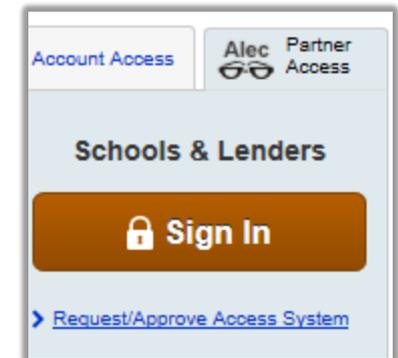
User Access Changes : Pending for Authoritative Source

High School:

System	Description	Action	Authoritative Source	SGSP_HS	ESO
PA State Grant System	Adding: Access	<input type="checkbox"/> <input type="checkbox"/>			
PageCenter	Adding: Access	<input type="checkbox"/> <input type="checkbox"/>			

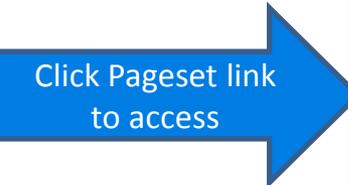
Action / Status History

- FAFSA Completion reports generate to PageCenter
- PageCenter is a secure portal that houses all reports generated by PHEAA
  - A mailbox is created for new schools
    - ★ If your school already had prior access to the PHEAA-systems, a mailbox exists
- Access PageCenter via [AESSuccess.org](https://AESSuccess.org)
  - Select “**Partner Access**”
  - User ID and Password are the same as BPAMS
  - Select “**View Reports (PageCenter)**”



- Only the reports for your school will be available
- Important fields:
  - Pageset – Report code
  - Description – Name of the report
  - Date – Last date the report ran
  - Pages – Number of pages within the report

Mailbox:   HS000000		PHEAA HIGH SCHOOL				
Application: HIGHSCHL		HIGH SCHOOL REPORTS				
	Pageset	Description	Date	Time	Size	Pages
<b>LINE</b>	<input type="checkbox"/> <a href="#">FAFSACMPL15.HS000000</a>	2015-16 FAFSA COMPLETION DATA	2016-09-26	21:33	118	2
<b>LINE</b>	<input type="checkbox"/> <a href="#">FAFSACMPL16.HS000000</a>	2016-17 FAFSA COMPLETION DATA	2016-09-26	21:34	178	3



Click Pageset link  
to access

# FAFSA Completion Report



- Report runs weekly on Mondays
- Only lists students that have identified your school on the FAFSA
- Report contains: Student's Name, Date of Birth, Date FAFSA Submitted and Processed, Verification Flag, and FAFSA Status
- Use reporting to encourage students to finish the FAFSA or begin the process to file

XXXX-XX FAFSA COMPLETION DATA  
XX/XX/XXXX

PAGE: 1

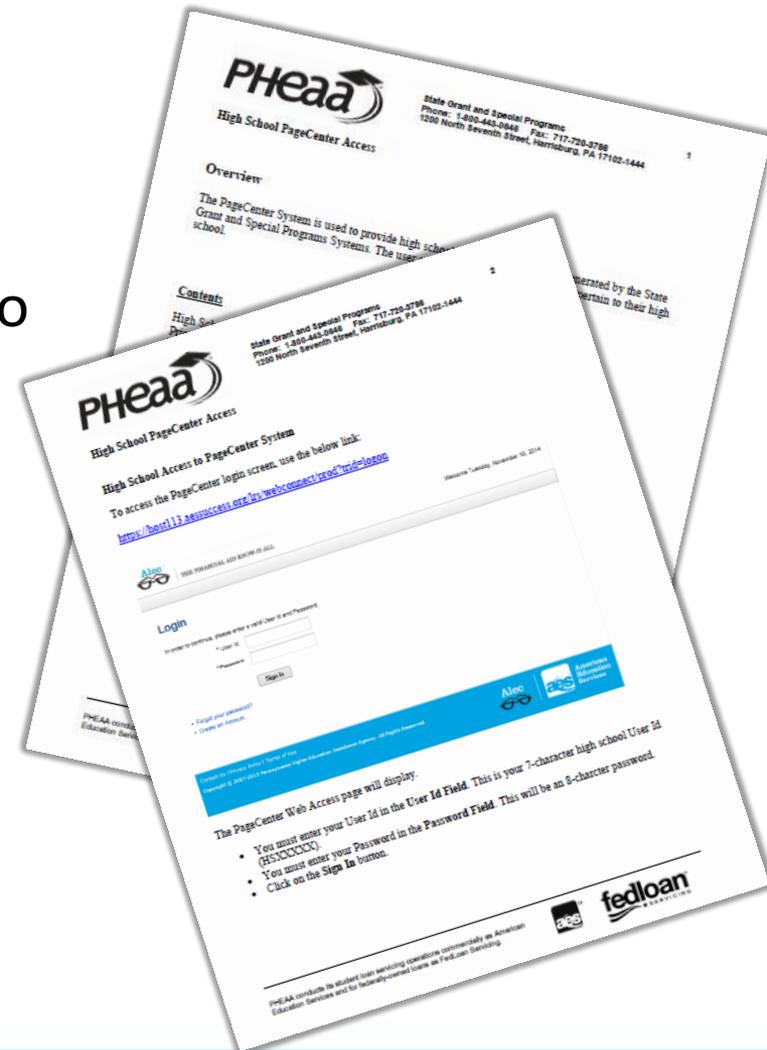
SCHOOL CODE: 000000  
MAIN CODE :  
SCHOOL NAME: PHEAA HIGH SCHOOL

NAME	DATE OF BIRTH	ZIP CODE	DATE SUBMITTED	DATE PROCESSED	SELECTED FOR VERIFICATION	FAFSA COMPLETE
APPLICANT, AARON	01/31/1999	17112	XX/XX/XXXX	XX/XX/XXXX	N	Y
BORROWER, BRIAN	02/04/1999	17112	XX/XX/XXXX	XX/XX/XXXX	N	Y
STUDENT, SALLY	10/27/1999	17112	XX/XX/XXXX	XX/XX/XXXX	N	Y

# Additional Report Info



- Able to receive weekly email notifications when report is generated
  - Email [highschoolaccess@pheaa.org](mailto:highschoolaccess@pheaa.org) to request notifications
    - ★ Include Name, High School Code, User ID, and Email Address
    - ★ Processing may take several business days to complete
- May print or save the report
  - Documentation [available](#) to assist with troubleshooting



- 5,000 letters mailed to high school seniors with **high SAT<sup>®</sup>/ACT<sup>®</sup> scores**
  - Signed by the Commonwealth's Governor and the Chairman for PHEAA's Board of Directors
  - Your school may use this information for recognition purposes
- Access the student list via **WebConnect**
  - User ID and Password same as BPAMS
  - Type-in **FC6J**, **four-digit year**, and **"Y"** for Certificate of Merit
    - ★ High School Code will automatically populate
  - Reference guide available on the [High School Access](#) page

- All students need to file a FAFSA each year
  - First step toward receiving financial aid
  - **FAFSA available beginning October 1<sup>st</sup> each year**
- Students encouraged to **complete Pennsylvania State Grant Form immediately** after completing the FAFSA
  - State Grant Form completion only required for first-time applicants
  - Link provided at the conclusion of FAFSA or via [PHEAA.org](https://www.pheaa.org)
    - ★ Must create an account via *Account Access* after PHEAA received FAFSA data (takes 7-10 days)
    - ★ Use the “Complete My PA State Grant” link

- **Pennsylvania State Grant Deadlines**
  - **May 1<sup>st</sup>** – Students enrolling in a degree program or a college transferable program at a junior college or other college or university (excludes community colleges and designated [Pennsylvania Open-Admission institutions](#))
  - **August 1<sup>st</sup>** – Students enrolling in a community college; a designated Pennsylvania Open-Admission institution; a business, trade, or technical school; a hospital school of nursing; or a 2-year program that is not transferable to another institution
- Visit [PHEAA.org](http://PHEAA.org) for more information on other funding opportunities

## Resources

- [High School Access Page](#)
- [Funding Opportunities Page](#)
- [Prior-Prior-Year Page](#)
- [K-12 Counselors Page](#)

## Contact Us

- Email: [HighSchoolAccess@pheaa.org](mailto:HighSchoolAccess@pheaa.org)
- Phone: 1-800-443-0646
  - Option 1 – Password Resets/Assistance
  - Option 2, Option 2 – Reserved for Secondary School Counselors
- [Regional Access Partner](#)

