

## Federal Student Aid User of Electronic Services Statement

Any individual who is not a Destination Point Administrator and who accesses Federal Student Aid systems and/or uses resources that access FSA systems, whether by batch or online, must read and sign this statement. The original Federal Student Aid User of Electronic Services Statement must be maintained by the organization. The user should keep a copy of the signed statement for his or her records.

The user understands that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The user also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

The user understands that the information provided by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an organization under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)).

## Responsibilities of the Electronic Services User

Appropriate uses of Federal Student Aid systems by an Electronic Services User:

- Must use Electronic Services computing resources only for official government business.
- Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant has applied for admission to the institution, the applicant has included the institution on the FAFSA<sup>®</sup>, or the lender holds a loan for the borrower) before accessing Federal Student Aid systems to obtain privacy protected information about the student.
- Must know the name of the Primary DPA and how to contact that individual.
- Must protect all Federal Student Aid systems from access by or disclosure to unauthorized personnel.
- Must report immediately to the Primary DPA any security incidents, potential threats, or vulnerabilities that involve Electronic Services.
- Must report to the Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any other authenticator.
- Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- Must ensure that all Electronic Services information is marked according to its sensitivity and is properly controlled and stored.
- Must inform the organization's Primary DPA the Electronic Services User no longer needs access to a Federal Student Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- Must not add code that might be harmful to the SAIG or Electronic Services.

My signature below affirms that I have read this Statement and agree to abide by these rules.

TG# \_\_\_\_\_ Electronic Services User's Name \_\_\_\_\_  
(Print)

Electronic Services User's Job Title \_\_\_\_\_ SSN \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_

Electronic Services User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary DPA Signature \_\_\_\_\_ Date \_\_\_\_\_

**(This statement with an original signature [not a stamped signature] must be maintained by the Primary DPA.)**

**Do Not Submit This User Statement to The Department of Education.**

**The Original Must Be Retained By The Organization.**