

May 2013

RE: EDEExpress for Windows 2013-2014, Release 3.0

Dear EDEExpress Users:

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2013-2014, Release 3.0. This release adds functionality enabling you to set up and generate the new Financial Aid Shopping Sheet for your students. The Financial Aid Shopping Sheet is a one-page document that provides students with an easy-to-read projection of basic attendance costs (such as tuition, room and board, etc.) and a forecast of grant and loan eligibility. It also lists basic financial information about your school, such as its graduation rate, loan default rate, and median borrowing.

Release 3.0 also updates the Direct Loan module to redefine the description associated with the MPN Print Indicator/MPN Print Option field value of **R** and updates the Rebuild import function in the TEACH Grant module to use the Enroll OPE ID value provided by the Common Origination and Disbursement (COD) System when recreating disbursement records.

About this Cover Letter

This letter includes the following information:

- An overview of EDEExpress 2013-2014, Release 3.0
- Information regarding new Financial Aid Shopping Sheet functionality
- Information regarding additional Release 3.0 enhancements
- Information on how to obtain the software
- Microsoft Vista and Windows 7 compatibility and Section 508 Compliance notices
- Contact information for technical support and additional assistance

EDEExpress 2013-2014, Release 3.0 Overview

EDEExpress 2013-2014, Release 3.0 can be installed as an upgrade to Release 2.0 (posted in April 2013). You must have Release 2.0 installed to run an upgrade (or “custom”) installation of Release 3.0.

Reminder: Before upgrading to Release 3.0, ensure you have a reliable backup copy of your current EDEExpress 2013-2014 production database (**expres14.mdb**).

To upgrade to Release 3.0, select the Stand Alone Custom or Workstation Custom option during installation, depending on your EDEExpress operating environment.

If you have **not** previously installed EDEExpress 2013-2014, you can proceed directly to a Stand Alone Full or Network Server/Workstation Full installation of Release 3.0. Be aware, however, that a Stand Alone Full or Network Server/Workstation Full installation loads a new, blank EDEExpress 2013-2014 database to your system. If you have a 2013-2014 database, a Stand Alone Full or a Network Server/Workstation Full installation of Release 3.0 will overwrite your database and all previously entered 2013-2014 data will be lost.

For more technical guidance and information regarding the EDEExpress installation process, see the [Installation Guide for EDEExpress for Windows 2013-2014](#), which is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site at fsadownload.ed.gov.

Financial Aid Shopping Sheet

In July 2012, the U.S. Department of Education announced the development of the Financial Aid Shopping Sheet, a consumer tool created in collaboration with the Consumer Finance Protection Bureau that is designed to simplify information that students receive about costs and financial aid so they can make informed decisions about which postsecondary institution to attend. The Financial Aid Shopping Sheet is a one-page document that provides students with an easy-to-read projection of basic attendance costs (such as tuition, room and board, etc.) and a forecast of grant and loan eligibility. It also lists basic financial information about your school, such as its graduation rate, loan default rate, and median borrowing.

EDEExpress 2013-2014, Release 3.0 implements new functionality in the Global and Packaging modules that enables you to set up and print the Financial Aid Shopping Sheet for students at your school. You can customize information printed on the Financial Aid Shopping Sheet, use existing EDEExpress student records or create unique records to use as a basis for the document, and print, e-mail, and export Financial Aid Shopping Sheet data.

You do not need to be a regular EDEExpress user to take advantage of the new Financial Aid Shopping Sheet functionality added in Release 3.0. After completing basic software setup to define information about your school's costs, you can manually create and print the Financial Aid Shopping Sheet for your students in the software.

Major features of the Financial Aid Shopping Sheet functionality added in Release 3.0 include the following:

- **Financial Aid Shopping Sheet Profiles Setup** – You must define at least one Financial Aid Shopping Sheet profile in Global setup in order to generate the Financial Aid Shopping Sheet for your students using EDEExpress. Each Financial Aid Shopping Sheet profile is tied to a specific OPE ID used by your school and collects specific cost of attendance information that is printed on the report.
- **Financial Aid Shopping Sheet Dialog Box** – You can view, create, and modify Financial Aid Shopping Sheet records in the new Financial Aid Shopping Sheet dialog box, which is accessible from the Tools menu. You can also print, e-mail, and export individual Financial Aid Shopping Sheets from this new dialog box.

You are not required to have an existing student record in EDEExpress to create a Financial Aid Shopping Sheet record. However, if you do have an existing EDEExpress record for a student, you can select it when creating a Financial Aid Shopping Sheet record to automatically fill certain fields with demographic data.

- **Financial Aid Shopping Sheet External Add/Change Import** – You can use a new Global import type to add or modify Financial Aid Shopping Sheet data for your students based on information in an external system. You must format your external add/change import files according to the record layout included in the new Financial Aid Shopping Sheet appendix of the [EDEXpress for Windows 2013-2014, Release 1.0 Desk Reference](#), which is available for download from the FSAdownload Web site.
- **Financial Aid Shopping Sheet Print, E-mail, and Export Options** – You can print single or multiple Financial Aid Shopping Sheet documents, attach the Financial Aid Shopping Sheet to an e-mail (as an HTML file), and export individual Financial Aid Shopping Sheet records to an XML file. You can also print the Financial Aid Shopping Sheet simultaneously with award letters you print using the EDEXpress Packaging module.

Important Note!: The appearance of the Financial Aid Shopping Sheet relies upon graphics that are downloaded from the Internet during the print process. If you do not have an Internet connection during the print process, the document will not appear as intended visually and may lead to student inquiries as a result.

For detailed guidance and additional information regarding the new Financial Aid Shopping Sheet functionality implemented in Release 3.0, we recommend that you review the software's Help system and the detailed guidance provided in the appendix of the updated [EDEXpress for Windows 2013-2014, Release 1.0 Desk Reference](#).

Additional Release 3.0 Enhancements

We also implemented the following enhancements in Release 3.0:

- **Update to Value Description for Direct Loan MPN Print Indicator and MPN Print Option Fields** – We updated the MPN Print Option and MPN Print Indicator field value of R to mean “Onsite/Other.” The MPN Print Option field is located in COD School setup (**Tools, Setup, COD, School, Direct Loan**). The MPN Print Indicator field is located on the Direct Loan Origination tab.
- **TEACH Grant Rebuild Updated to Use Enroll OPE ID Sent by COD System for Disbursements** – As of May 2013, the COD System includes the Enroll OPE ID saved in their system that is associated with each anticipated and actual disbursement in TEACH Grant Rebuild (THRB14OP) files generated for the 2013-2014 award year. We updated the TEACH Grant Rebuild import process in Release 3.0 to use the Enroll OPE ID provided by the COD System for each anticipated and actual disbursement in the Rebuild file when recreating records in your EDEXpress 2013-2014 database.

How to Get EExpress and Documentation

You can download each EExpress release and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

EExpress Software

Instructions for downloading EExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the [2013-2014 Installation Guide for EExpress for Windows](#).

Note: Some organizations restrict their users 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

As noted earlier, an updated version of the [EExpress for Windows 2013-2014, Release 1.0 Desk Reference](#) is now available on the FSAdownload Web site. The updated desk reference includes a new appendix that provides information and guidance regarding Financial Aid Shopping Sheet functionality added in EExpress 2013-2014, Release 3.0.

Compatibility and Compliance

Microsoft Windows Vista and Windows 7 Information

While we do not officially support the Microsoft Windows 7 or the Windows Vista operating systems for use with our EDESuite PC products (including EExpress and DL Tools), we have performed compatibility testing with both operating systems and resolved the majority of the issues discovered during testing.

- In 2012, we tested Microsoft Windows 7 as an operating system during the development of the 2012-2013 versions of our EDESuite PC software. Our test results indicated that schools should be able to proceed with use of Windows 7 without encountering any major issues, largely due to enhancements we implemented previously for the Windows Vista operating system. For more information on our Windows 7 testing, see the [August 8, 2012 electronic announcement](#) posted to the IFAP Web site.
- In 2008, we tested Microsoft Windows Vista as an operating system for our EDESuite PC products. We communicated our original Vista testing results, issues we discovered, and steps schools needed to take in order to run EExpress on Vista operating systems in the [September 18, 2008 electronic announcement](#) posted on the IFAP Web site. The vast majority of Windows Vista issues discussed in the announcement have been resolved, most recently in our 2012-2013 PC software releases.

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 or directly read the contents of software grid cells. To accommodate these restrictions, 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.
- All software grids display “floating” text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value.

For more information on EDEExpress functionality related to Section 508, see the help topic “Enable 508 Grid Functionality?” in EDEExpress 2013-2014.

Getting Help

If You Have Technical Support Questions

If you have questions regarding EDEExpress 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 EDEExpress 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.

If You Have Questions Regarding the COD System

If you have any questions about the COD System, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@ed.gov.