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Installation Guide for

# FAFSA Express

2001-2002

U.S. Department of Education



## **TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>INTRODUCTION</b>                             | <b>1</b>  |
| Welcome!  | 1         |
| <b>BEFORE YOU BEGIN YOUR APPLICATION</b>        | <b>2</b>  |
| What You Need                                   | 2         |
| <b>SYSTEM REQUIREMENTS</b>                      | <b>3</b>  |
| FAFSA Express Technical Requirements            | 3         |
| <b>INSTALLING THE SOFTWARE</b>                  | <b>4</b>  |
| Windows 95/98/2000                              | 4         |
| Windows 3.1                                     | 6         |
| Modifying System Files                          | 7         |
| <b>SETUP</b>                                    | <b>8</b>  |
| Setting Up Your Modem                           | 8         |
| Setting Up Your Modem for International Dialing | 10        |
| Setting Up Your Printer                         | 11        |
| <b>GETTING HELP</b>                             | <b>12</b> |
| Opening Online Help                             | 12        |
| FAFSA Express Customer Service                  | 13        |

# Introduction

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## Welcome!

FAFSA Express makes the paperless federal student aid application a reality.

A PC equipped with a Windows operating system and a modem can transmit an electronic Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education.

Using FAFSA Express eliminates common errors, which ensures that your data is more accurate. Plus, you receive an official Expected Family Contribution from the Department more quickly than you would if you use a paper application.

Because FAFSA Express is designed for students, it has an easy-to-use Windows interface and extensive online instructions for completing the application.

Online Help for all of the application questions is available with a single click of your mouse.

# Before You Begin Your Application

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## What You Need

Before you begin, you will need the following items to complete the application:

- Student drivers' license and Social Security card
- W-2 Forms or other records of income earned in 2000
- 2000 income tax return
- Your parents' 2000 tax return (if you are dependent)
- Records of untaxed income such as welfare, Social Security, TANF, or veterans benefits
- Current bank statements
- Business and farm records
- Records of stocks, bonds, and other investments
- Your alien registration card (if you are not a United States citizen)
- A pre-formatted floppy diskette, in case you want to save your FAFSA

# System Requirements

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## FAFSA Express Technical Requirements

FAFSA Express must reside on an IBM-compatible PC with a hard disk and 3 1/2" floppy diskette drive.

Minimum requirements to operate the software are:

- DOS version 5.0 or higher
- Windows 3.1
- 8 MB memory
- 10 MB hard disk space
- 486 33mHz processor (minimum)
- Local (non-LAN) modem

The modem must be Hayes-compatible and capable of transmitting at 2400 baud or faster.

A local printer is required if you want to send a paper signature page.

This software is Microsoft Windows 3.1, 95, 98, and Windows NT compatible.

# Installing the Software

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## Windows 95/98/2000

To load the FAFSA Express software on your computer using Microsoft Windows 95/98/2000:

1. Start Windows.
2. Insert Diskette #1 in the A: drive.
3. Select **Run** from the Start Menu.
4. At the command line, type **a:\setup** and click **OK**.



5. Insert diskettes in numerical order when prompted. The software is installed to the default directory C:\FAFSA012 unless you choose another location.

During the installation, you will be asked if you are installing the software at a domestic (U.S. states and territories) or non-domestic (foreign countries) location.

This information is used to establish default settings for FAFSA Express' telecommunications function.

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## Windows 3.1

To load the FAFSA Express software on your computer using Microsoft Windows 3.1:

1. Start Windows.
2. Insert Diskette #1 in the A: drive.
3. Select **File** from the Windows Program Manager menu bar.
4. Select **Run** from the File menu.
5. At the command line, type **a:\setup** and click **OK**.
6. Insert diskettes in numerical order when prompted.

The software is installed to the default directory **C:\FAFSA012** unless you choose another location.

During the installation, you will be asked if you are installing the software at a domestic (U.S. states and territories) or non-domestic (foreign countries) location.

This information is used to establish default settings for FAFSA Express' telecommunications function.

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## Modifying System Files

The software automatically modifies your AUTOEXEC.BAT and CONFIG.SYS files.

If you do not want FAFSA Express to modify these files, you can select **No** at the appropriate prompts.

To modify the files yourself at a later time, add the following statements to your AUTOEXEC.BAT and CONFIG.SYS files:

**AUTOEXEC.BAT:**

```
PATH C:\FAFSA0102;%PATH%
```

**CONFIG.SYS:**

```
FILES=120
```

```
BUFFERS=32
```

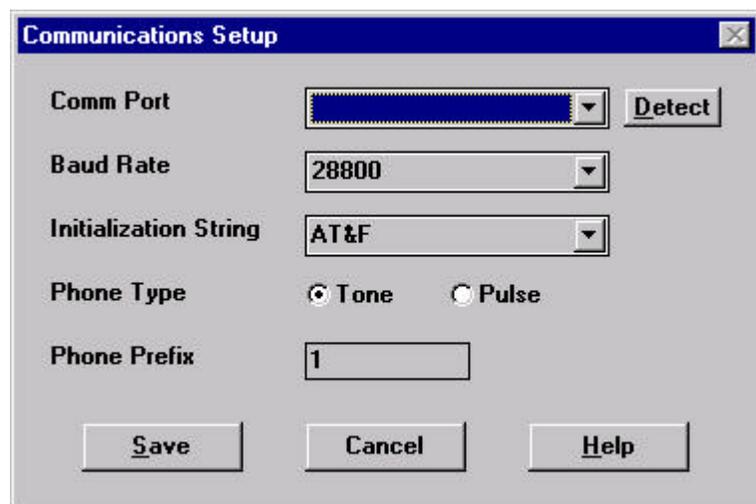
# Setup

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## Setting Up Your Modem

The menu for setting up your modem and printer is located on the initial page of the application. To set up your modem:

1. Select **Configure** from the menu bar.
2. Select **Communications Setup** from the menu.
3. Select the **Detect** button if you want FAFSA Express to find your modem. Otherwise, choose the location of your modem from the Comm Port box.



4. If necessary, change any of the values in the Communications Setup dialog box.
  - FAFSA Express uses 28800 as the default speed and 1 as the default phone number prefix.
  - Valid modem speeds are 2400, 4800, 9600, 14400, 28800, 33600, and 56000.
  - Change the phone number prefix only if you need to dial a specific number to get an outside line.
5. Select **OK** to save your settings.

If any of the settings are incorrect, the Communications Setup dialog box will reappear when you are transmitting your application and prompt you to examine the settings. You can make changes at that time.

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## Setting Up Your Modem for International Dialing

If you are transmitting from outside the United States, you must have installed the non-domestic version of FAFSA Express.

If you installed the domestic version of FAFSA Express, you must reinstall the software before you can transmit your information.

To do this, save your data to a diskette, exit from FAFSA Express, and follow the instructions for installing the software, being sure to choose the non-domestic version.

If you have installed the non-domestic version of FAFSA Express, select **Yes** and follow these steps:

1. In the International Number Selection dialog box, use the down arrow on the list to select the country from which you will transmit.
2. After you have chosen the country, use the down arrow to select the city.
3. Verify your dialing prefix. The dialing prefix is the number you must dial before dialing the telephone number.

**Example:**

If you must dial 1 and then the number, dial 1-800.

4. Select **OK**.
5. If the transmission is unsuccessful, return to step 1 and check your international number selection to verify that the correct country, city, and dialing prefixes have been entered correctly, then retry the transmission process.

If you have verified that the correct number has been entered and the transmission is still unsuccessful, please contact Customer Service at 1-800-801-0576.

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## Setting Up Your Printer

To set up your printer:

1. Select **Configure** from the menu bar.
2. Select **Printer Setup** from the menu.
3. Mark **Will a printer be available?** if you have a printer connected to your computer.



4. If you want to keep someone else from changing your setup, mark **Password Protected** then select the **Set Password** button.

The software prompts you to type a password, which must then be used by anyone trying to change the printer setup.

5. Select **Save** to save your settings.

If any of the settings are incorrect, the Printer Setup dialog box will reappear during the printing process and prompt you to examine the settings. You can make changes at that time.

# Getting Help

## Opening Online Help

Each page of the application has a page of Help that gives instructions for all the questions on that page. You can open Help from any place in the software. Simply click the **Help** button on the screen or press the F1 key on your keyboard.

**2001-2002 Free Application for Federal Student Aid**

**Step One: For questions 1-34, leave blank any questions that do not apply to you (the student).**

1-3. Your full name (as it appears on your Social Security Card)  
1. Last Name      2. First Name      3. M.I.

4-7. Your permanent mailing address (For a foreign address, put "FC" in question 6 - State)  
4. Number and street (Include apartment number)  
5. City (and Country, if not U.S.)      6. State      7. ZIP code

8. Your social security number  
9. Your date of birth  
Month Day Year

10. Your permanent home telephone number  
Area code

11-12. Your driver's license number and state  
11. License Number      12. State

13. Are you a U.S. citizen? Pick one. See Online Help.  
a. Yes, I am a U.S. citizen.       14. Alien Registration Number  
b. No, but I am an eligible noncitizen.  Fill in question 14.  
c. No, I am not a citizen or eligible noncitizen.

15. What is your marital status as of today?  
I am single, divorced, or widowed.       16. Month and year you were married, separated, divorced, or widowed  
I am married.       Month Year  
I am separated.

Previous    **Next**    Cancel    Save    Go to Page 1    **Help...**



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## **FAFSA Express Customer Service**

If you need assistance with hardware, software, installation, or transmission, or if you want to check the status of your application after you complete and submit your electronic FAFSA, contact FAFSA Express Customer Service at:

**1-800-801-0576/TTY 1-800-511-5806**

You can also contact Customer Service by email at:

**[fafsa\\_admin@ncs.com](mailto:fafsa_admin@ncs.com)**

FAFSA Express Customer Service hours of operation are Monday - Friday, 7 a.m. - 10 p.m. CST.