

IDOC IMAGE ACCESS AND E-FNARs - INSTRUCTIONS FOR POWERFAIDS USERS

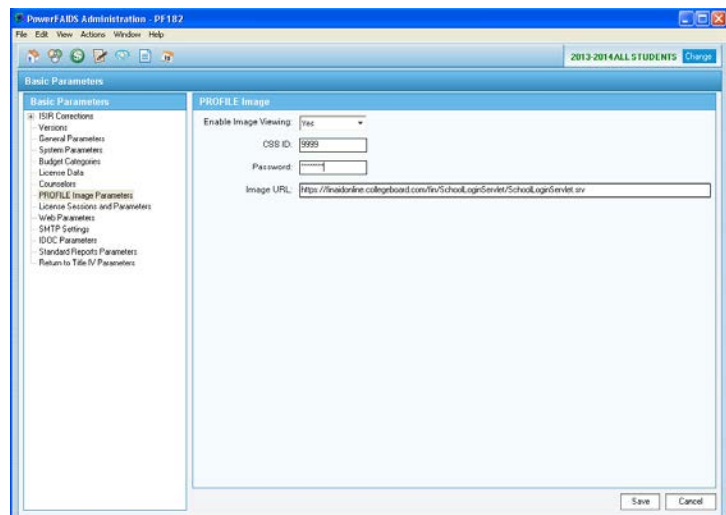
INTRODUCTION

PowerFAIDS supports direct web access to e-FNARs and, for IDOC institutions, to the scanned images of documents submitted by families. Only a few steps are needed to obtain one-click image access. Please follow these instructions to add or update your PowerFAIDS parameters.

INSTRUCTIONS

1. Log in to the Student module in any award year.
2. Navigate to the Administration module.
3. Choose **View > Campus Info> Basic Parameters > PROFILE Image**.

4. Select **PROFILE Image Parameters** from the Basic Parameters list. The Basic Parameters/PROFILE Image Parameters view appears.



5. Set Enable Image Viewing to **Yes**.
6. Enter your institution's 4-digit CSS ID.
7. Enter your Financial Aid Services password.
8. Enter the Image URL:
<https://inaidonline.collegeboard.com/fin/SchoolLoginServlet/SchoolLoginServlet.srv>
9. Save your changes.

Once you have established these parameters, you can access the e-FNAR for any PROFILE record loaded into PowerFAIDS. In the Student module, retrieve the student, then from the Views list, select any IM Data sheet then click the **View Image** button.

For participating institutions, IDOC images can be accessed by clicking the **Images** button from several locations in PowerFAIDS, including the Communications/Document Details view, the IDOC Keyed Data/Tax Forms view, and the IDOC Keyed Data/W-2 Data views.

For more information about PowerFAIDS, please e-mail powerfaids@collegeboard.org or call 800-227-6734.