



EDUCATION PORTAL INFORMATION CENTER (EPIC)

FAO USER MANUAL

Version 1.2

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Introduction

EPIC (Education Portal Information Center) is FAME's system for processing our Education Program payments. Currently, the system processes the State of Maine Grant Program, GEAR UP Scholarship Program, Robert C. Byrd Honors Program, and Educator's for Maine Program and Tuition Waiver Program. Within the next year, it is FAME's goal to process all the education programs through EPIC.

General Screen Design and Navigation

The pop-up blocker on your browser should be turned OFF for EPIC.

You can use your mouse and/or your keyboard to navigate within EPIC. Below is information on how the keyboard can be used:

- Data fields:** use the Tab key to move through data fields
- Next or Previous button:** tab to the button and press Enter
- Check box:** press the spacebar to check or to uncheck a box
- Radio buttons:** use the up↑ and down↓ arrows
- Dropdown boxes:** use the up↑ and down↓ arrows

Icons are used throughout the system. Hover your mouse over the icon and a text description will appear.

Session Time-outs – For security purposes, you will be logged out of EPIC after 20 minutes of system inactivity.

Login

To login, go to <https://onlinedb.famemaine.com/epic> and enter your Username and Password. Click on "Login" to access the Main Menu.

You may be prompted to change your password the first time you login to EPIC and at any time EPIC generates a temporary password for you.

Please identify yourself with a valid username and password.

User Name:

Password:

[Forgot your username or password?](#)

To return to the main page of the FAME web site, [click here](#).

Note: This site is best viewed with Microsoft Internet Explorer 6+ or Firefox 2+ with at least 800 by 600 screen resolution. [Privacy Statement](#)

Forgot Username or Password

If you have forgotten your username or password, you can request information using the “Forgot your username or password” link.

The screenshot shows the FAME website interface. At the top left is the FAME logo with the text 'FINANCE AUTHORITY OF MAINE' and 'Business & Education at Work for Maine'. Below the logo is a 'Login' link. The main content area contains two forms. The first form is titled 'Forgot Password' and includes the instruction: 'Please enter your User Name and click Go. You will be contacted by FAME personnel to review your information.' It has a 'User Name:' label and a text input field, followed by a 'Go' button. The second form is titled 'Forgot User Name' and includes the instruction: 'Please enter your First Name, Last Name and the email address on your FAME user profile and click Go. You will be contacted by FAME personnel to review your information.' It has labels for 'First Name:', 'Last Name:', and 'Email:', each with a corresponding text input field, followed by a 'Go' button.

To request your user name or a new password, enter the required information and click “GO”.

A secure email will be sent to you within a few minutes. The email will be from noreply@famemaine.com with the subject line of:

Secure Message from the Finance Authority of Maine (FAME)

To view the email, you must enter the secure email site. First time users will need to create a user name and password to access your account. Future emails will require you to use your secure password to enter the secure site. If you have forgotten your password to this site, you have 2 options:

1. Click on the “Forgot your Password?” link and answer the two challenge questions you previously set up.
2. Call FAME Customer Service to reset your password at 1-800-228-3734 option 1

Main Menu

The Main Menu provides access to all the options available to the user. Access will be based on system permissions established for each user. Permissions can be set within the following parameters:

- Full access to system functions
- Read Only access to system functions
- Access to all or specific programs managed within the system

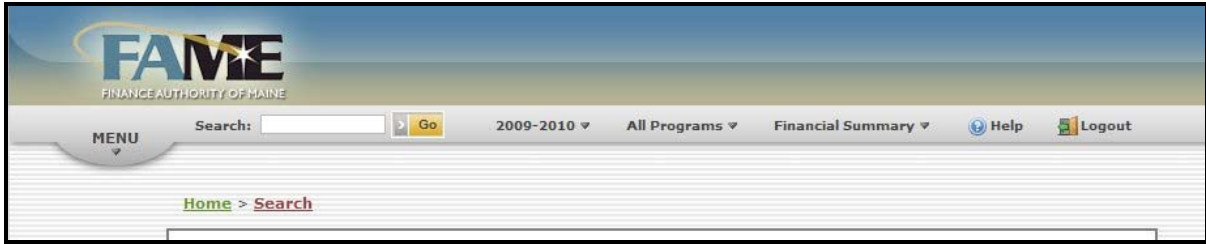


There are three ways to navigate through the system;

1. Main Menu Screen – To use the main menu screen, click on the name of the function you wish to perform.
2. Side Navigation Bar – Click on the Menu button to expand the side navigation bar (Click the Menu button again to contract the bar).
3. Breadcrumbs – As you navigate through the system, links are displayed at the top of each page that allows you to return home or back to the prior page. These links are called breadcrumbs.

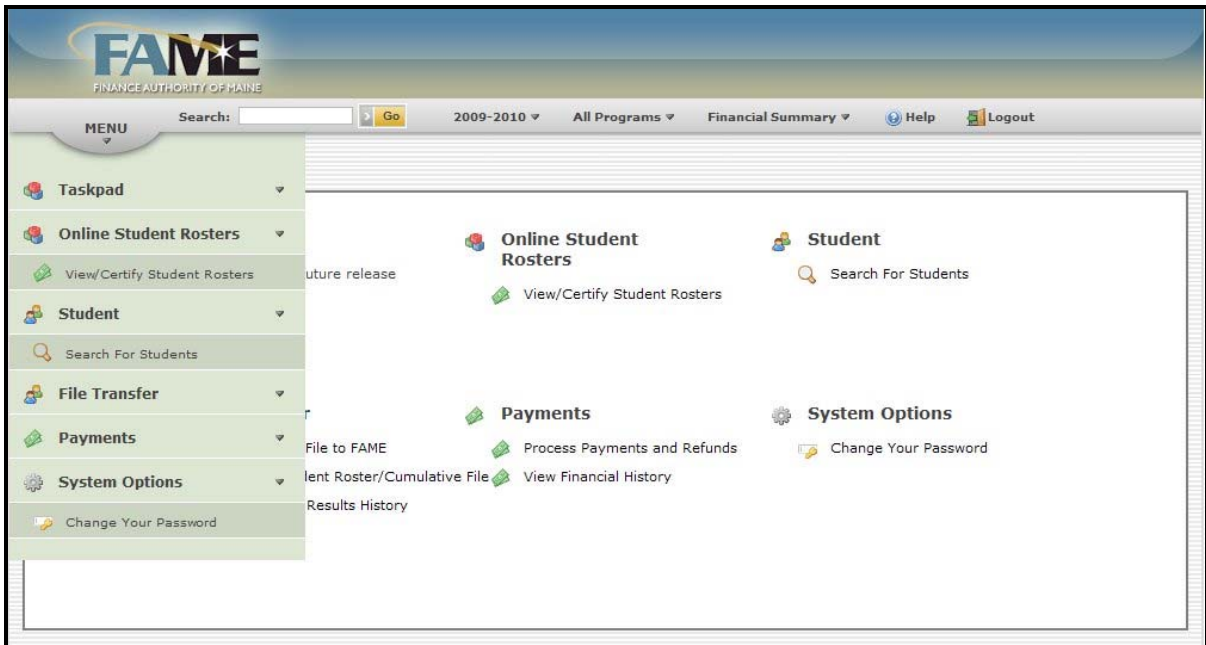
You can also return to the Main Menu page at any time by clicking on the FAME Logo.

Breadcrumbs



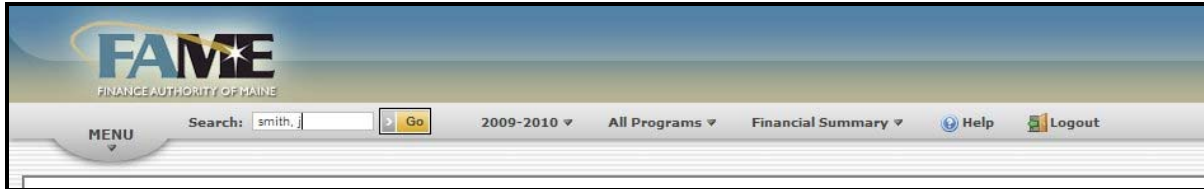
Breadcrumbs, at the top of each page, follow the path from the Main Menu to your current page. Click an underlined breadcrumb to link to a page along that path. Return to the Main Menu from anywhere in EPIC by clicking the [Home](#) link in the left-hand corner of the page, below the toolbar.

Menu Dropdown



Use the Menu Dropdown from any page within the system to move to a different EPIC section. Click a heading name or the down arrow to expand the view. In the screen shot above, Certification Roster and Student have been expanded to show the functions available in those sections. Click the heading name or down arrow again to collapse the view. Click Menu or the down arrow beneath it to close the menu.

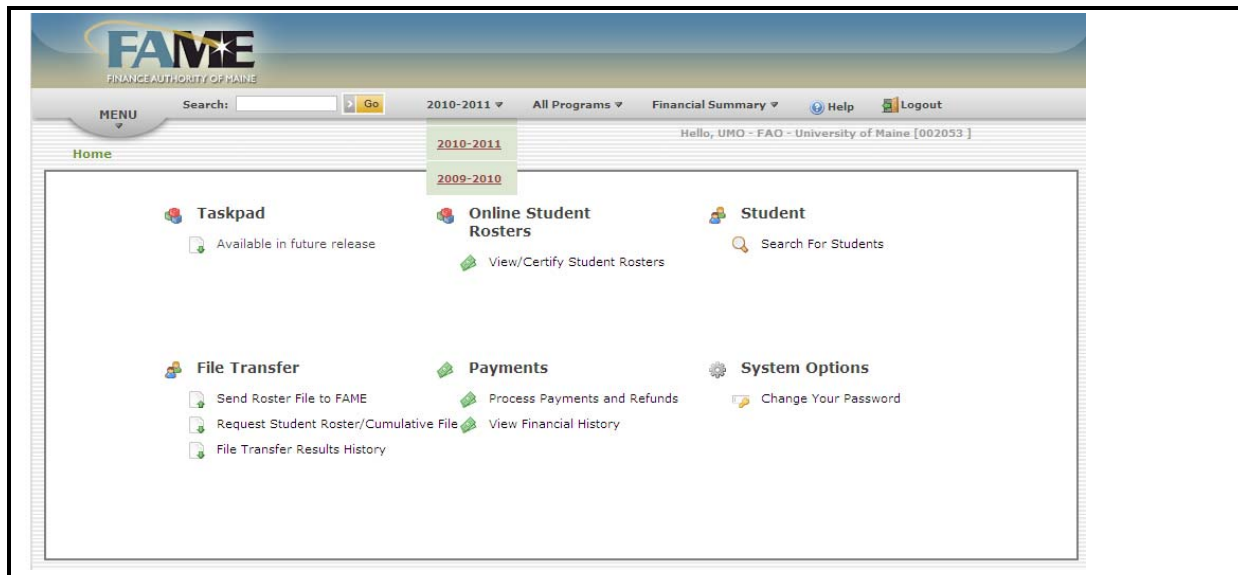
Quick Search



Use Quick Search to search for a student by: last name, first name, first and last name, or Social Security Number (SSN). If searching by name, at a minimum, enter the first initial of the student's first and/or last name. If entering last name before the first name, the names, or any portion of the names, must be separated by a comma. The more letters entered, the more refined the search results will be. For example, entering C Clark or Clark,C will return all students in the data base whose last name includes "Clark" (i.e., Clark, Clarke, Clarkson) and whose first name begins with C. Entering Ch Clark or Clark,Ch will return only the student(s) whose first name begins with Ch. If searching by SSN, you must enter the complete number.

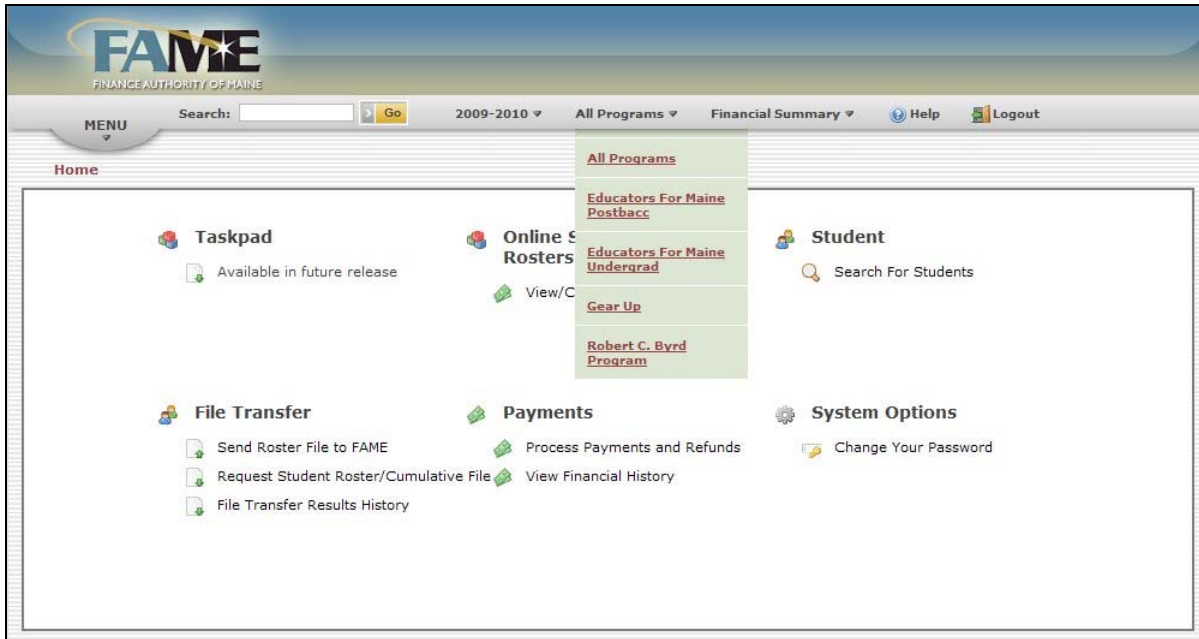
Clicking "Go" opens the Search Results screen (see the Full Search section for more information).

Academic Year Selection



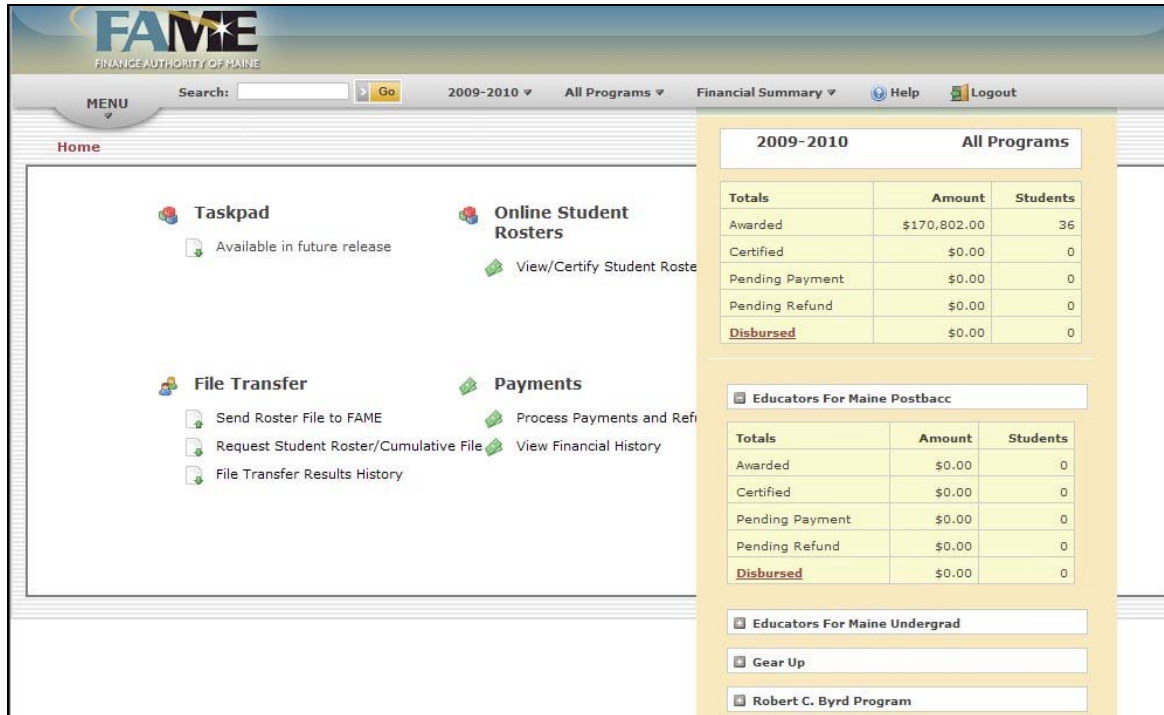
The academic year you are currently working with is displayed. To switch to a different year, click the academic year and select another year from the dropdown.

Program Dropdown



Users have the option to view all programs when performing functions or selecting an individual program. Only programs that you have access to will be shown in this drop down list. To work with an individual program, click the program name. You can switch between programs or return to all programs at any time.

Financial Summary



2009-2010		All Programs	
Totals	Amount	Students	
Awarded	\$170,802.00	36	
Certified	\$0.00	0	
Pending Payment	\$0.00	0	
Pending Refund	\$0.00	0	
Disbursed	\$0.00	0	

Educators For Maine Postbacc			
Totals	Amount	Students	
Awarded	\$0.00	0	
Certified	\$0.00	0	
Pending Payment	\$0.00	0	
Pending Refund	\$0.00	0	
Disbursed	\$0.00	0	

Educators For Maine Undergrad			
Totals	Amount	Students	
Awarded	\$0.00	0	
Certified	\$0.00	0	
Pending Payment	\$0.00	0	
Pending Refund	\$0.00	0	
Disbursed	\$0.00	0	

Gear Up			
Totals	Amount	Students	
Awarded	\$0.00	0	
Certified	\$0.00	0	
Pending Payment	\$0.00	0	
Pending Refund	\$0.00	0	
Disbursed	\$0.00	0	

Robert C. Byrd Program			
Totals	Amount	Students	
Awarded	\$0.00	0	
Certified	\$0.00	0	
Pending Payment	\$0.00	0	
Pending Refund	\$0.00	0	
Disbursed	\$0.00	0	

Click Financial Summary to view information on awards at your institution for the Academic Year. The top portion of the dropdown is information for all programs or, if you have selected a specific program in the Program dropdown, information specific to that program.

If you are viewing all programs, to view information specific to a program, click the plus sign next to the program name to expand the view. Click the minus sign to collapse it. To view a different academic year data, see Academic Year Selection.

Help Button

The “help button” will pop up a box allowing you to send your question to FAME. Note that you can also find information on FAME’s program guidelines at the following link by selecting EPIC Login from the left side menu:

http://www.famemaine.com/files/Pages/education/aid_administrators/FAME_Services.aspx

Logout

Click the Logout button, in the top navigation bar, to log out of EPIC.

Task Pad

To Do Items

When implemented, your To Do Items will alert you to tasks such as requesting payment for students who have been certified as eligible.

Search for Students

Enter search criteria in one or more fields. The more data entered, the more refined the search. A student must meet all the criteria you enter in order to be selected.

Active Year: Search for student records in the academic year displayed on the top toolbar. Search will default to Active Year.

All Years: Search for student records that meet your search criteria in any year in the database.

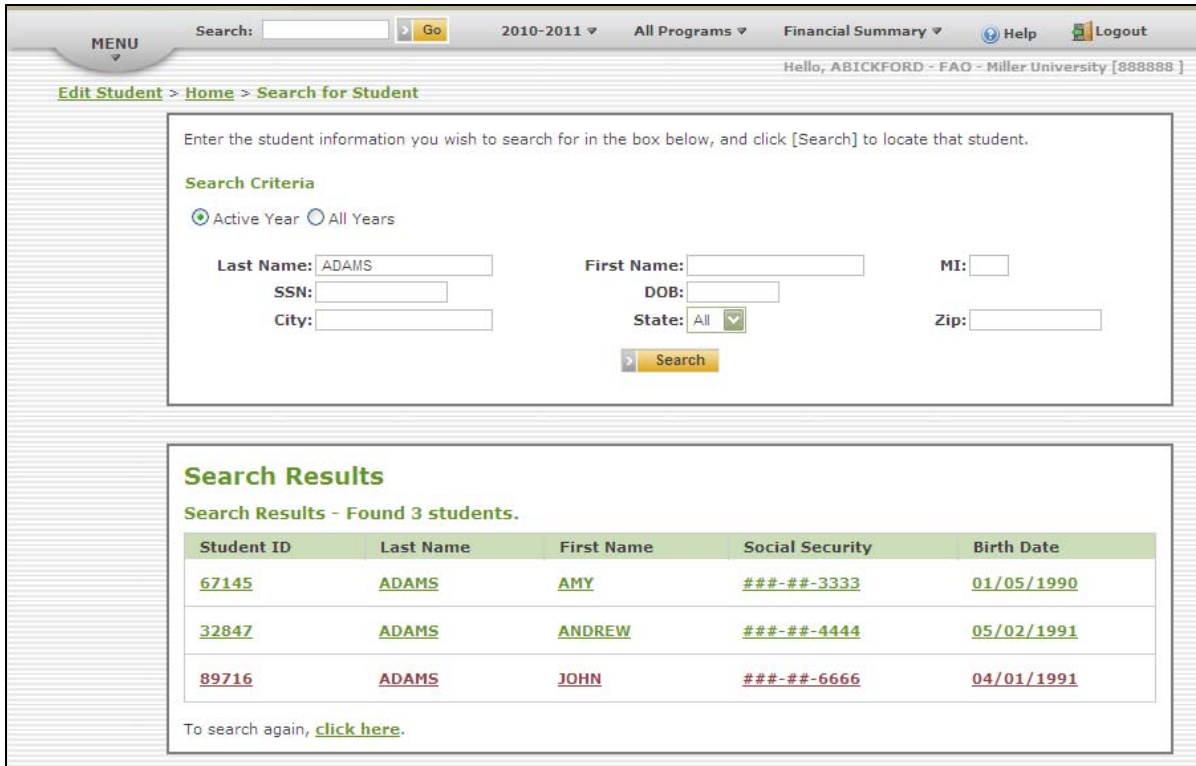
Name: Enter all or a portion of the student's Last Name, First Name and/or Middle Initial. The search results will be more refined the more letters you enter and if you enter all or a portion of both the first and last name.

SSN: Enter the full Social Security Number if using it as a search criterion.

DOB (Date of Birth): Enter using MM/DD/YYYY or MM/DD/YY format.

Address: City, State and Zip searches on a student's permanent address.

Search Results – Quick Search and Full Search



The screenshot shows the 'Search for Student' page in the EPIC FAO system. At the top, there is a navigation bar with 'MENU', a search box with a 'Go' button, and several dropdown menus for '2010-2011', 'All Programs', and 'Financial Summary'. A 'Help' icon and a 'Logout' button are also present. The user is identified as 'Hello, ABICKFORD - FAO - Miller University [888888]'. The breadcrumb trail is 'Edit Student > Home > Search for Student'. Below this, a text box instructs the user to enter student information and click [Search]. The 'Search Criteria' section includes radio buttons for 'Active Year' (selected) and 'All Years'. The search fields are: Last Name: ADAMS, First Name: (empty), MI: (empty), SSN: (empty), DOB: (empty), State: All (dropdown), City: (empty), and Zip: (empty). A 'Search' button is located below these fields. The 'Search Results' section shows 'Search Results - Found 3 students.' and a table with the following data:

Student ID	Last Name	First Name	Social Security	Birth Date
67145	ADAMS	AMY	###-##-3333	01/05/1990
32847	ADAMS	ANDREW	###-##-4444	05/02/1991
89716	ADAMS	JOHN	###-##-6666	04/01/1991

At the bottom of the search results, there is a link: 'To search again, [click here](#).'

Select the student from the Search Results screen. If more than 100 students meet the search criteria, the first 100 students will display. Refine your search by entering additional criteria.

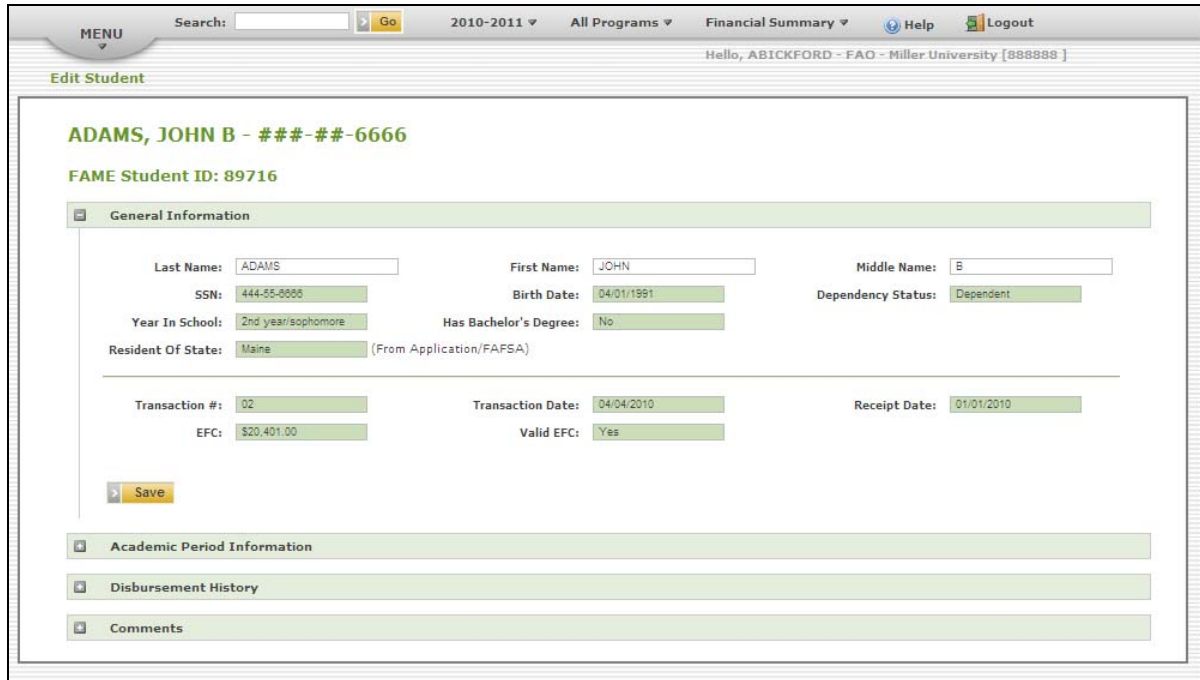
To refresh the Search Criteria screen, click the [click here](#) link at the bottom of the Search Results screen.

Edit Student

All the student information in EPIC that is available to institutions is in the Edit Student screens.

Click the plus sign on the bar to expand each section; click the minus sign to collapse it.

General Information



MENU Search: [] Go 2010-2011 All Programs Financial Summary Help Logout
Hello, ABICKFORD - FAO - Miller University [888888]

Edit Student

ADAMS, JOHN B - ###-##-6666
FAME Student ID: 89716

General Information

Last Name: [ADAMS] First Name: [JOHN] Middle Name: [B]
 SSN: [444-55-6666] Birth Date: [04/01/1991] Dependency Status: [Dependent]
 Year In School: [2nd year/sophomore] Has Bachelor's Degree: [No]
 Resident Of State: [Maine] (From Application/FAFSA)

Transaction #: [02] Transaction Date: [04/04/2010] Receipt Date: [01/01/2010]
 EFC: [\$20,401.00] Valid EFC: [Yes]

[Save]

Academic Period Information

Disbursement History

Comments

Data in the general information section is populated initially from the most recent FAFSA and/or a FAME program application.

The FAME student ID# is a unique ID number stored in the FAME database. You may reference this number when contacting FAME regarding a student.

The editable fields with full access permissions are:

- Last Name
- First Name
- Middle Name

Academic Period Information

Use Academic Period Information to view a student’s award eligibility by term and to certify the student’s eligibility for those awards.

Click the plus sign next to the term to expand the view for that term.

The program(s) displayed in this section are a result of the program filter set in the program drop down. Other factors may include the program(s) the user has access to, and programs associated to the student.





ADAMS, JOHN B - ###-##-6666
FAME Student ID: 89716

General Information

Academic Period Information

Fall of 2010-2011 Academic Year

















EFC: \$20,401.00 Enrollment Status: 1 = Full time Year in School: 2nd year/sophomore Making SAP: Yes Expected Grad Date (mm/yyyy): Last Attendance Date (mm/dd/yyyy):

Status	Certification / Adjustment reason	Program	Points	Adj Award	Awarded	Paid
	<input type="checkbox"/> 	BYRD	N/A	<input type="text"/>	\$750.00	\$0.00
	<input type="checkbox"/> 	SMGP	0	<input type="text"/>	\$0.00	\$0.00

Spring of 2010-2011 Academic Year

Program Status Icons

Icons in the Status column provide a quick visual of the student’s status for each program. See the screen shot to the left for a description of each status icon.

Program Status Details JOHN ADAMS	Program Status Details JOHN ADAMS
 A refund is not due for this student.	 A refund is not due for this student.
 Student has not been paid.	 Student has not been paid.
 Student has not been certified.	 Student has not been certified.
 Student has not been awarded.	 Student has not been awarded.
 Student has been selected for awarding.	 Student has not been selected for awarding.
 Robert C. Byrd Program - Renewal Student is eligible	 Maine State Grant Program Student is ineligible: EFC is greater than the cutoff amount
 Student's application is complete.	 NextGen Student Grant Program Student is ineligible: EFC not within eligible range
<input type="button" value="Close"/>	 NextGen Access Student Grant Student is ineligible: Does not meet EFC Maximum requirements Does not meet enrollment requirements
	 Student's application is complete.
	<input type="button" value="Close"/>

Hover your mouse over the status icon and the status will display. Click the icon to display the Status Details popup window shown to the left. The status icons shown in color represent the student’s current status.


With full access permissions changes can be made to the displayed fields at any time.

Changing or entering a value for any of the fields will activate the Save button.

Each field must be reviewed and updated, if applicable, when certifying a student's eligibility.

The fields that are editable with full access permissions are:

Field Label	Available Actions/Selections
EFC	Will display most recent EFC from FAFSA up to certification. EFC is displayed by term but is an academic year value. Once certified, this field will not update. A school, can update this field at any time.
Enrollment Status	Full-time Three-quarter-time Half-time Less than half-time Not sure Not enrolled
Year in School	1 st year, never attended college 1 st year, attended college before 2 nd year/sophomore 3 rd year/junior 4 th year/senior 5 th year/other undergraduate 1 st year graduate/professional Continuing graduate/professional
Making SAP (Satisfactory Academic Progress)	Yes No
Expected Graduation Date	Important for Loan based programs only. Date the student is/has: <ul style="list-style-type: none"> ◦ Expected to graduate ◦ Graduated
Last Attendance Date	Important for Loan based program only. Date the student is/has: <ul style="list-style-type: none"> ◦ Withdrawn ◦ Enrolled LTHT

<p>Certification and Adjustment Reason</p>	<p>This column is used to certify award eligibility for the student and allow award adjustments.</p> <p>To confirm award eligibility, check the certification check box and click the save button. This will certify that the current information is correct.</p> <p>To adjust an award amount, click the  icon to choose the adjustment reason. This will activate the adjusted award amount field.</p> <p>Adjustment Reasons will vary based on program.</p>
<p>Points</p>	<p>Sum of points awarded by program. This function is not available in this release.</p>
<p>Program Specific Fields</p>	<p>Some programs will display additional information. Example EFM will display whether the promissory note has been received.</p>
<p>Adjusted Award</p>	<p>If the student is eligible for an amount other than the amount shown, enter the revised amount in the Adjusted Award field. If you are adjusting the award down to -0- due to non enrollment, leave this field blank and uncertify the student or mark them not enrolled</p>
<p>Awarded</p>	<p>Maximum amount the student is eligible to receive or the adjusted down amount entered by the school.</p>
<p>Paid</p>	<p>Amount the student has been paid.</p>
<p>Save Button</p>	<p>Activated once data is edited.</p>

Note: All fields are term specific with the exception of EFC.

Disbursement History

This section will display disbursements for this student. It will include any prior year disbursements made to the school as well.

General Information						
Academic Period Information						
Disbursement History						
Institution Name	Program	Date	Amount	Term	Status	
Husson University	EFM - UG	10/08/2009	\$1,500.00	Fall	Disbursed	
Husson University	EFM - UG	02/09/2010	\$1,500.00	Spring	Disbursed	
Husson University	SMGP	06/01/2010	\$625.00	Fall	Disbursed	
Husson University	SMGP	02/16/2010	\$625.00	Spring	Disbursed	
Comments						

Comments

To enter a comment, click the Add New Comment button. Enter your comment in the text box that opens and then click the Save Comment button. Comments you enter will only be visible to users at your institution and FAME. Please note that FAME also has the ability to enter comments.

In the comment table, the first characters of your comment will display (see below). To read the full comment, click on the comment line and the full message will display in the text box. A comment can be up to 512 characters in length.

General Information					
Academic Period Information					
Disbursement History					
Comments					
Make a selection from the list to display content in the box below.					
Date	User	Comment	Type	Organization	
9/16/2010 1:30:07 PM	Alida Bickford	Example Comment - use this area to note information that can be shared with FAME and other schools.	User	313837	
<div style="border: 1px solid #ccc; height: 150px; background-color: #f0f0f0; margin-top: 10px;"></div>					
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Enter as many comments as needed </div>					
<input type="button" value="Add New Comment"/>		<input type="button" value="Save Comment"/>			

Certify Student Eligibility

You must certify an eligible student to request payment each term. There are three ways to certify students:

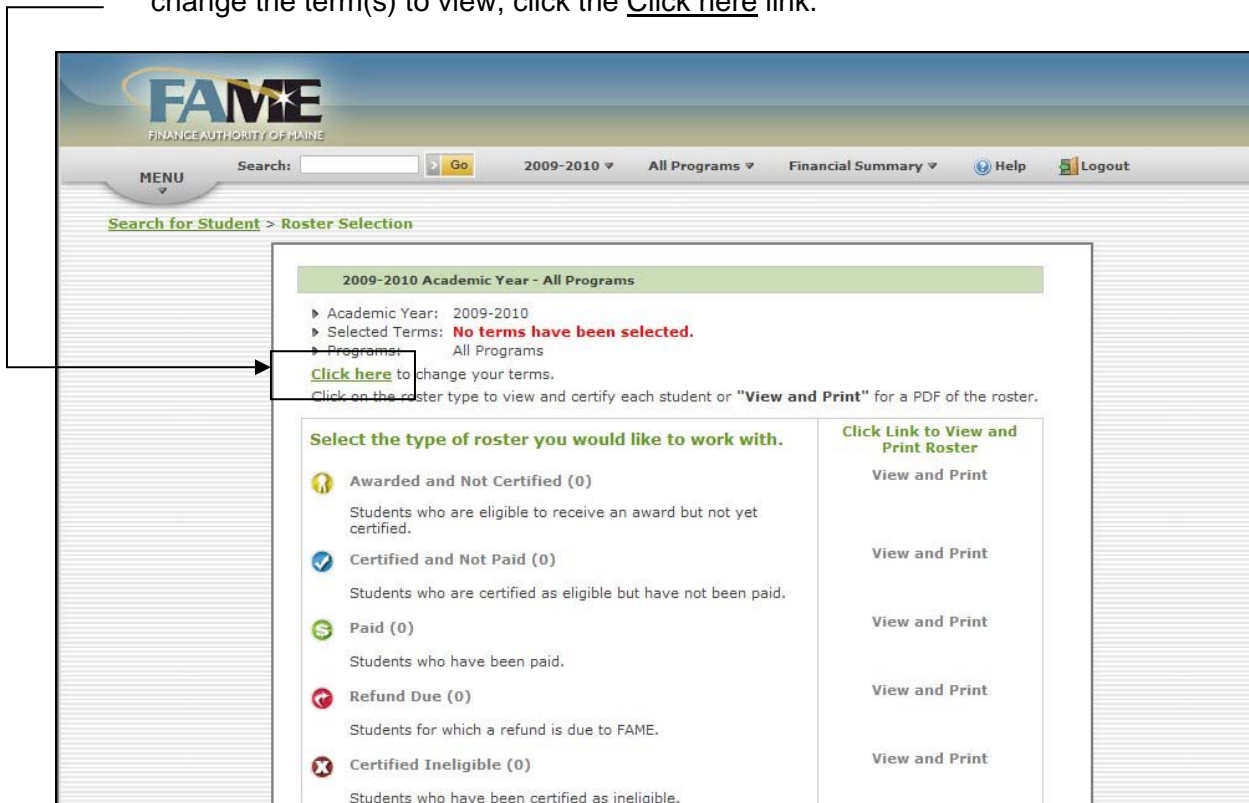
1. Certify individual students online through Edit Student/Academic Period Information.
2. Certify a roster (a "list") of students online.
3. Download the roster as a file, update the file, and upload the file to EPIC.

In addition to rosters of awarded students ready for certification, you can view and download rosters of students based on their status for the term and update them as needed.

Certify a Roster Online

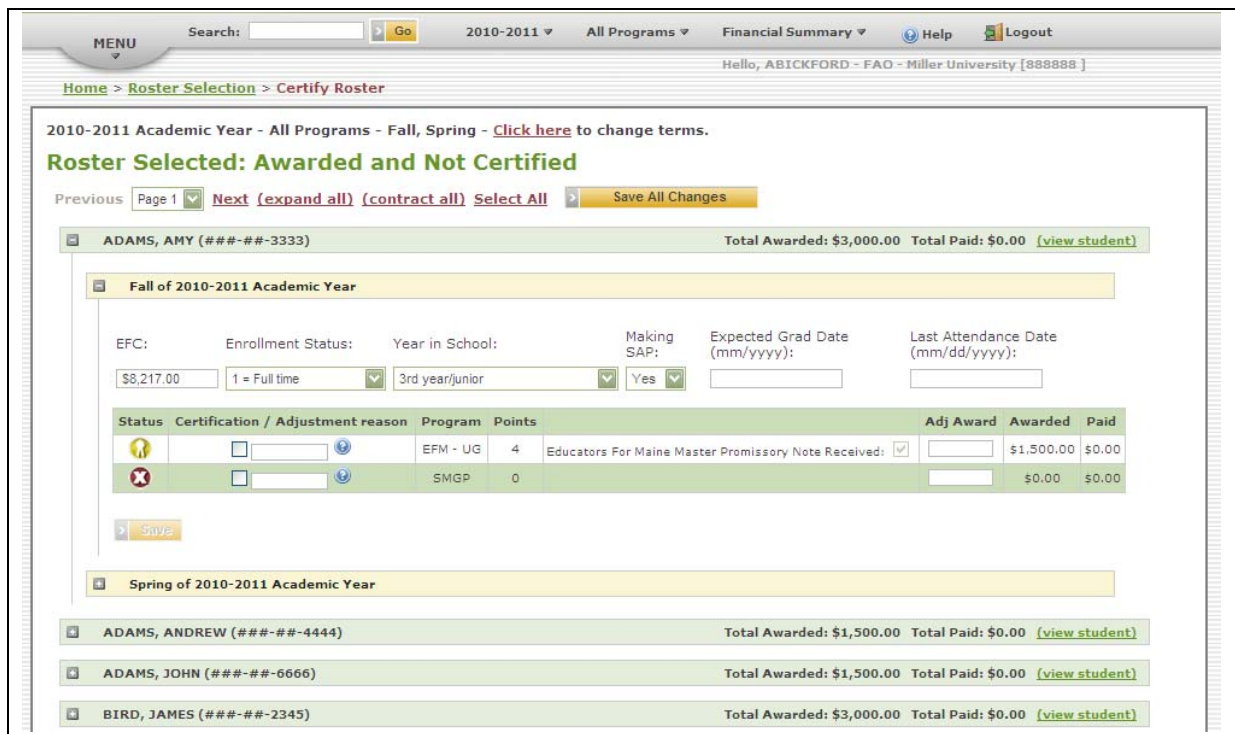
EPIC allows schools to choose the parameters for student certification by program, term, and student status. The certify roster online screen will look and function the same as the academic period information described in the Edit Student section of the manual.

1. Select [View/Certify Student Rosters](#) from the Online Student Rosters section of the main menu.
2. When you first access this screen, you will be required to select a term. To set or change the term(s) to view, click the [Click here](#) link.



3. View the following in the top portion of the roster selection screen:
 - Academic Year – Academic year selected from top navigation bar.
 - Selected Terms – Term(s) selected from the term pop-up box.
 - Programs – Program(s) selected from the top navigation bar.
4. To set or change the term(s) to view, click the [Click here](#) link.
5. Click [Awarded and Not Certified](#) to view and certify your roster of students online.
6. Click [Certified and Not Paid](#) or [Paid](#) to view information, in roster format, for students in those categories.
7. Click the [View and Print](#) link to view and print a roster. See the View and Print Roster section for more information.

Once you have chosen a roster type to work with you will be directed to Certify Roster Online screen. This screen allows you to verify and update information regarding the student and their award/loan.



2010-2011 Academic Year - All Programs - Fall, Spring - [Click here](#) to change terms.

Roster Selected: Awarded and Not Certified

Previous Page 1 [Next \(expand all\)](#) [\(contract all\)](#) [Select All](#) [Save All Changes](#)

ADAMS, AMY (###-##-3333) Total Awarded: \$3,000.00 Total Paid: \$0.00 [\(view student\)](#)

Fall of 2010-2011 Academic Year

EFC: \$8,217.00 Enrollment Status: 1 = Full time Year in School: 3rd year/junior Making SAP: Yes Expected Grad Date (mm/yyyy): Last Attendance Date (mm/dd/yyyy):

Status	Certification / Adjustment reason	Program	Points		Adj Award	Awarded	Paid
	<input type="checkbox"/>	EFM - UG	4	Educators For Maine Master Promissory Note Received: <input checked="" type="checkbox"/>		\$1,500.00	\$0.00
	<input type="checkbox"/>	SMGP	0			\$0.00	\$0.00

[SAVE](#)

Spring of 2010-2011 Academic Year

ADAMS, ANDREW (###-##-4444) Total Awarded: \$1,500.00 Total Paid: \$0.00 [\(view student\)](#)

ADAMS, JOHN (###-##-6666) Total Awarded: \$1,500.00 Total Paid: \$0.00 [\(view student\)](#)

BIRD, JAMES (###-##-2345) Total Awarded: \$3,000.00 Total Paid: \$0.00 [\(view student\)](#)

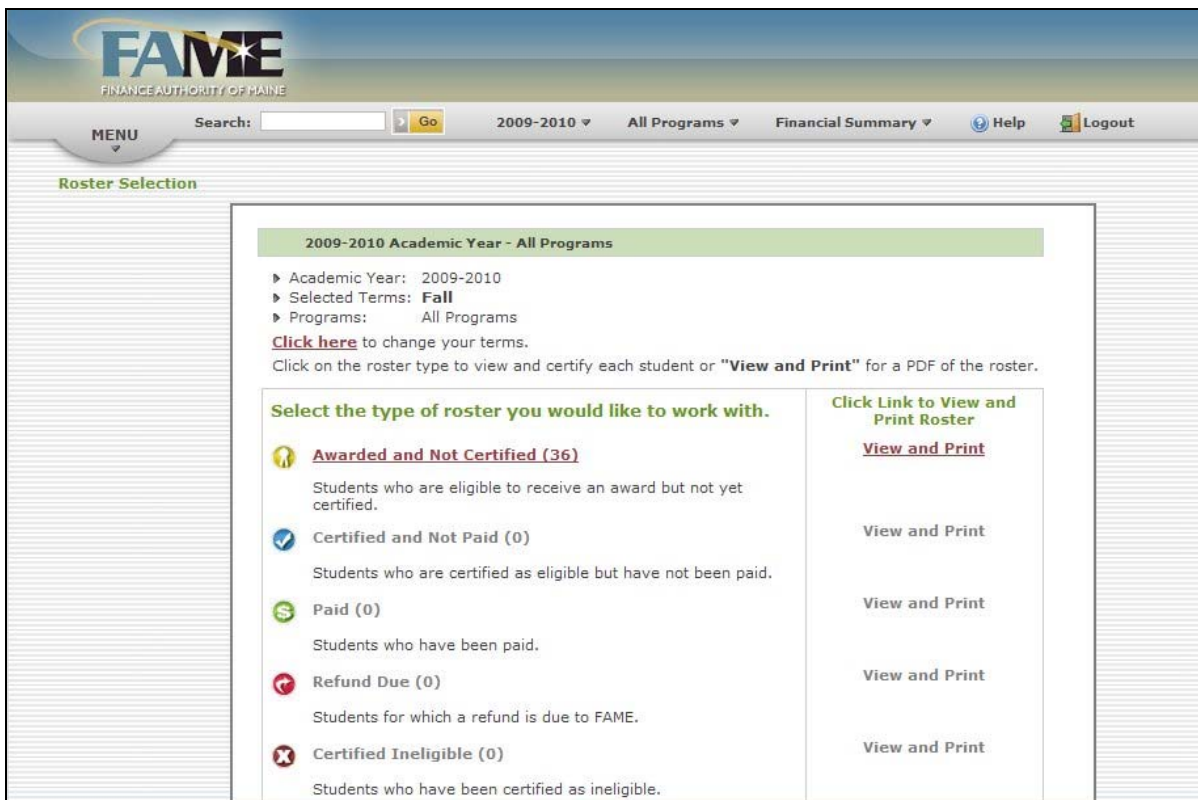
8. Expand the region for an individual student by clicking the plus sign next to the student's name.
9. To expand the regions for all students, click the [\(expand all\)](#) link. If you have expanded one or more regions, click the [\(contract all\)](#) link to collapse all the expanded regions.

10. To certify all students displayed on the page you may click the ([Select All](#)) link. Once you have selected all students as certified, click the Save All Changes button. Note it may take a few minutes before all changes have been saved.
11. View more detailed information for a student by clicking the ([view student](#)) link at the end of each bar.

View and Print a Roster

EPIC allows schools to choose the parameters to view and print a roster by program, term, and student status.

1. Select [View/Certify Student Rosters](#) from the Online Student Rosters section of the main menu.
2. When you first access this screen, you will be required to select a term. To set or change the term(s) to view, click the [Click here](#) link.



3. Click the [View and Print](#) link to view and print a roster. Note an active link will only appear if there are students in that roster type.

Certify Roster - View And Print - Windows Internet Explorer

Roster Type: Eligible and not Certified
 Academic Year: 2010-2011
 Terms: Fall, Spring
 Program: All Programs

[Print](#)

[Return to Certify Roster](#)

Status	Certified	Last Name	First Name	SSN	Program	Term	Amount Paid	Amount Awarded
	<input type="checkbox"/>	ADAMS	AMY	###-##-3333	EFM - UG	Fall	\$0.00	\$1,500.00
	<input type="checkbox"/>	ADAMS	AMY	###-##-3333	EFM - UG	Spring	\$0.00	\$1,500.00
	<input type="checkbox"/>	ADAMS	AMY	###-##-3333	SMGP	Fall	\$0.00	\$0.00
	<input type="checkbox"/>	ADAMS	AMY	###-##-3333	SMGP	Spring	\$0.00	\$0.00
	<input type="checkbox"/>	ADAMS	ANDREW	###-##-4444	BYRD	Fall	\$0.00	\$750.00
	<input type="checkbox"/>	ADAMS	ANDREW	###-##-4444	BYRD	Spring	\$0.00	\$750.00
	<input type="checkbox"/>	ADAMS	ANDREW	###-##-4444	SMGP	Fall	\$0.00	\$0.00
	<input type="checkbox"/>	ADAMS	ANDREW	###-##-4444	SMGP	Spring	\$0.00	\$0.00
	<input type="checkbox"/>	ADAMS	JOHN	###-##-6666	BYRD	Fall	\$0.00	\$750.00
	<input type="checkbox"/>	ADAMS	JOHN	###-##-6666	BYRD	Spring	\$0.00	\$750.00
	<input type="checkbox"/>	ADAMS	JOHN	###-##-6666	SMGP	Fall	\$0.00	\$0.00
	<input type="checkbox"/>	ADAMS	JOHN	###-##-6666	SMGP	Spring	\$0.00	\$0.00
	<input type="checkbox"/>	BIRD	JAMES	###-##-2345	EFM - UG	Fall	\$0.00	\$1,500.00
	<input type="checkbox"/>	BIRD	JAMES	###-##-2345	EFM - UG	Spring	\$0.00	\$1,500.00

4. Click the Print button to print this roster.
5. Click the "Return to Certify Roster" to leave this screen.

Send Certification Roster File to FAME

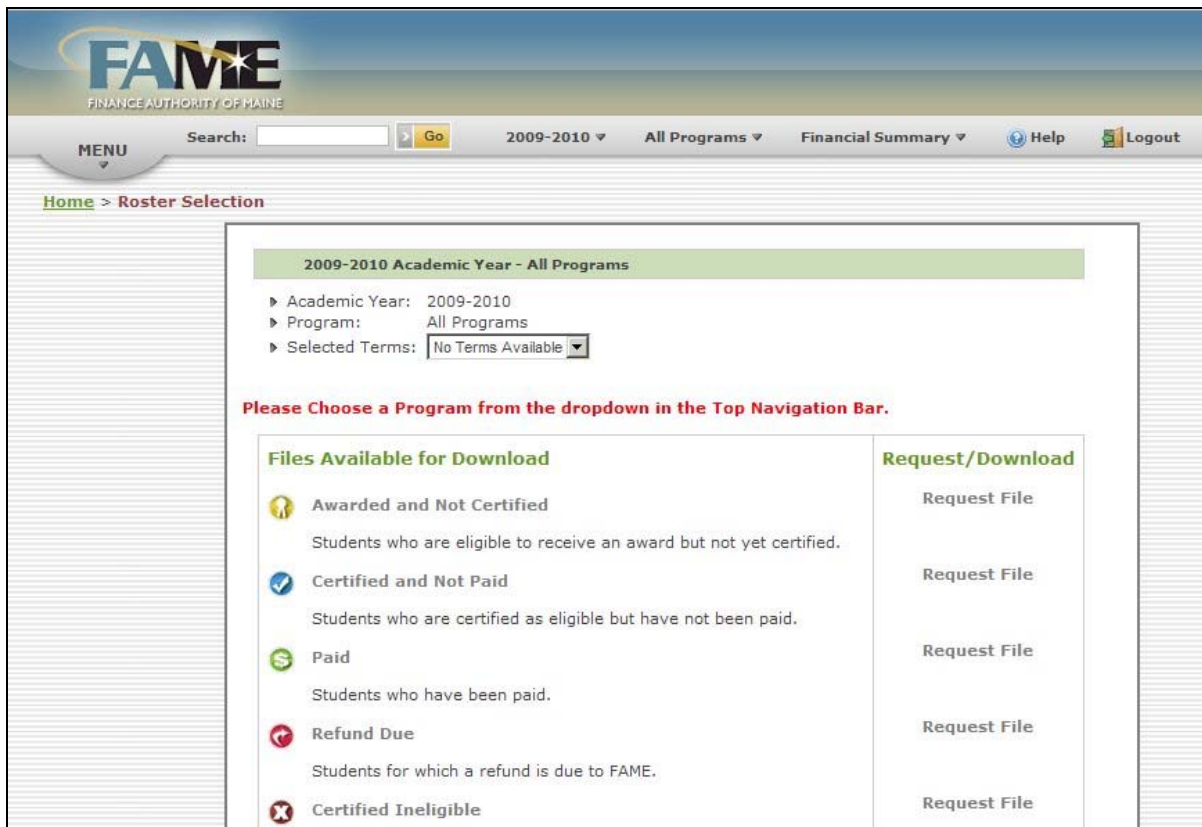
EPIC offers the ability for any school to send batch files to certify students for most of the programs managed within EPIC.

There are two methods for sending a certification file to FAME.

1. Request and download a roster file which will allow you to edit student data and send the file to FAME for processing.
2. Create a file from your institution's financial aid management system using the specified file layout.

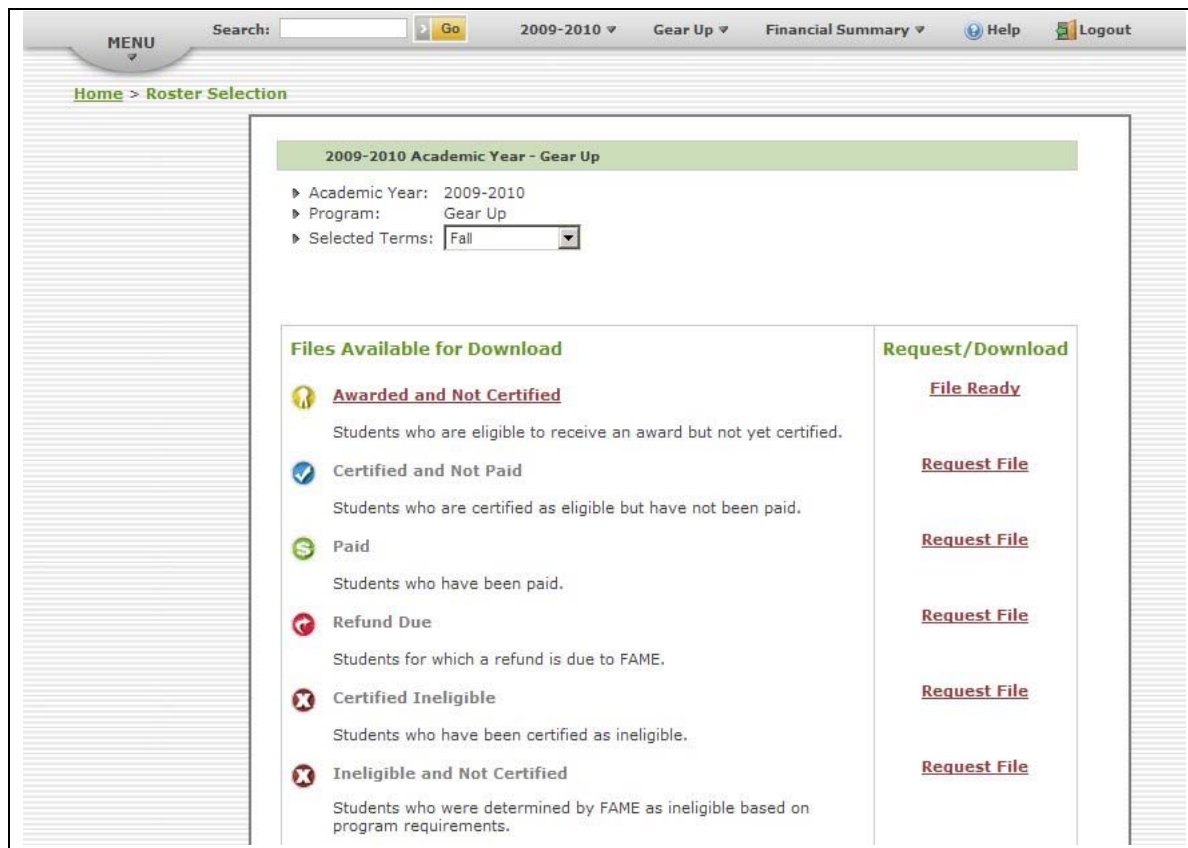
Request Student Roster File

To request a file for a specific program and term, Select Request Student Roster File from the File Transfer section of the main menu.



1. From the top navigation bar, select the program and term you wish to work with.
2. The top portion of the screen will display:
 - Academic Year – Academic year selected from top navigation bar.
 - Programs – Program(s) selected from the top navigation bar.
 - Selected Terms – Term(s) selected from the drop down box.

3. Select the type of roster you wish to request for download by clicking the [Request File](#) link.
4. Your request will be processed and you will receive an email notification once the file has been generated and is ready for download.



5. Once you receive the email notification that your file has been processed, return to the Roster Selection screen (click Request Student Roster File in the File Transfer section of the main menu). Make sure the correct Academic Year and Program (top toolbar) and Term are selected and display at the top of the screen.
6. Any generated files will show as [File Ready](#) in the request/download column.
7. Click on the [File Ready](#) link to open or save the file. Files are in .csv (Comma Separated Value) format. These files can be opened through Microsoft Excel™ or a similar software application. If you update the file, you must not change the layout, use only valid values, and save the file in .csv format in order to upload it to EPIC.

In a .csv file:

- Each line of the file contains one record
- Each data value (i.e. column) is separated by a comma.
- The first row contains column headings.

The following data is provided in this file. Fields are listed under two categories;

1. Fields that your institution can edit.
2. Fields that should **not** be edited.

Fields that can be edited:

- a. Enrollment (Matches ISIR enrollment codes)
- b. Year in School
- c. Dependency Status (Must be D or I)
- d. EFC
- e. Award Amount

Fields that should **not** be edited:

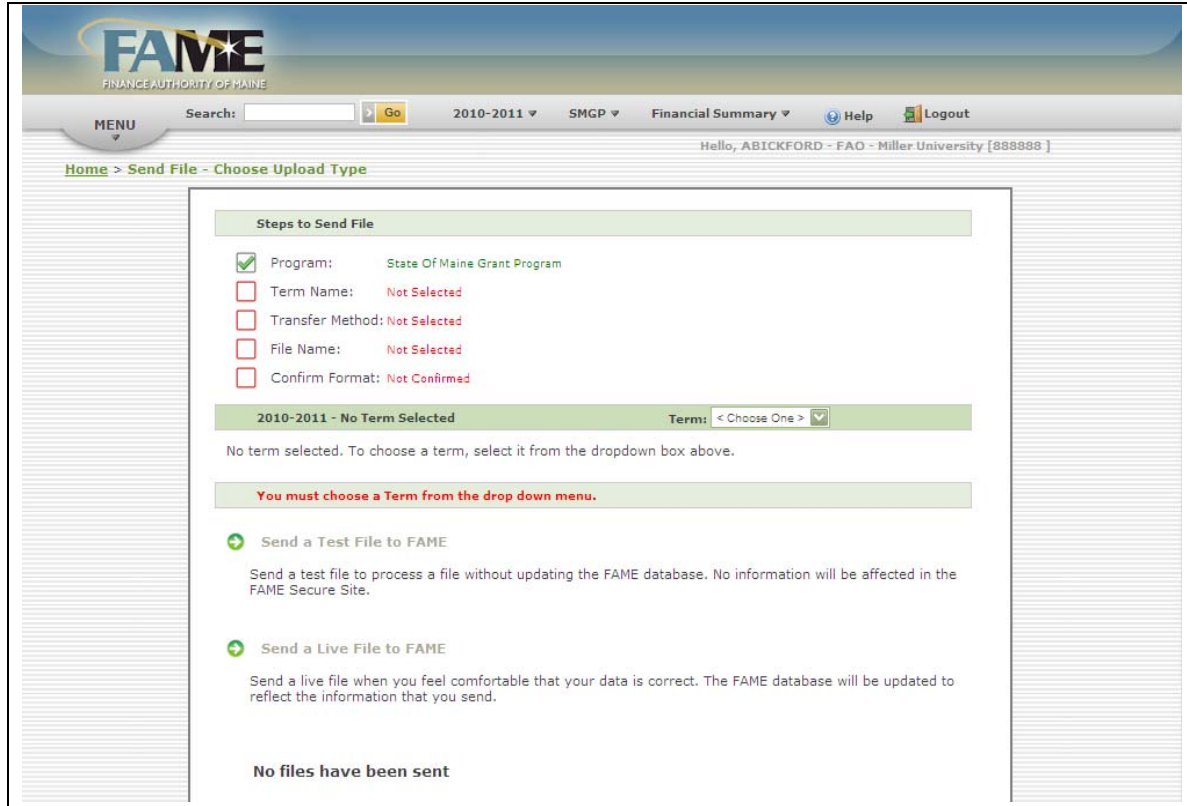
- f. Last Name
- g. First Name
- h. Middle Initial
- i. SSN (with dashes)
- j. Date of Birth (YYYYMMDD)
- k. Program Name
- l. Paid Indicator
- m. Points Received (Payment points)

Send Certification Roster File to FAME

Files sent to the EPIC system must be for a specific program and term, follow the specified file layout and be in .csv format. See the Certification Roster File Layout section for more information.

NOTE: If you are a PowerFAIDS user, the State of Maine Grant Program file layout will remain the same however, all downloaded files will be in the file layout described in the Certification Roster File Layout Section.

To send a certification roster to FAME select Send Roster to FAME from the File Transfer section of the main menu.



Home > Send File - Choose Upload Type

Steps to Send File

- Program: State Of Maine Grant Program
- Term Name: Not Selected
- Transfer Method: Not Selected
- File Name: Not Selected
- Confirm Format: Not Confirmed

2010-2011 - No Term Selected Term: < Choose One >

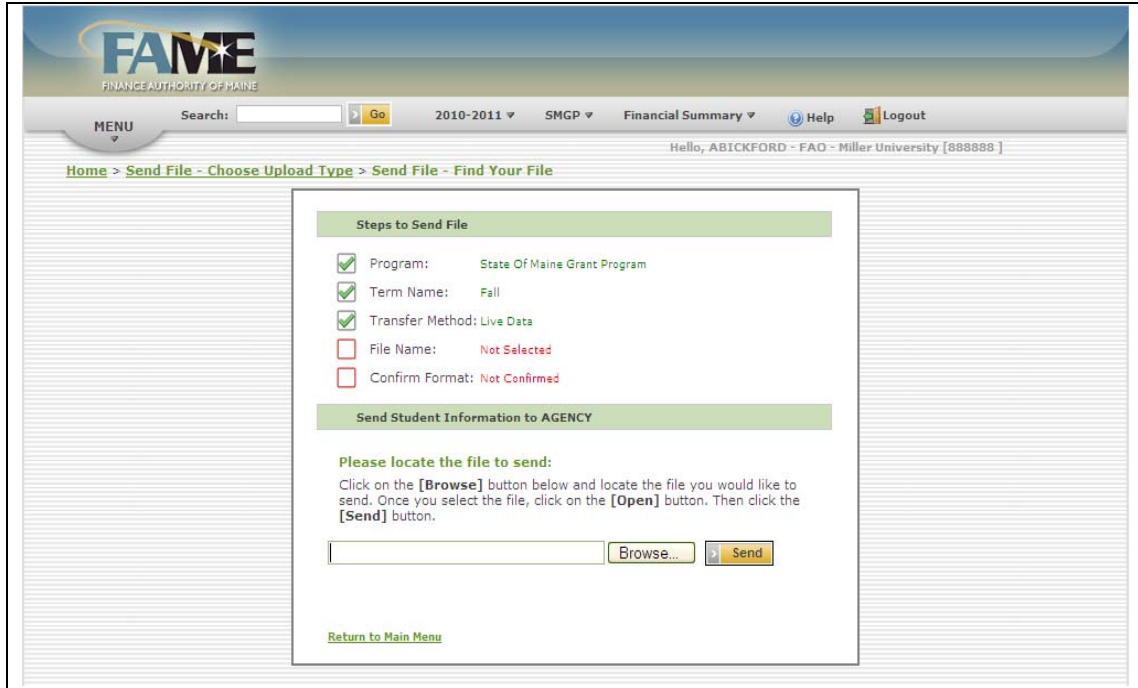
No term selected. To choose a term, select it from the dropdown box above.

You must choose a Term from the drop down menu.

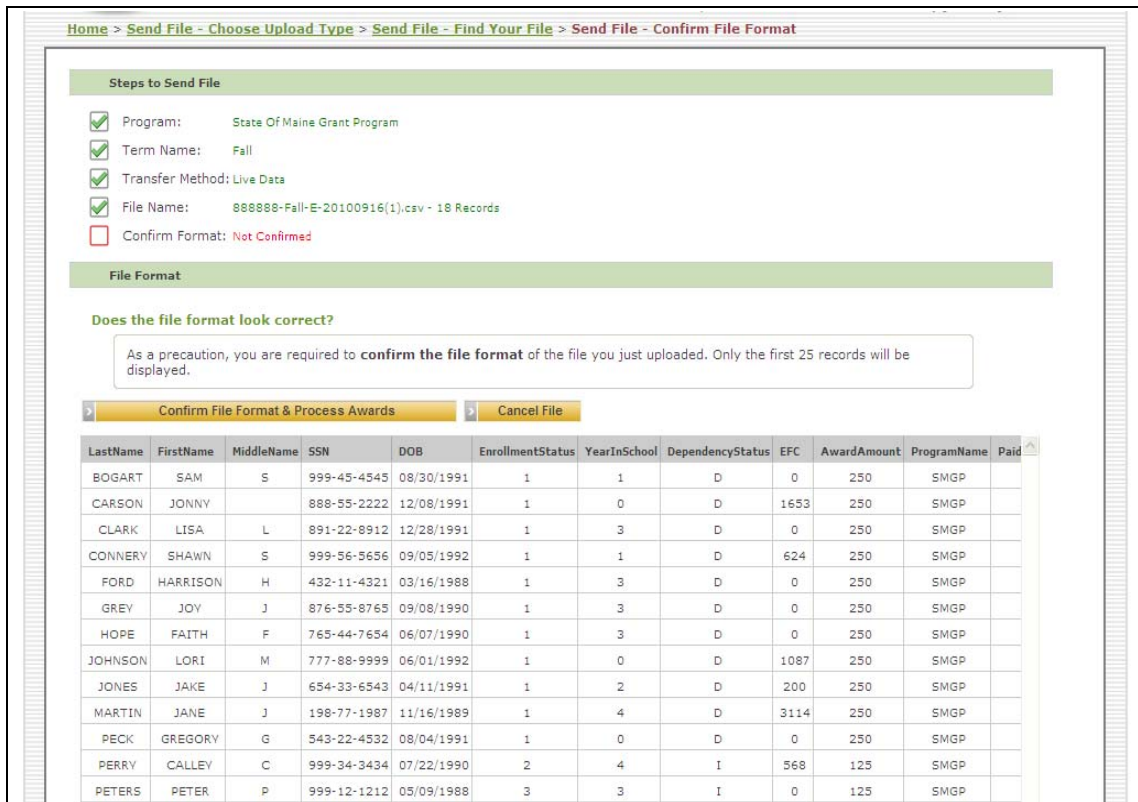
- ➔ Send a Test File to FAME
Send a test file to process a file without updating the FAME database. No information will be affected in the FAME Secure Site.
- ➔ Send a Live File to FAME
Send a live file when you feel comfortable that your data is correct. The FAME database will be updated to reflect the information that you send.

No files have been sent

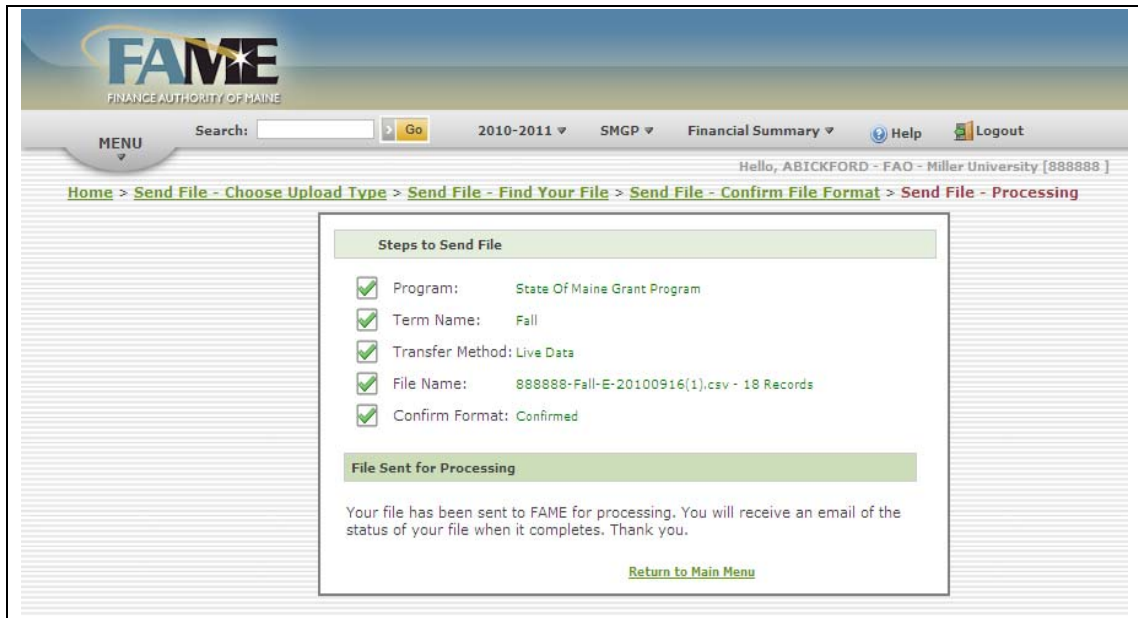
1. The top portion of the screen outlines the steps to send a file:
 - Program – Select the Program from the top navigation bar
 - Terms Name – Select the Term from the drop down box
 - Transfer Method – Test or Live File
 - File Name – Name of file you are uploading
 - Confirm Format – Status of file format confirmation
2. To send a test file to the system prior to uploading live data, click Send a Test File to FAME. This process allows you to walk through the steps of sending a file, including confirmation of the file layout. It does not provide you with test response files or update student data.
3. To send a live file, click Send a Live File to FAME.



4. Click the Browse button to locate the file you want to send. In the popup window, find and click on the file, then click the Open button. If the correct file name appears in the box on the screen, click the Send button. If the file is not correct, click Browse again and locate the correct file.



5. Review the File Format to see how the system is reading your file. EPIC will alert you if there are errors in the file layout.
6. If the layout is correct, click the Confirm File Format & Process Awards button.
7. If there are errors, click the Cancel File button, resolve the file errors, and begin the send file process again.



8. Once you have submitted your file EPIC will confirm that the file has been received. You will be notified by email once the file has been processed and the response files are available for download.

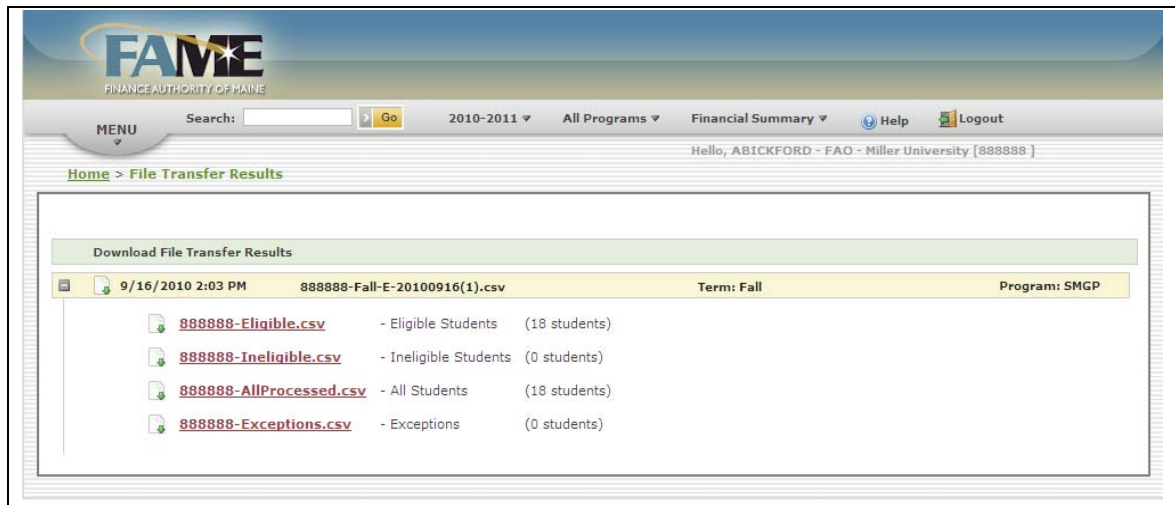
Download File Transfer Results

After a certification file has been processed, EPIC produces the following response files:

- Eligible Students
- Ineligible Students
- All Students (not including exceptions)
- Exception Records (students with invalid data)

You will receive an email alerting you that the response files are ready for download. It is important to review the response files in order to resolve any exceptions.

Select File Transfer Results History from the File Transfer section of the main menu.



1. To download, click on the file name. Files are in .csv (Comma Separated Value) format. These files can be opened through Microsoft Excel™ or a similar software application.

Ineligible File: Two common reasons for a student to be in the Ineligible file are:

- Student indicated they have a prior BS degree.
- Student has an invalid EFC. If you are paying on an earlier transaction, contact FAME to override the current invalid status and resend the student.

In most cases, this is a result of corrected ISIRs pending or that you are paying on an earlier transaction. Our system loads all ISIR's until a student is certified.

All Processed File:

This file will contain all the students you submitted **except for** any returned in the Exceptions file.

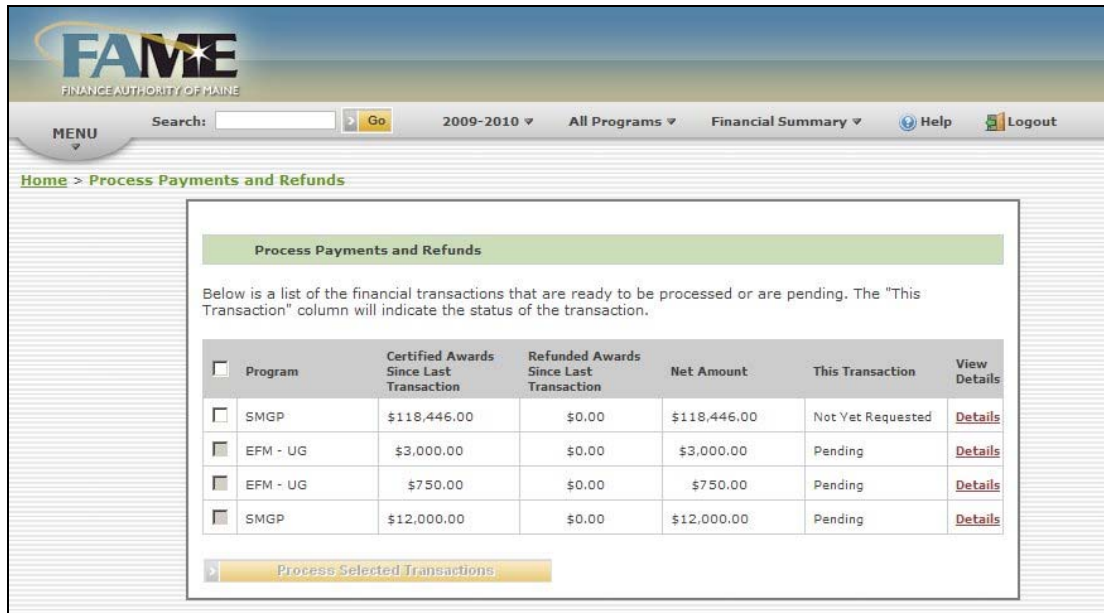
Exceptions File:

This file includes students that FAME was unable to process if the name, social security name and date of birth were not found. They must all be exactly the same as our records. You can view what FAME has by searching for the student and if needed making name changes.

Request Payment

After certifying students online or receiving a response file of eligible students, the next step is to request payment for the certified students.

To request payment select Process Payments and Refunds from the Payments section of the main menu.



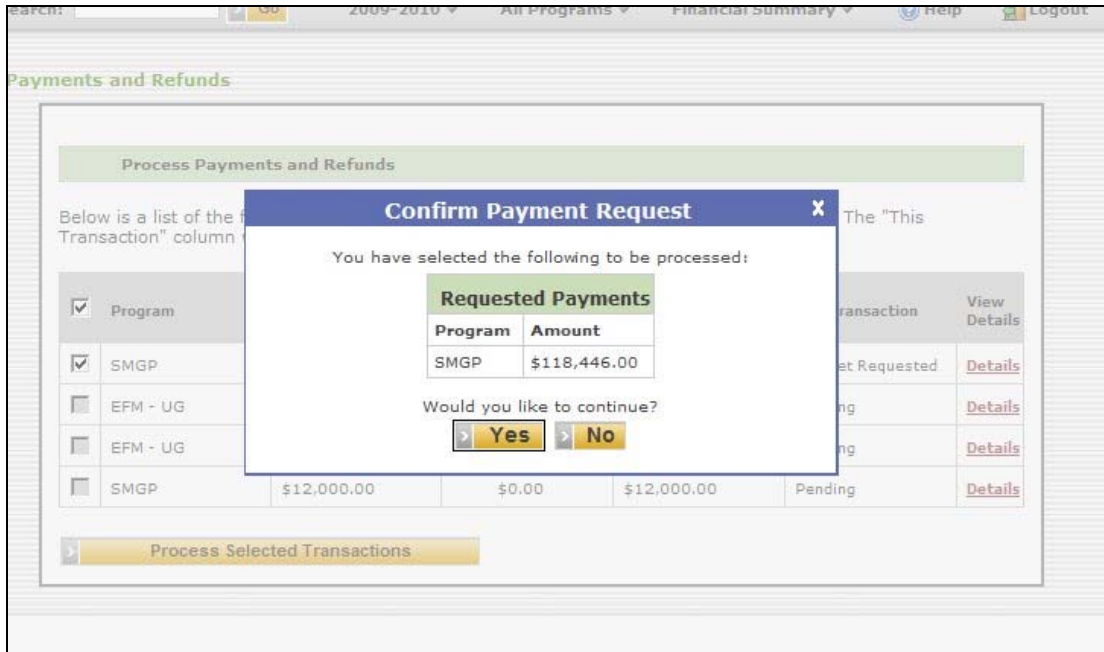
Process Payments and Refunds

Below is a list of the financial transactions that are ready to be processed or are pending. The "This Transaction" column will indicate the status of the transaction.

<input type="checkbox"/>	Program	Certified Awards Since Last Transaction	Refunded Awards Since Last Transaction	Net Amount	This Transaction	View Details
<input type="checkbox"/>	SMGP	\$118,446.00	\$0.00	\$118,446.00	Not Yet Requested	Details
<input type="checkbox"/>	EFM - UG	\$3,000.00	\$0.00	\$3,000.00	Pending	Details
<input type="checkbox"/>	EFM - UG	\$750.00	\$0.00	\$750.00	Pending	Details
<input type="checkbox"/>	SMGP	\$12,000.00	\$0.00	\$12,000.00	Pending	Details

[Process Selected Transactions](#)

1. Click the check box to the left of the transaction(s) you would like to process. The check box for programs that are not available for processing are grayed out. To select all programs, click the box in the header row of the table.
2. When you select one or more programs to process, the Process Selected Transaction button will be activated. Click the button to submit the request.
3. To view the students and award amounts that make up a transaction, click Details in View Details column.

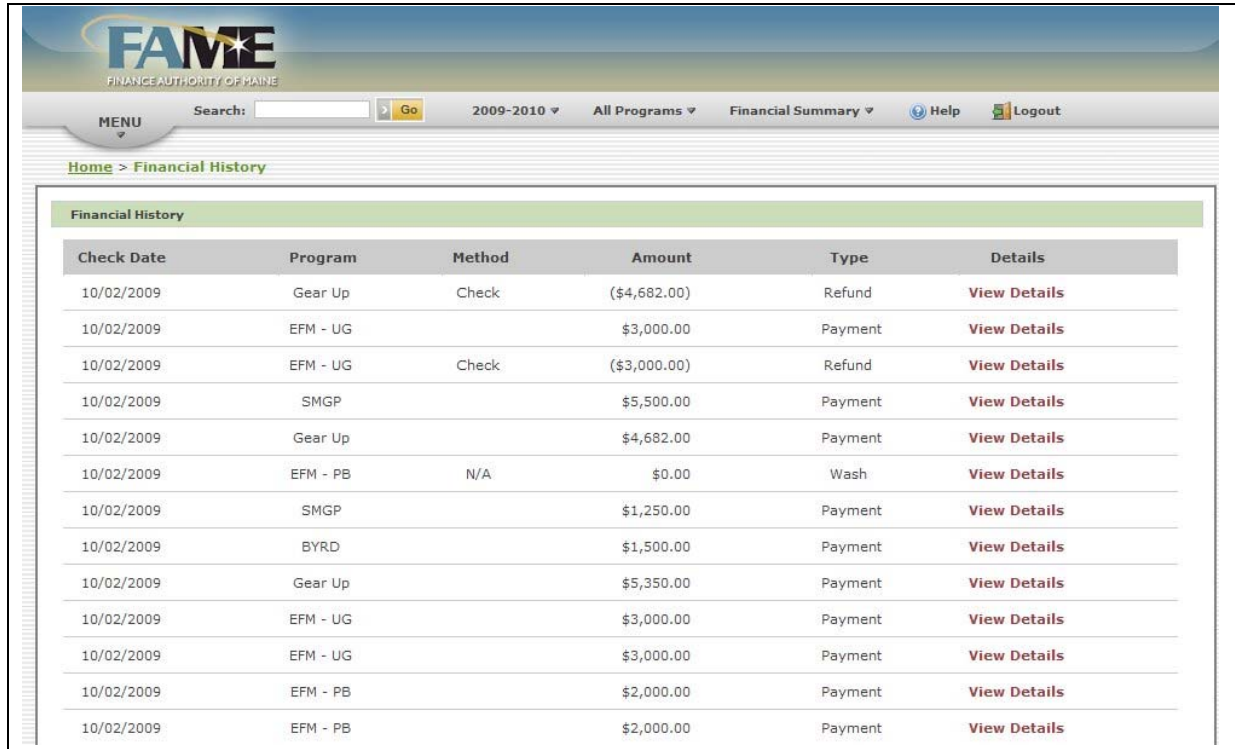


4. You will receive a popup window asking you to confirm that you would like to process the selected transactions. Click "Yes" to continue with the request or "No" to cancel and return to the request payment screen.

Financial History

The Financial History section allows you to view all financial transactions for your institution.

1. Click on the View Details link to view the details that make up this transaction.
2. You may select a specific program or year from the drop down in the top navigation to filter the information viewed.



The screenshot shows the FAME Financial History page. At the top, there is a navigation bar with the FAME logo, a search field, and several dropdown menus for '2009-2010', 'All Programs', and 'Financial Summary'. Below the navigation bar, there is a breadcrumb trail: 'Home > Financial History'. The main content area is titled 'Financial History' and contains a table with the following data:

Check Date	Program	Method	Amount	Type	Details
10/02/2009	Gear Up	Check	(\$4,682.00)	Refund	View Details
10/02/2009	EFM - UG		\$3,000.00	Payment	View Details
10/02/2009	EFM - UG	Check	(\$3,000.00)	Refund	View Details
10/02/2009	SMGP		\$5,500.00	Payment	View Details
10/02/2009	Gear Up		\$4,682.00	Payment	View Details
10/02/2009	EFM - PB	N/A	\$0.00	Wash	View Details
10/02/2009	SMGP		\$1,250.00	Payment	View Details
10/02/2009	BYRD		\$1,500.00	Payment	View Details
10/02/2009	Gear Up		\$5,350.00	Payment	View Details
10/02/2009	EFM - UG		\$3,000.00	Payment	View Details
10/02/2009	EFM - UG		\$3,000.00	Payment	View Details
10/02/2009	EFM - PB		\$2,000.00	Payment	View Details
10/02/2009	EFM - PB		\$2,000.00	Payment	View Details

Change Your Password

Your EPIC password is valid for 90 days. If you login to EPIC with a password that has expired, the system will bring you to the Change Your Password screen. You must change your password in order to continue.

You can also change your password at any time by selecting this option from the System Options section of the Main Menu.

When changing your password, pay careful attention to the password requirements listed on the screen.

Change Your Password

Please change your password below. Passwords are case sensitive, please check your "Caps Lock" key before continuing.

Password Requirements:

- Password must contain at least 8 characters.
- Password must contain at least one number.
- Password must contain at least one letter.
- Password must contain at least one special character (!,@,#,\$, etc.).
- Passwords expire after 90 days.
- You cannot use your current or previous 5 passwords.

Current Password:

New Password:

Confirm New Password:

Send File Layout

Below is the file layout for transmission of certification files.

Note: If you are a PowerFAIDS user, the State of Maine Grant Program file layout will remain the same however, all downloaded files will be in the file layout below.

Definition of certification roster file layout. File will be in a comma separated format. Each column is defined below.

- Max length – Column may be of any length up to and including this value.
- Valid length – Column must be this length.

Field Name	Comments	Example
Last name	Max length 30	Smith
First name	Max length 30	Jane
Middle name	Max length 30	M
SSN	Valid length 9	123456789
Date of Birth	YYYYMMDD, Valid length 8	19820521
Enrollment Status	ISIR Standard or N for not enrolled, Max length 1	1
Year in School (Grade Level in College)	ISIR Standard, Valid length 1	2
Dependency Status	I,D, Valid length 1	D
EFC	whole dollars, no decimal points, Max length 8	3500
Award Amount	whole dollars, no decimal points, Max length 8	500
Program Name (optional, can fill with spaces)	SMGP, EFM, etc, Max length 25	SMGP
Paid Indicator	P = Paid, <BLANK> = Not Paid	P
Points Received	Floating Point Number, up to 4 decimal places	2, 3.75, 8.3333