iLinkSBS User Request Form

The User Request Form must be completed to gain access to iLinkSBS for the purposes of viewing and maintaining student loan data.

This form serves to identify, authorize and establish a User ID and appropriate access levels for each person requesting access to view student loan data routing through iLink. It is also used to remove a user's access or update a user's Security Profile.

How to complete the form:

The user completes the first three sections of the form as described below in steps 1–3.

1. Check whether to *Add*, *Update* or *Remove* a user. A separate form is required for each user.

2. Enter *Institution Information*.

3. Complete the *User Information* section.

The user administrator on file with the iLink Service Center for the institution will complete the *Permission(s) Requested* section as described below in steps 4–5.

4. Mark all permissions to which a new or updated user should have access.

5. The user administrator **MUST** sign the form and send it via mail or fax, or email a scanned copy, to the iLink Support analysts.
   Aspire Resources Inc.
   Attn: iLink Support Analysts
   6805 Vista Drive
   West Des Moines, IA 50266-9307

   Fax: (515) 471-3981
   Email: TechSupport@AspireResourcesInc.com

Next steps:

New users will receive an emailed link to complete the setup of their account access. The user will be asked to log in using the Temporary Password provided on this form, after which they will be required to update security information and electronically accept the Aspire Rules of Behavior upon first time login.

The Rules of Behavior explains a user's responsibilities for using the system. If the Rules of Behavior change for any reason, a user will be required to electronically accept the new version upon their next login.

Users may obtain a step-by-step training manual on how to navigate the system by downloading a copy electronically from the site or directly from Aspire's iLink Support team.

iLinkSBS User Request Form

Action Requested   (Choose one.)

Add a New User   Update an Existing User   Remove a User

Institution Information

School   Lender   Other: _____

Please describe.

_____   _____

Institution Name   *DOE ID (if known)*

User Information

_____   _____   _____

First Name   *Middle Initial*   *Last Name*

_____   _____

Position or Title   *Phone Number, Including Extension, If Applicable*

_____

Temporary Password
    • Minimum 8 characters • Case-sensitive • With at least: 1 upper case letter, 1 lower case letter, 1 number **and** 1 special character

_____   _____

User Email Address   *Signature*

Permission(s) Requested   (Check all that apply.)

For Schools Only: **Event Notifications:**

        Change Processing and Refund Request Report
        Refund Request Report ONLY (i.e., Business Office)
        Manage Users (Directors/Supervisors)
        Certify Loans   Receive Email
        iLinkSBS Report – Response Report   Receive Email
        Scheduled Report – Anticipated Disb Roster   Subscribe to report (Delivered Weekly*)
                                                              *can be changed through user's profile online

For Schools or Lenders:

        View Loan Data/History
        iLinkSBS Report – Disbursement Roster Report   Receive Email
        Scheduled Report – CDS Return of Funds Report   Subscribe to report (Delivered When Available*)
                                                              *can be changed through user's profile online

Authorized Official Signature

I hereby declare that the user account information listed above is true and complete to the best of my knowledge and belief. I further certify the function/permission(s) requested are necessary for the user above to complete their job functions.

_____   _____

Printed Name of the User Administrator on File with iLink   *Date*

_____   _____

Signature of the User Administrator   *User Administrator Email Address*