



Web Reports User Request Form

This form must be completed in order to gain access to the Iowa Student Loan® Web Reports for the purposes of retrieving student loan data.

The User Request Form serves to identify, authorize and establish a User ID and appropriate access levels for each person requesting access to view student loan data. The form is also used to delete a user or update a user's Security Profile.

Who completes the form?

The User completes the first three sections of the form as described below in steps 1-3 of *Completing the User Request Form*.

The User Administrator on file with iLink Service Center will complete the *Function/Permission(s) Requested* section as described below in steps 4-6 of *Completing the User Request Form*.

Completing the User Request Form:

1. Check whether the form is *Adding, Changing or Deleting* a user. A separate form is required for each action.
2. Enter Institution information.
3. User completes the *User Information* section. Please PRINT clearly.
4. Mark all functions or permissions to which New or Updated User should have access. Updating User need only complete fields requiring updates.
5. The User Administrator MUST sign the form and send it via mail, fax, or email a scanned copy to the ISL School Services Liaison.
Aspire Resources Inc.
Attn: School Services Liaison
6775 Vista Drive
West Des Moines, IA 50266
Fax: 515-243-0714
Email: sservices@StudentLoan.org
6. The Iowa Student Loan school services liaison signs and sends the form via fax or email to:
Fax: 515-471-3981
E-mail: TechSupport@AspireResourcesInc.com

Next steps:

An iLink Support Analyst will take the appropriate actions to set up the User.

A new User to the system will receive an email containing their User ID and a time sensitive temporary link to complete the set up of their account access. The User will be asked to log in by verifying their shared secret and registering multifactor authentication token information (provided to them by the Authorizing Administrator or designee).

Users must also electronically accept Aspire Rules of Behavior upon first time login. The Rules of Behavior explains a User's responsibilities in 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 already established to the system will be notified by the Iowa Student Loan school services liaison when their additional access has been updated.

