



# Student Loan Game Plan User Request Form

The User Request Form must be completed to gain access to the ISL Education Lending Web Reports for the purposes of retrieving student loan data.

This form serves to identify, authorize and establish a User ID and appropriate access levels for each person requesting access. 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. Indicate whether to *Add* 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 step 4.

4. The user administrator **MUST** sign the form and send it via mail or fax, or email a scanned copy, to the ISL Education Lending school services liaison.  
ISL Education Lending  
Attn: School Services Liaison  
6805 Vista Drive  
West Des Moines, IA 50266-9307  
  
Fax: (515) 243-0714  
Email: [SServices@StudentLoan.org](mailto:SServices@StudentLoan.org)

The authorized official at ISL Education Lending signs the form and forwards as described below in step 5.

5. The ISL Education Lending school services liaison signs and sends the form via fax or email to:  
Fax: (515) 471-3981  
Email: [TechSupport@AspireResourcesInc.com](mailto: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 already established within the system will be notified by the ISL Education Lending school services liaison when their additional access has been updated.



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## Action Requested

Add a New User

Remove a User

## Institution Information

School

Other:

*Please describe.*

Institution Name

OPE 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

## 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

ISL Education Lending School Services Liaison Signature

Printed Name

Date

Reports can only be accessed from <https://ISLP.Partners.AspireResourcesInc.com>