



Publication Date: February 12, 2009

DCL ID: ANN-09-02

Subject: Live Internet Webinar on Direct Loan Processing for New Participants

Summary: This letter announces Federal Student Aid's instructor-led, online training sessions on Direct Loan processing for new participants.

Dear Colleague:

We are pleased to announce instructor-led, online training that will focus on Direct Loan processing basics related to origination records, credit checks, electronic promissory notes, disbursements, funding, reconciliation, Direct Loan reports, Direct Loan servicing, resources for borrowers, and resources for schools. This training is geared to individuals on the financial aid staff at schools new to the Direct Loan Program or to individuals at schools that already process Direct Loans but who are new in their positions.

We will first present this training in a 90-minute session on Tuesday, February 24, 2009 and will then repeat the session on the last Tuesday of each month through July 2009. The schedule is as follows:

- Tuesday, February 24, 2009, 3:00 P.M. (ET)
- Tuesday, March 31, 2009, 3:00 P.M. (ET)
- Tuesday, April 28, 2009, 3:00 P.M. (ET)
- Tuesday, May 26, 2009, 3:00 P.M. (ET)
- Tuesday, June 30, 2009, 3:00 P.M. (ET)
- Tuesday, July 28, 2009, 3:00 P.M. (ET)

Note: There may be a difference between a trainee's local time and Eastern Time. To determine local time and its Eastern Time zone equivalent, click on this link:

<http://www.time.gov/>

Advance registration is required for this training and will be available on a first-come, first-served basis. To register, click on this link:

<http://www.fsaregistration.ed.gov/profile/web/index.cfm?PKwebID=0x112117625&varPage=agenda>

Once registered, we will send an e-mail confirmation to the trainee. The trainee should retain this confirmation, as it contains important information, including linking and log in information for the Web site, system test links, and cancellation information. If unable to attend, we request that the trainee cancel his or her registration so that individuals who wish to attend may do so.

PowerPoint slides will be available for each trainee to download after he or she signs in to the webinar. During the webinar, trainees will be able to ask questions electronically using their computers.

We look forward to your participation in this instructor-led, online training opportunity. If you have questions about this training opportunity, please contact Barbara Davis at barbara.davis@ed.gov.

Sincerely,

Jana Hernandez
Service Director, Operations
Federal Student Aid