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campus-Based User Registration Guide and DPA Guide

Version 2.2

Date September 4, 2014

ECB Self Registration User Guide Version 2.2

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Table of Contents

1 SELF REGISTRATION FOR ECB ACCESS	1
Document Purpose	1
Document Overview	1
2 DESTINATION POINT ADMINISTRATOR REGISTRATION	2
What is a Destination Point Administrator?.....	2
Registering with Participation Management.....	2
Create Your FSA ID through confirming your information	2
What happens next?	3
3 FAA REGISTRATION	4
What is an FAA user?	4
New User Registration for an eCampus-Based AIMS Account	4
What happens next?	8
4 CEO / SCHOOL PRESIDENT REGISTRATION.....	9
What is a CEO user?	9
New CEO User Registration for an eCampus-Based AIMS Account	9
What happens next?	13
5 DPA ACCOUNT APPROVAL AND MAINTENANCE.....	13
Account Review	13
Account Maintenance.....	15
6 USER PROFILE MAINTENANCE	18
Updating Demographic Information	18
Requesting CEO Access through Edit Account.....	19
Requesting Changes to Access for FAA Users.....	20
7 FREQUENTLY ASKED QUESTIONS.....	23
GENERAL QUESTIONS.....	23
What is AIMS?.....	23
What other applications will be / have been integrated with AIMS?.....	23
REGISTRATION QUESTIONS.....	23
I'm a new DPA at my school, how do I register for eCB	23
I'm a new FAA user to eCB, how do I register?.....	23
What if my schools DPA has not registered?.....	23
I applied for access to multiple schools, but only seem to have access to a portion of the schools. What happened?	23
What do I do if I do not hear back about my account quickly?	24
I created my account based on the data in PM, but my access rights / schools do not appear to be correct. What do I do?	24
AIMS FUNCTIONS	24
What do I do if I forget my password?.....	24
How do I change my password?	24
How often will I have to change my password?	24
How do I update my profile?.....	24

1 Self Registration for eCB Access

Document Purpose

The purpose of this document is to provide assistance to users registering for an FSA ID to access the eCB application. This document contains an overview of the required steps to register, important data, and how accounts are approved and maintained.

Document Overview

This document has 6 major sections:

1. Destination Point Administrator (DPA) Registration
2. Financial Aid Administrator (FAA) Registration
3. Chief Executive Officer (CEO) and School President Registration
4. DPA User Administration
5. User Profile Maintenance
6. Frequently Asked Questions

These sections are designed to guide users through the registration process.

2 Destination Point Administrator Registration

What is a Destination Point Administrator?

The Destination Point Administrator (DPA) is the designated administrator for an institution. An institution may have up to 2 DPAs assigned – a primary and a secondary DPA. For the purposes of registering for the eCB application, both DPAs have the same rights and privileges and can perform all actions outlined in this guide. Both DPAs must follow the same process to register.

Registering with Participation Management

The first step in registering as a DPA for your institution is to register with the SAIG Participation Management system as an eCB DPA. The details for this process can be found at:

<http://www.fsawebenroll.ed.gov>

Create Your FSA ID through confirming your information

After your data is in the SAIG Participation Management (PM) system or if you are already a registered eCB DPA, you will be able to create your AIMS eCB account and FSA ID matching your: First Name, Last Name, Date of Birth, and Last 4 of your SSN. This information must match exactly with the information recorded in the SAIG PM system. The screen shot below is what this page looks like.

Confirming Your Identity

We need some personal information from you to create an identity. If you have an existing eCB account, this information will populate your registration forms with your current access rights. Please answer the following questions.

[Existing Users : Enter information as it appears on your Participation Management \(PM\) record.](#)

Your First Name*:

Your Last Name*:

Your Date of Birth (MMDDYYYY)*:

Last four digits of Social Security Number*:

Required fields are marked with an *

Figure 1. Confirming Your Identity Screen

After you have verified your information, the next step is to provide some additional information to create your account. This information includes:

- Organization Name and Address
- E-Mail address – this is where we will send your user ID and any future correspondence

- Password – please note the password requirements listed on the screen
- Supervisors information
- Answers to challenge questions – these challenge questions are used to verify your identity if you forget your password in the future

Figure 2. Entering in Demographics Information

Once you have submitted and confirmed this information, the system will display what school(s) you have access to based on the data received from PM and what your access rights are for the school(s). After you confirm this information is correct and hit submit, your account will be created and an e-mail will be sent to you containing your user name.

What happens next?

After you are registered as a DPA for your school and have your FSA ID AIMS account created, you will be able to review, approve/reject, and manage other users registered to access eCB for your schools OPEID. Section 5.0, **DPA Account Approval and Maintenance**, will walk you through the steps to review and maintain other users for your school.

3 FAA Registration

What is an FAA user?

An FAA user is any non-DPA user of the eCB application. Users can either have the same rights per year or different rights for each award year. The rights available are:

1. Read Only
2. Read, Write
3. Read, Write, Submit
4. DRAP

When FAA users register, they may select to have the ‘Same Rights as a DPA’. This will give the user Read, Write, Submit access for all award years. This does not give the user the ability to approve and maintain users.

New User Registration for an eCampus-Based AIMS Account

All new eCB users follow the standard eCB Registration process. This process contains the following steps:

1. Entering in demographic information
2. Selecting the school(s)
3. Selecting the access rights and years for the school(s)
4. Confirming the information

After the information is confirmed and submitted, the DPA(s) for the school(s) will receive an e-mail indicating that there is a request pending review in their account. Once the account is approved by at least one DPA, an e-mail will be sent to the user with the user ID. At that point, the account will be activated with the password self-selected on the demographics page for the schools that a DPA has approved.

3.1.1 Entering Demographic Information

The first step in creating an account is to enter in the required demographic information. All the fields with a ‘*’ next to them are required. This information will be reviewed by the DPA(s) to determine whether or not to approve the account. Also included with the demographic data is a password and challenge questions. The password will be used to login to the application after the account is approved and the challenge questions are used to reset the password in the future if the password is forgotten. The screen shots below show the demographic data required.

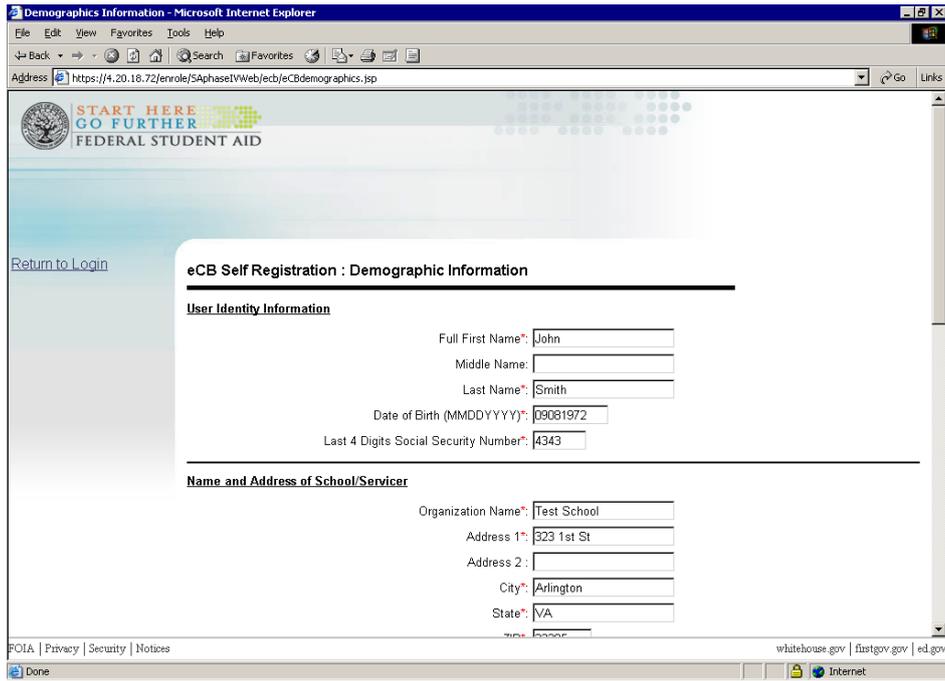


Figure 3. Entering in Demographics Information

3.1.2 Searching for School(s)

The next step in registration is to choose the school or schools you need access to. The system provides the ability to enter in an exact OPEID to be matched or to search either by a partial OPEID or school name. There is no limit to the number of schools that a user can register for. The screen shots below illustrate the process to search for schools.

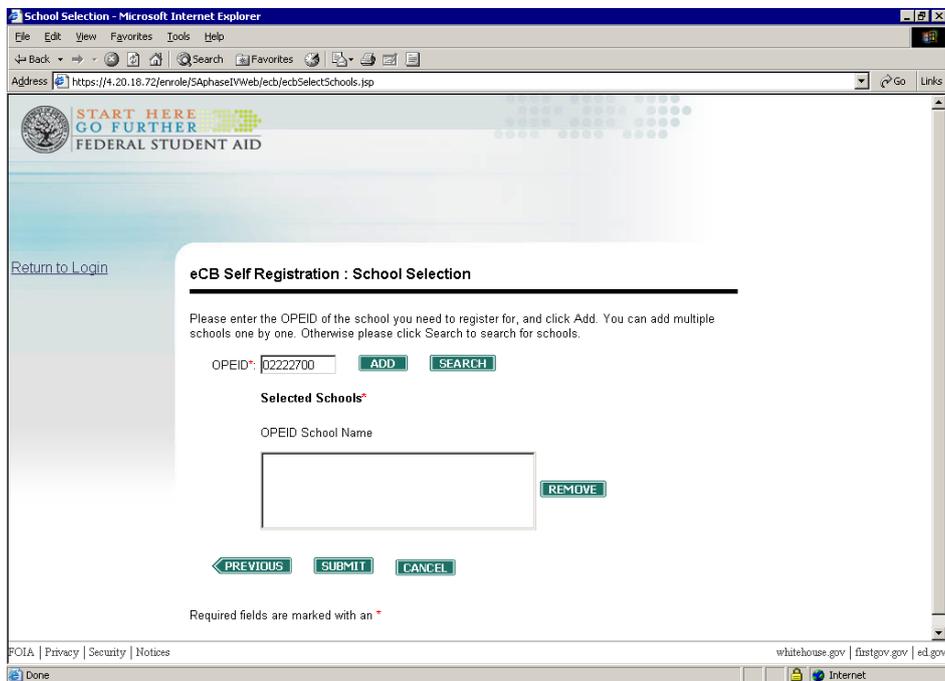


Figure 4. Search for Schools

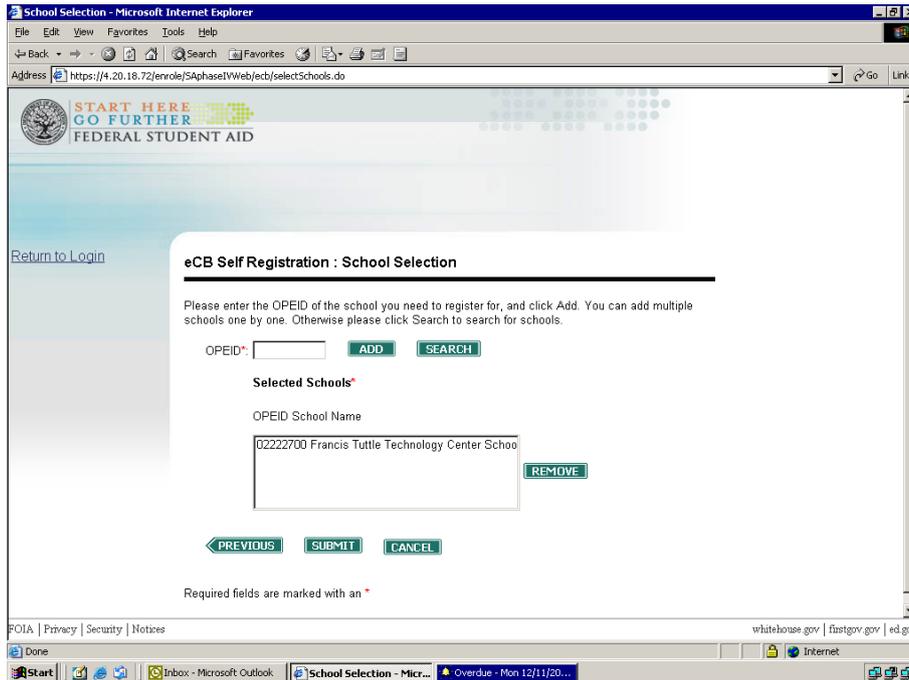


Figure 5. Adding a School to the List

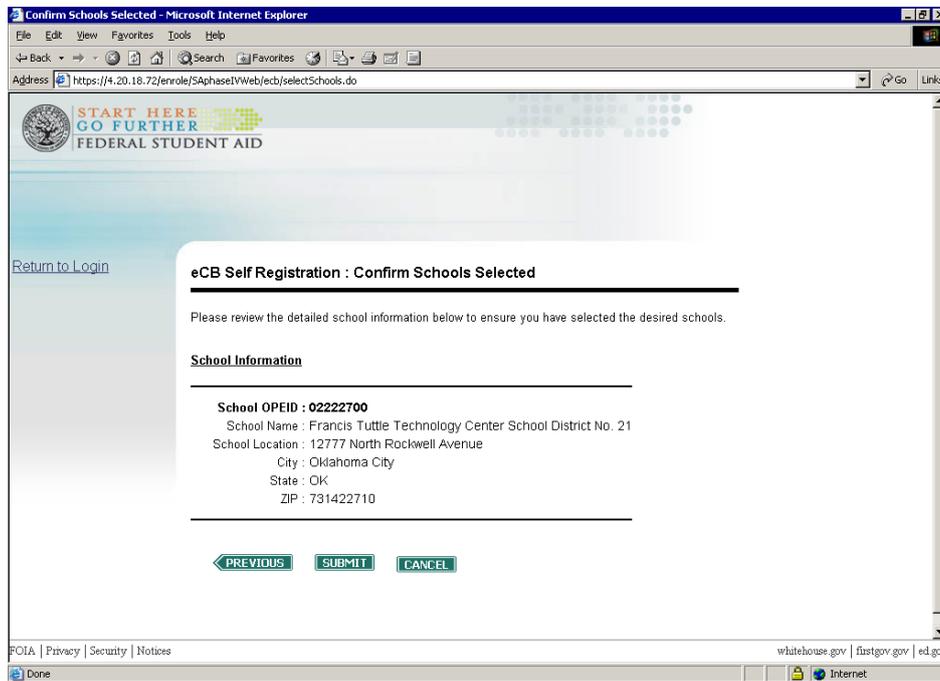


Figure 6. Confirming School Details

NOTE: The schools DPA must be registered with access to eCB before new users may register for eCB. Please contact the schools DPA if you are unable to register for an account because of this.

3.1.3 Selecting Access Rights and Confirming Information

After selecting the school(s) to you need to access, the next step is to select the role and access rights by award year and school. If more than one school was selected, the option is available to select the same access rights and years for all schools to streamline the registration process. There is also the ability to register for the same rights as a DPA. This gives the user Read, Write, and Submit access to all available years. The option is available to select different access rights for each school if that is required. The access rights available are:

- Read only
- Read, Write
- Read, Write, Submit
- DRAP Only

For each year selected, access rights must be selected. Also, a user must be registered for the most current award year to have access to the application. The screen shots below illustrate the options available to select Access Rights.

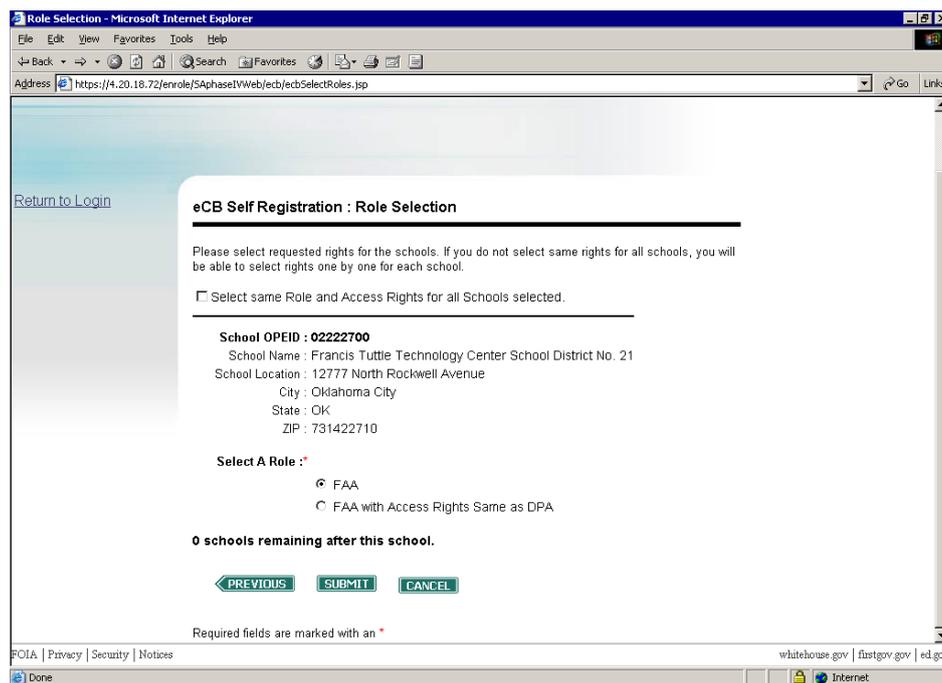


Figure 7. Select Roles

The FISAP entails reporting data for the prior Award Year and requesting funds for a future Award Year. Example: The 2015-2016 FISAP requires reporting of the 2013-2014 Award Year data and allows schools to request Campus-Based Funds for the 2015-2016 Award Year. The annotation for 2015-2016 FISAP on the Years and Access Rights screen is “2016.” This page lists all of the years for which the FISAP is available to a school through the eCB Web site. The most current Award year is listed on the right side of the screen (see Figure 8. below).

eCB Self Registration : Years And Access Rights

Please select your registration Years and Access Rights for the following School*:

School OPEID : 02222700
 School Name : Francis Tuttle Technology Center School District No. 21
 School Location : 12777 North Rockwell Avenue
 City : Oklahoma City
 State : OK
 ZIP : 731422710

Select Years and Rights :

The FISAP entails reporting data for the prior Award Year and requesting funds for a future Award Year. This page lists all of the years for which the FISAP is available to a school through the eCB Web site. The most current Award year is listed on the right side of the screen and must be selected.

<input type="checkbox"/> 2011	<input type="checkbox"/> 2012	<input type="checkbox"/> 2013	<input type="checkbox"/> 2014	<input type="checkbox"/> 2015	<input type="checkbox"/> 2016
<input type="radio"/> Read Only					
<input type="radio"/> Write, Read					
<input type="radio"/> Submit, Write, Read					
<input type="radio"/> DRAP Only					
<input checked="" type="radio"/> Deselect rights					

0 schools remaining after this school.

[PREVIOUS](#) [SUBMIT](#) [CANCEL](#)

Required fields are marked with an *

Figure 8. Select Years and Access Rights

eCB Self Registration : Confirm Schools and Access Rights Information

Confirm all of your registration answers. To modify any answer, click the 'Modify' button at the bottom of the page. If all information is correct, click the 'Submit' button. Once you click Submit, you will not be able to go back and change any of your answers.

School Information

School OPEID : 77777701
 School Name : School01
 School Location : -
 City : -
 State : -
 ZIP : -
 Role : CEO

[REMOVE](#)

School OPEID : 02222700
 School Name : Francis Tuttle Technology Center School District No. 21
 School Location : 12777 North Rockwell Avenue
 City : Oklahoma City
 State : OK
 ZIP : 731422710
 Role : FAA

Cycle Years and Access Rights :

2011 : Submit, Write, Read
 2012 : Submit, Write, Read
 2013 : Submit, Write, Read
 2014 : Submit, Write, Read
 2015 : Submit, Write, Read
 2016 : Submit, Write, Read

[MODIFY](#) [REMOVE](#)

[ADD](#) [SUBMIT](#) [CANCEL](#)

Figure 9. Confirm Years and Access Rights

After selecting the years and access rights, the final step to register is to confirm the demographic information entered in the first step and the schools and access rights selected.

What happens next?

Once the registration is complete, the DPA(s) for the school(s) selected will receive an e-mail indicating they have an account ready to review and approve. The Supervisor listed in the Demographics section will also receive an email. The user will receive an e-mail each time a request is approved or rejected. If there are any questions about the status of the request, the DPA should be contacted.

4 CEO / School President Registration

What is a CEO user?

A CEO user is the user registering with eCB with the access to eSign the schools FISAP. The CEO must be listed on the Title IV Eligibility Certification (PPA/ECAR) at <http://www.EligCert.ed.gov> and the CEO must register with the exact First Name and Last Name listed on the PPA/ECAR.

For the schools that the user is a CEO, the user will be granted the Submit access rights for all years in the system. They will also be given the ability to eSign the FISAP.

New CEO User Registration for an eCampus-Based AIMS Account

For eCB CEO users, the registration process starts with the same steps as the FAA and DPA users. This process contains the following steps:

1. Confirm Your Identity
2. Selecting the CEO Registration Path
3. Entering in demographic information
4. Selecting the school(s)
5. Selecting the access rights and years for the school(s)
6. Confirming the information

After the information is confirmed and submitted, the DPA(s) for the school(s) will receive an e-mail indicating that there is a request pending review in their account. Once the account is approved by at least one DPA, an e-mail will be sent to the user with the user ID. At that point, the account will be activated with the password self-selected on the demographics page for the schools that a DPA has approved.

4.1.1 Confirm Your Identity

The initial step in the registration process is to enter in your First Name, Last Name, Date of Birth, and Last 4 SSN on the screen below. NOTE: The First Name and Last Name need to match the PPA/ECAR exactly to register as a CEO.

Confirming Your Identity

We need some personal information from you to create an identity. If you have an existing eCB account, this information will populate your registration forms with your current access rights. Please answer the following questions.

[Existing Users : Enter information as it appears on your Participation Management \(PM\) record.](#)

Your First Name*:

Your Last Name*:

Your Date of Birth (MMDDYYYY)*:

Last four digits of Social Security Number*:

Required fields are marked with an *

Figure 10. Confirm Identity Screen

4.1.2 Selecting the CEO Registration Path

After entering your information as it is listed on the PPA/ECAR, the screen below is presented:

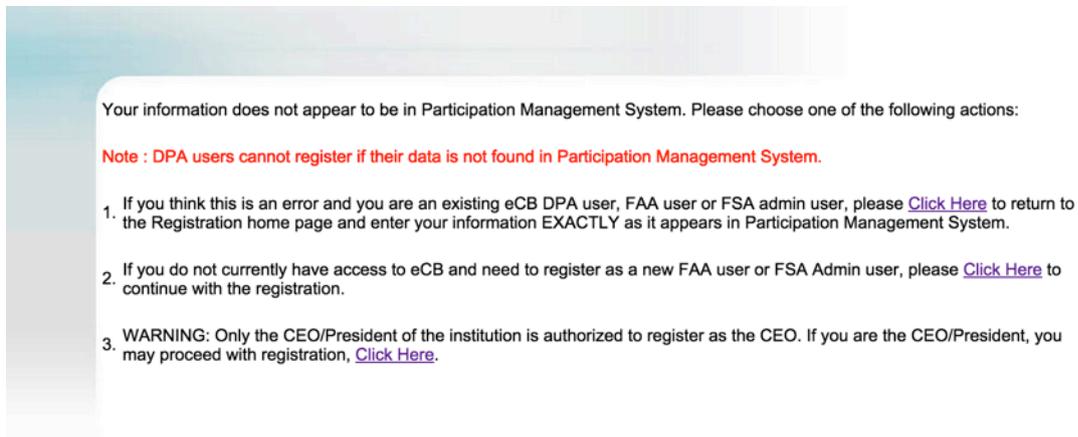


Figure 11. Select CEO / School President Option to Continue

4.1.3 Entering Demographic Information

The next step in creating an account is to enter in the required demographic information. All the fields with a ‘*’ next to them are required. This information will be reviewed by the DPA(s) to determine whether or not to approve the account. Also included with the demographic data is a password and challenge questions. The password will be used to login to the application after the account is approved and the challenge questions are used to reset the password in the future if the password is forgotten. The screen shots below show the demographic data required.

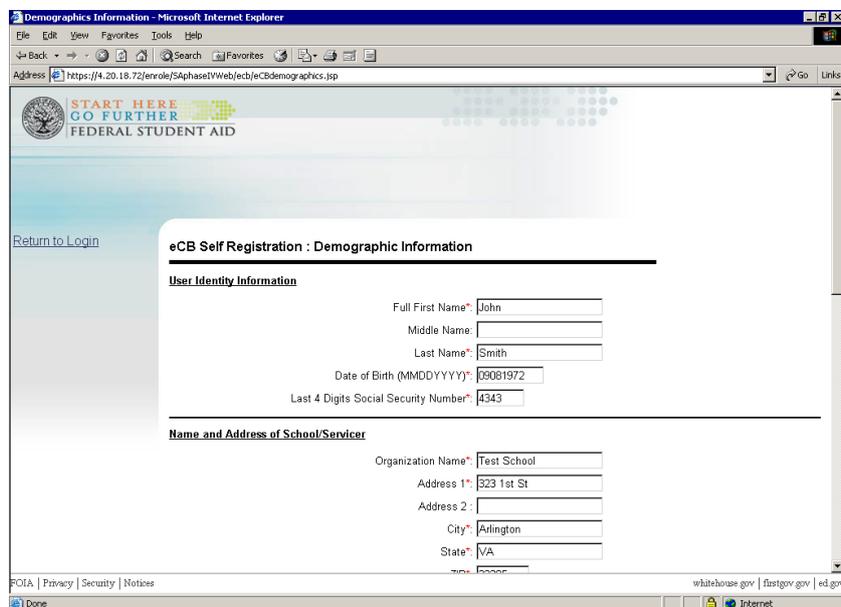


Figure 12. Entering in Demographics Information

4.1.4 Searching for School(s)

The next step in registration is to select the school or schools for which you are the CEO. The system provides the ability to enter in an exact OPEID to be matched or to search either by a partial OPEID or school name. There is no limit to the number of schools that a user can register for. The screen shots below illustrate the process to search for schools.

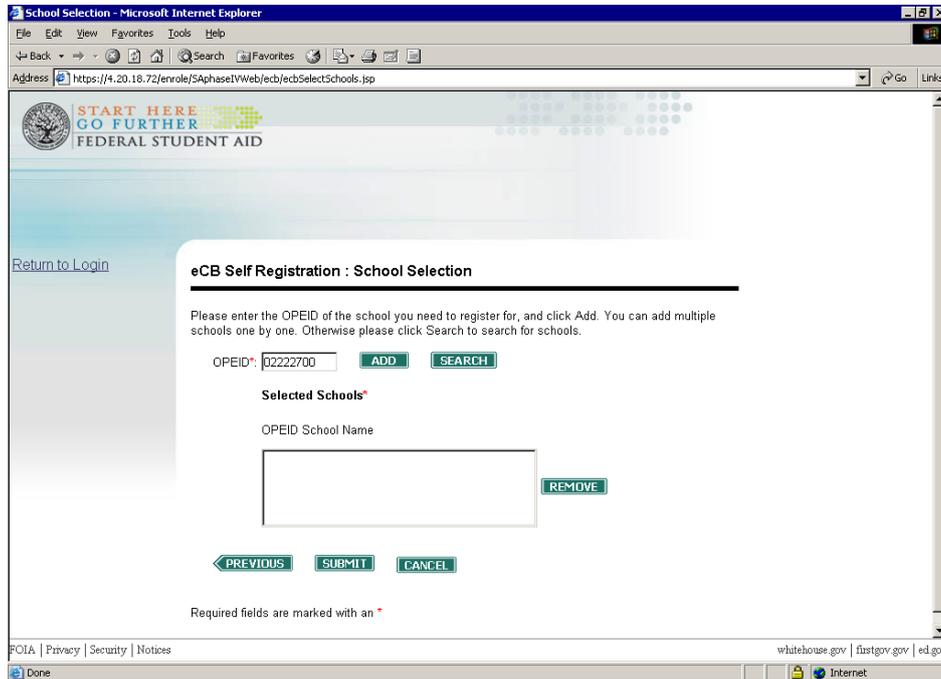


Figure 13. Search for Schools

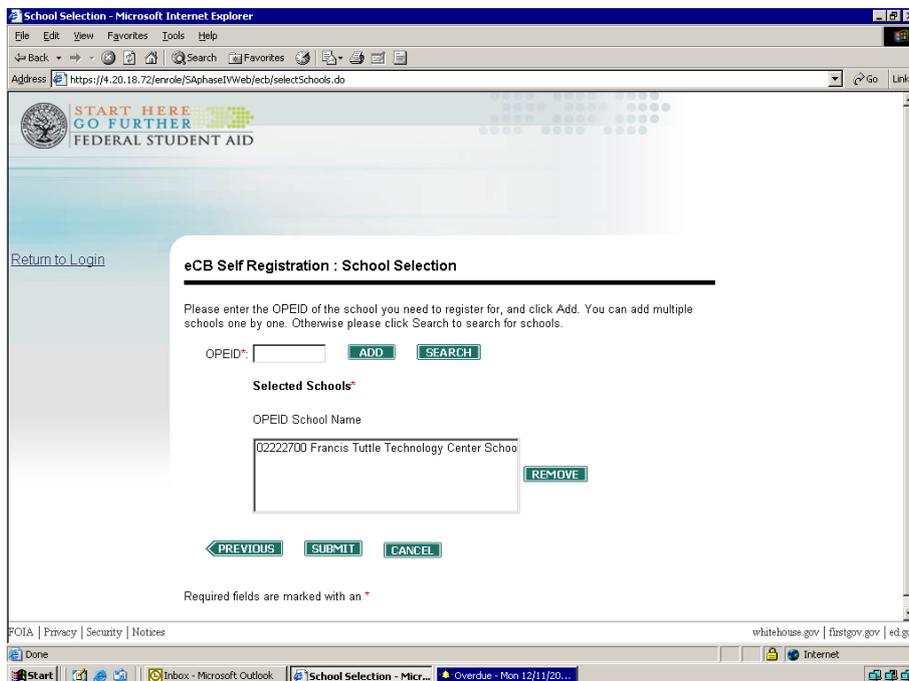


Figure 14. Adding a School to the List

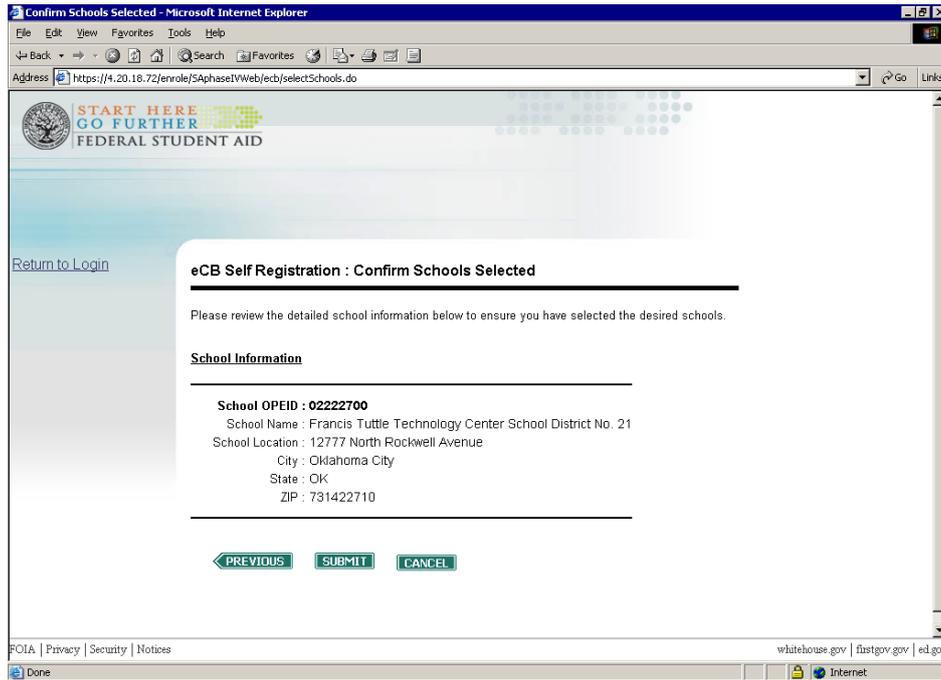


Figure 15. Confirming School Details

NOTE: The schools DPA must be registered for an FSA ID with eCB DPA access before new users may register for eCB. Please contact the schools DPA if you are unable to register for an account because of this.

4.1.5 Confirm CEO Registration

The screen shot below illustrates the school details for the school for which you are registering as the CEO. If this was in error, you can remove the school by clicking the “Remove” button. If this information is correct, click the “Submit” button to move to the next step in the registration process.

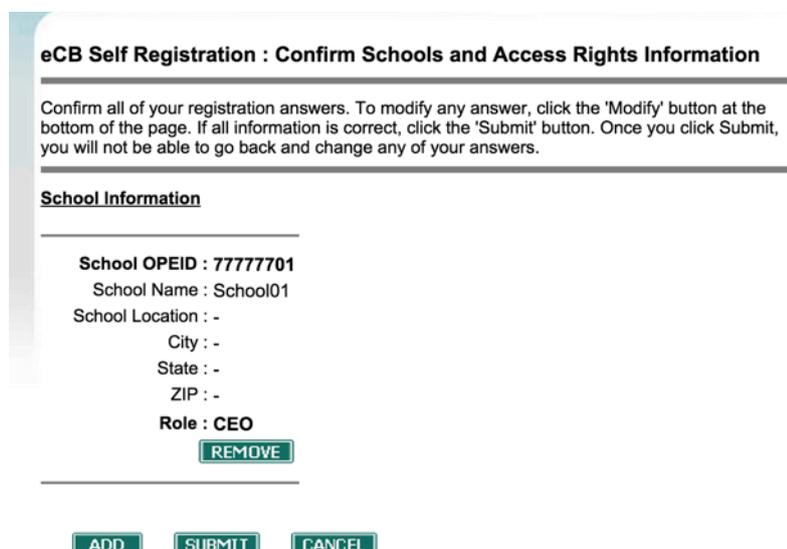


Figure 16. Confirm CEO School Information

After submitting, the request will be emailed to the DPA to be approved.

What happens next?

Once the registration is complete, the DPA(s) for the school(s) selected will receive an e-mail indicating they have a CEO user request ready to review and approve. If the request is rejected, the user will receive an e-mail each time a request is approved or rejected. If there are any questions about the status of the request, please contact your DPA.

5 DPA Account Approval and Maintenance

This section provides a review of the Administrative portion of the application for the DPAs. There are two high level tasks that DPAs can perform:

1. Review access requests
2. Maintain existing users access

The following sections outline the steps to perform these tasks.

Account Review

5.1.1 Notification of an Account Request

The first step in the account review process is an e-mail sent to the DPAs registered for each school in the request. If a school has more than one DPA registered (2 is the max allowed), each DPA will receive an e-mail notifying them of the request. The request could either be for a modification to an existing users account or for a new user. Both types of requests will generate an e-mail to the DPA(s).

5.1.2 Login to Administrative Application

To get to the DPA Admin Application, use the 'DPA Administration' link on the top of the login page. After selecting the 'DPA Administration' link, the DPA will be directed to a login page to login with the user ID and password.

5.1.3 Review of User Request

After logging in, the first page displayed is the pending requests page. This will list all requests pending review and approval whether they are new users or users who have requested a change to their access (ex. a user who used to have Read access who wants Submit access). To review the details of the request, click on the link for that request. The screen shot below illustrates the Pending Requests Page.

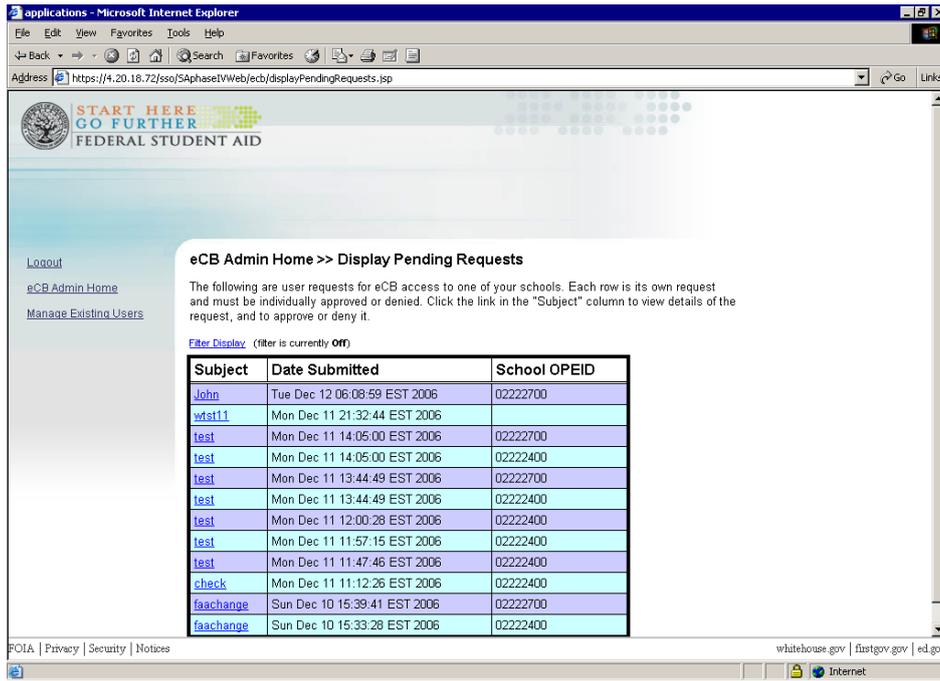


Figure 17. List of Pending Account Requests

5.1.4 Approve / Reject Request

After selecting the request to review, the details of the request are presented. This includes all the users' demographic information including e-mail address, phone number, and the supervisor they listed. The details of the request also include the access rights by year that the user has requested. The DPA only has the ability to Approve or Reject the request. If the request is approved, the DPA can then modify the access rights using the instructions in the following section. The screen shots below illustrate the request details review.

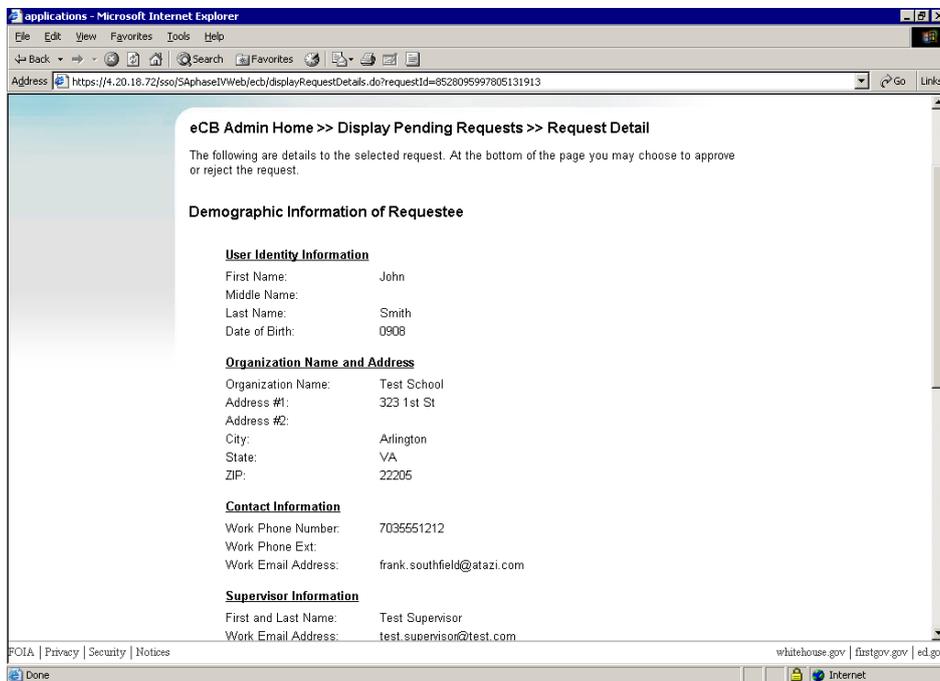


Figure 18. Details of Pending Request

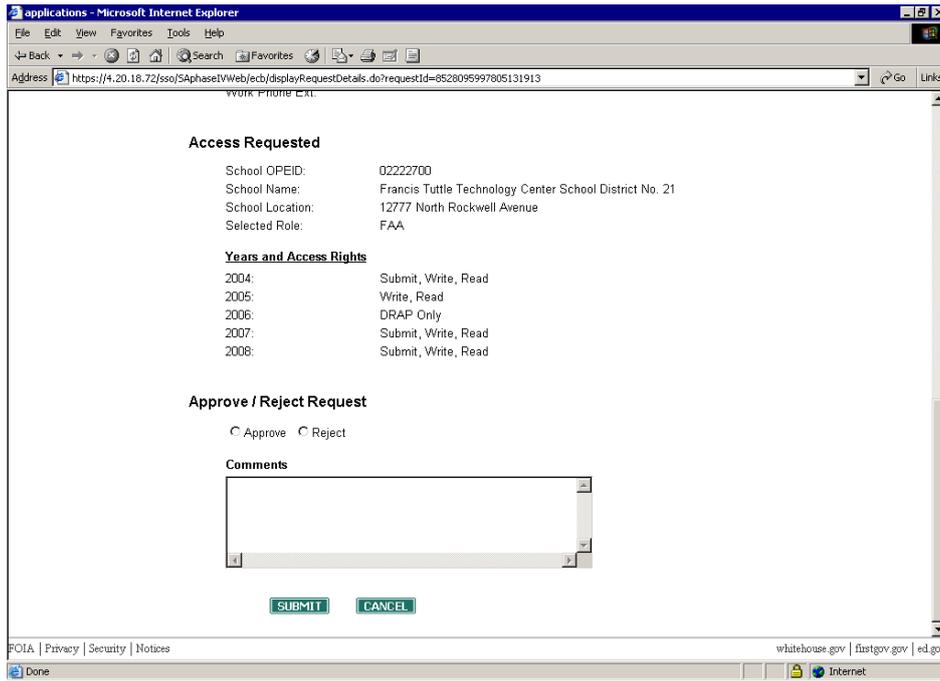


Figure 19. Details of Pending Request Continued

After the request is approved or rejected, the DPA is taken back to the list of pending requests minus the one just approved or rejected.

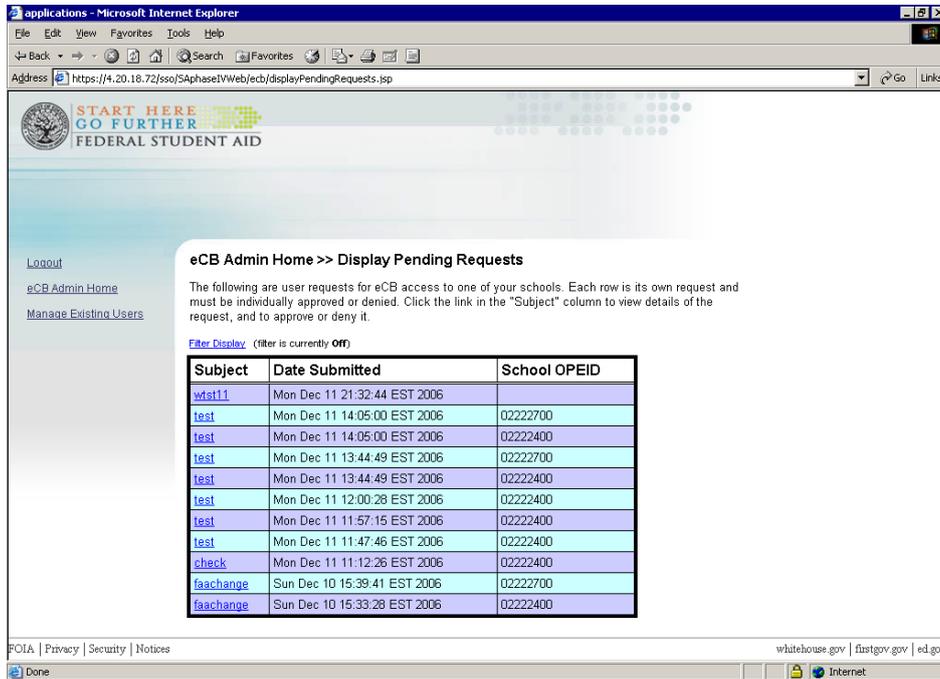


Figure 20. Pending Requests Post Approval

Account Maintenance

One of the most critical aspects of being a DPA is to maintain the accounts of users' access. This includes both modifying access when users' responsibilities change and removing their access when users no longer work at the school or in a position requiring access to the application. The following sections demonstrate the process of reviewing the users' accounts, modifying their access, and removing the access if required.

5.1.5 Reviewing User Accounts with Access to your School(s)

After logging in to the DPA Administration application as outlined in Section 5.1.2, there is a link on the left hand side of the page to 'Manage Existing Users'. After clicking on this link, all the users with access to your schools eCB data will be displayed. To review the details of their account use the link associated with their data. The screen shot below illustrates this list.

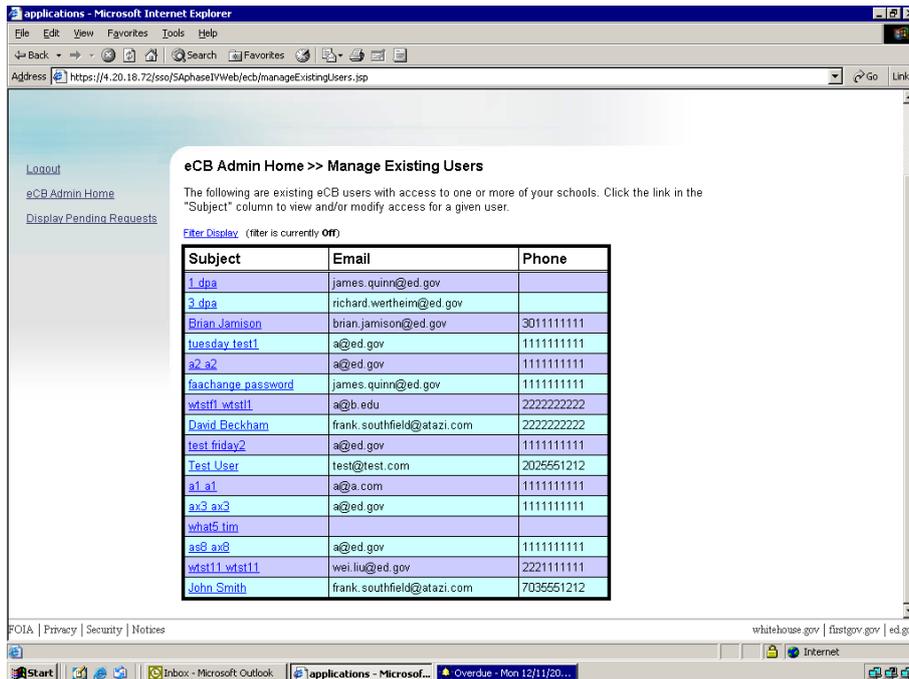


Figure 21. List of Existing Users

5.1.6 Modifying or Removing Access

After reviewing the details for the access for a user's account, the DPA has the ability to modify the access if necessary. For example, a user may have changed roles and need to have their access changed from 'Read, Write' to 'Read, Write, Submit'. There are two ways this can be accomplished. First, the user can request the change by updating their profile. If the user requests the change, this will become a 'Pending Request' for the DPA review follow the steps outlined in Section 4.1. If the change is made using the DPA Administration Application, the change takes effect immediately for the user. To modify access, click the 'Modify' link at the bottom of the page below.

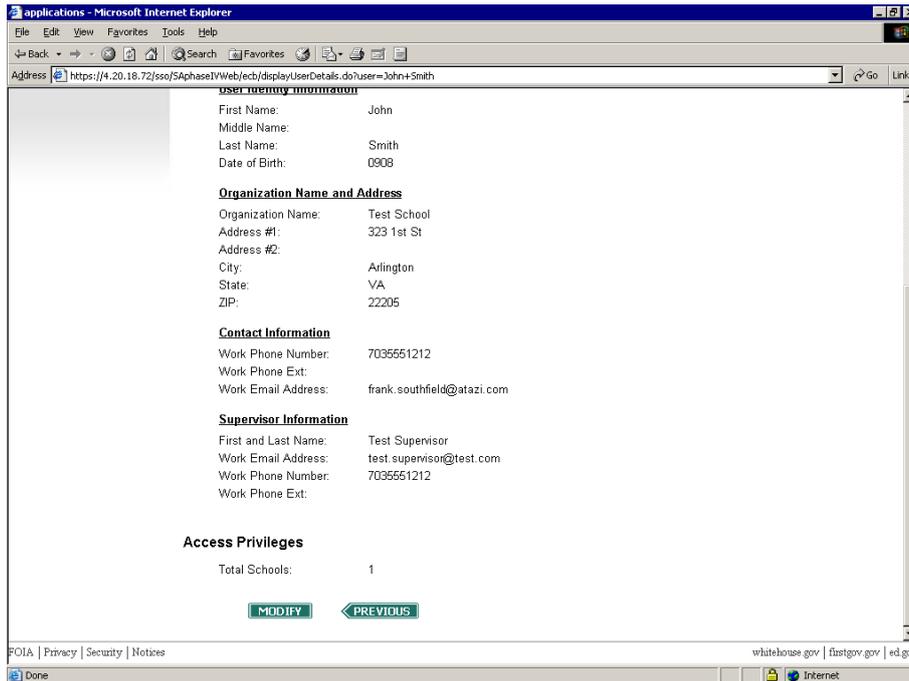


Figure 22. Details of Existing Users

The next page is the ‘View / Modify Access Privileges’ page. There are two choices on this page:

1. Delete / Remove access to a School
2. Modify the user’s access rights for a school.

The access rights for the user are displayed on the page as well as the ability to make any changes. If there are any changes made, click the submit button at the bottom of the page to save the changes and have them take effect. The screen shot below displays the options available on this page.

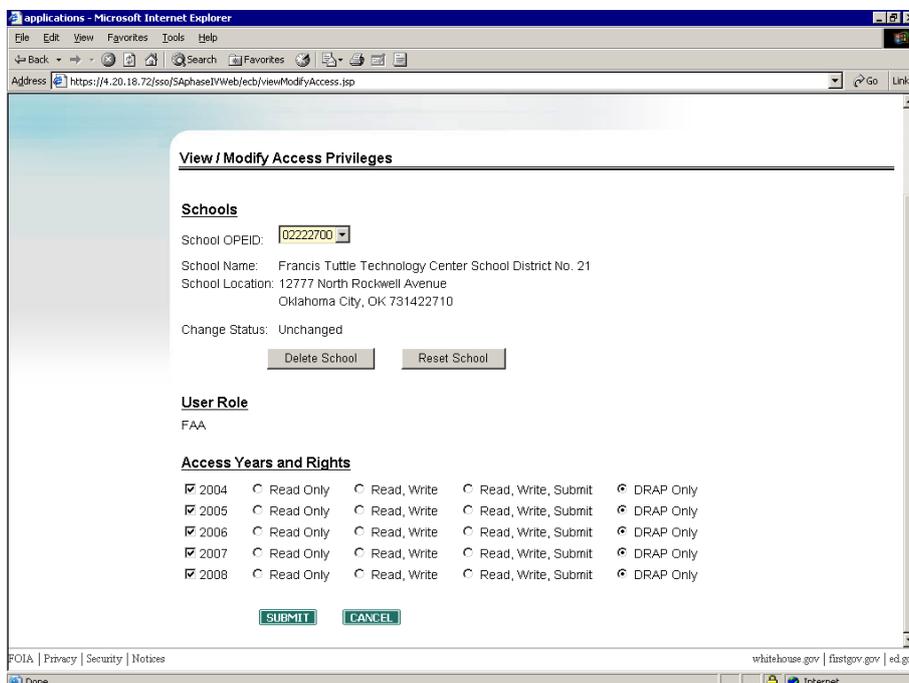


Figure 23. View and Modify Access Privileges and Schools

6 User Profile Maintenance

After a user has an account approved by at least one school, they will have the ability to manage their profile and request additional access if needed. There are three high level tasks a user may perform:

1. Update demographic information
2. Requesting a change to access rights for a given school
3. Requesting access to an additional school

Demographic changes are saved immediately to the profile while changes in access rights or access to additional schools must be approved by the individual schools DPAs before taking effect.

Updating Demographic Information

To update a user's profile, the user must click on the 'Update Profile' link on the login page and login. After logging in, click on the link to update 'Demographic Information', see the screen shot below.

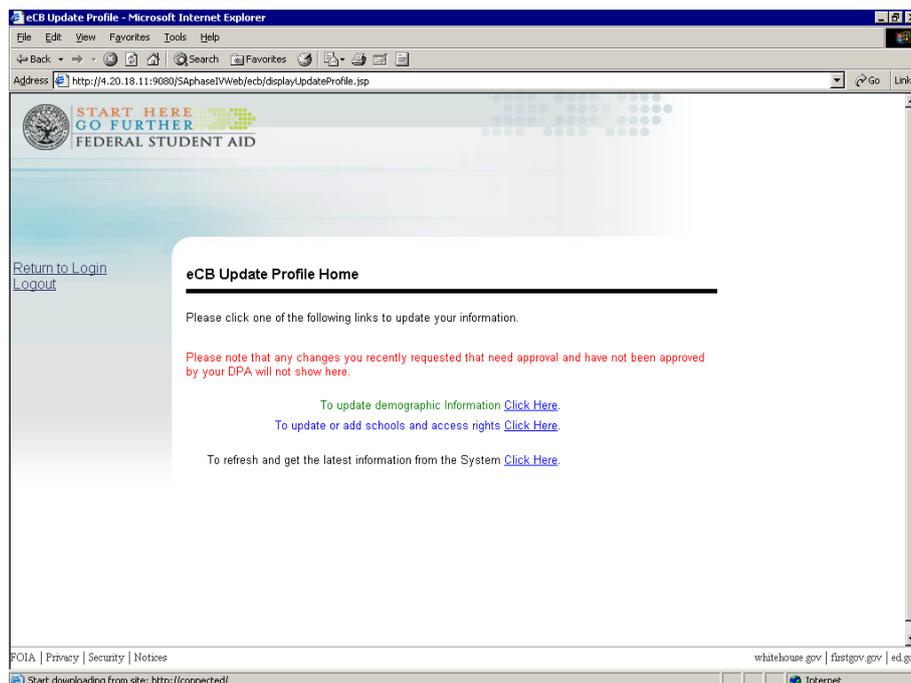


Figure 24. Update Profile Home Page

After reviewing what the system has for demographic information, click on the 'Modify' button at the bottom of the page to change any of the data that may be modified. User Identity Information such as first name, last name, date of birth, and last 4 of SSN cannot be modified. The other contact information can be changed and saved to the database. These changes will take effect immediately. See the screen shot below for an example of this page.

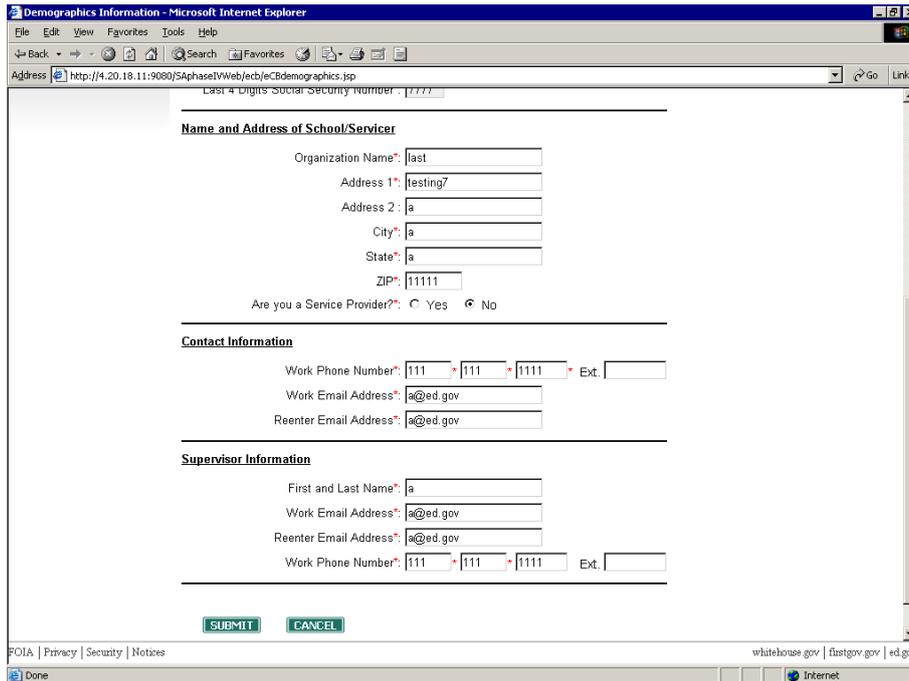


Figure 25. Edit Demographics Page

Requesting CEO Access through Edit Account

For CEO users who already have an FSA ID and need to add CEO access, the following steps will need to be taken:

- Select on the “To register or Modify registration for eCB option from the Edit Account page
- Click “Modify” on the school you would like to request CEO access to
- Click “Submit” to submit the request to the DPA for approval – you will be redirected back to the “Edit My Account Home” page

Edit My Account Home

Please click one of the following links to update your information.

Please note that any changes you recently requested that need approval and have not been approved by your DPA will not show here.

To update e-mail address [Click Here.](#)

To update demographic Information [Click Here.](#)

To update Challenge Response questions and answers [Click Here.](#)

To register or modify registration for eCB [Click Here.](#)

To register or modify registration for Experimental Sites [Click Here.](#)

To refresh and get the latest information from the System [Click Here.](#)

Figure 26. Edit My Account Home

Edit My Account : Confirm eCB Schools and Access Rights Information

Confirm all of your school access rights selections. To modify any answer, click the 'Modify' button at the bottom of the page. If all information is correct, click the 'Submit' button. Once you click Submit, you will not be able to go back and change any of your answers.

Please note that any changes you recently requested that have not been approved by your DPA will not show here.

To refresh and get the latest information from the System [Click Here](#).

School Information

School OPEID : 00100200

School Name : Alabama Agricultural & Mechanical University

School Location : 4900 Meridian Street

City : Normal

State : AL

ZIP : 357621357

Role : FAA

Cycle Years and Access Rights :

2011 : Submit, Write, Read

2012 : Submit, Write, Read

2013 : Submit, Write, Read

2014 : Submit, Write, Read

2015 : Submit, Write, Read

2016 : Submit, Write, Read

MODIFY

REMOVE

Figure 27. Edit My Account School List

eCB Self Registration : Role Selection

Please select requested rights for the schools. If you do not select same rights for all schools, you will be able to select rights one by one for each school.

School OPEID : 00100200

School Name : Alabama Agricultural & Mechanical University

School Location : 4900 Meridian Street

City : Normal

State : AL

ZIP : 357621357

Select A Role :*

CEO

FAA

FAA with Access Rights Same as DPA

1 schools remaining after this school.

PREVIOUS

SUBMIT

CANCEL

Figure 28. Edit Account Update School Role Selection

Requesting Changes to Access for FAA Users

FAA users may also request a change in their access to one or more of the current schools they have in their profile or access to additional schools. Please note, any changes to the access rights to existing schools or requests to access additional schools data must be

approved by the schools DPA prior to taking effect. The current access rights will be maintained until the DPA has approved the request. The screen shots below illustrate the process for requesting a change in access rights.

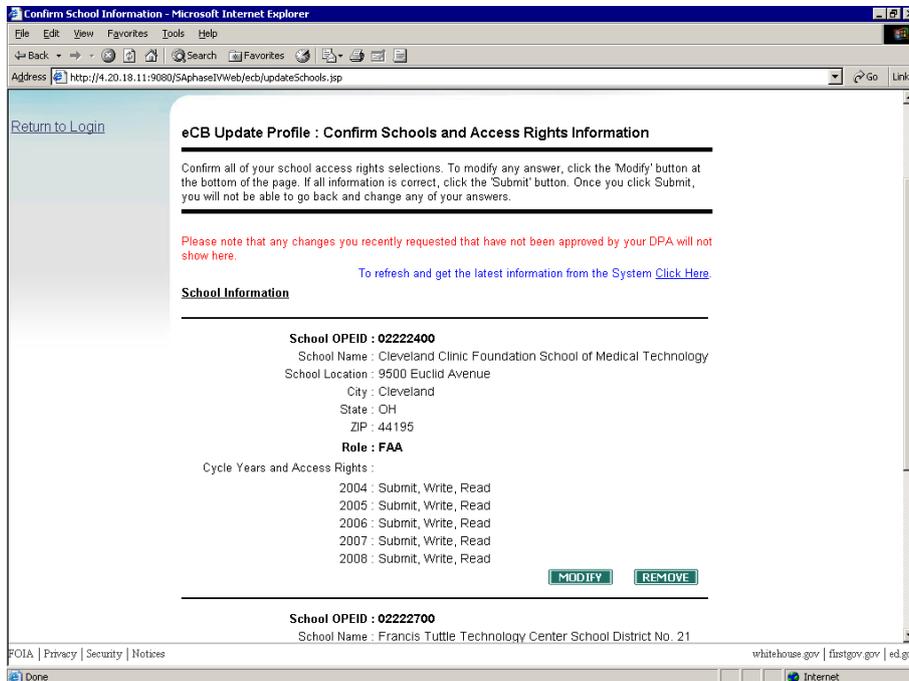


Figure 29. View School Details for Registered Schools

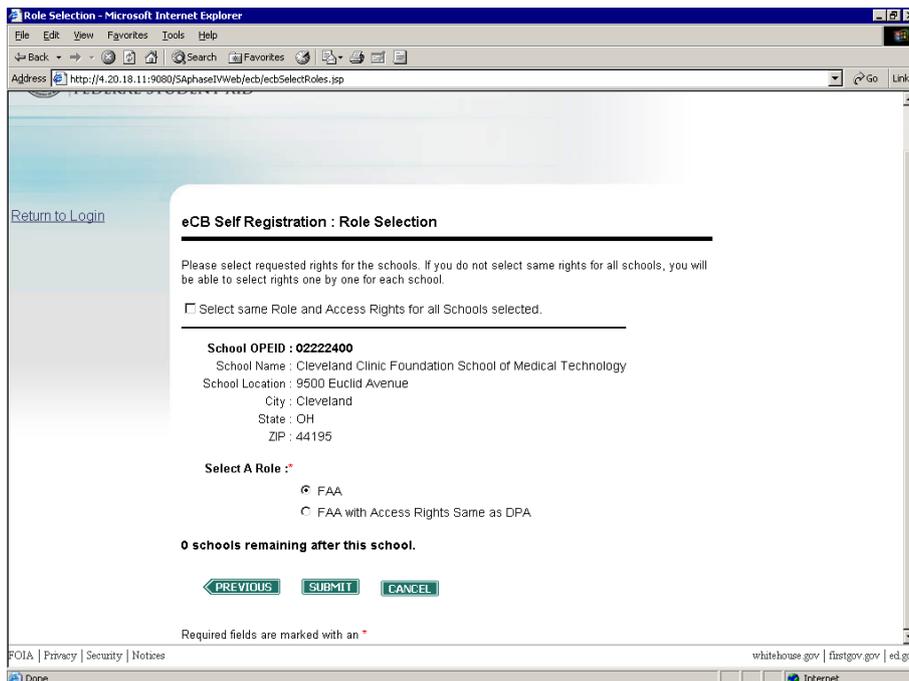


Figure 30. Modify / Select Roles

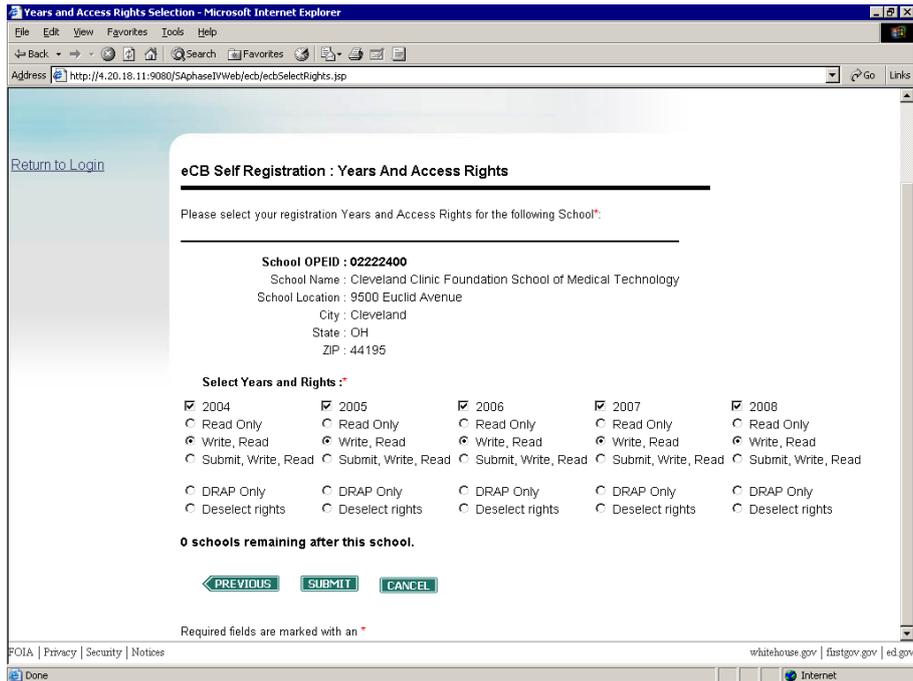


Figure 31. Modify / Select Access Rights

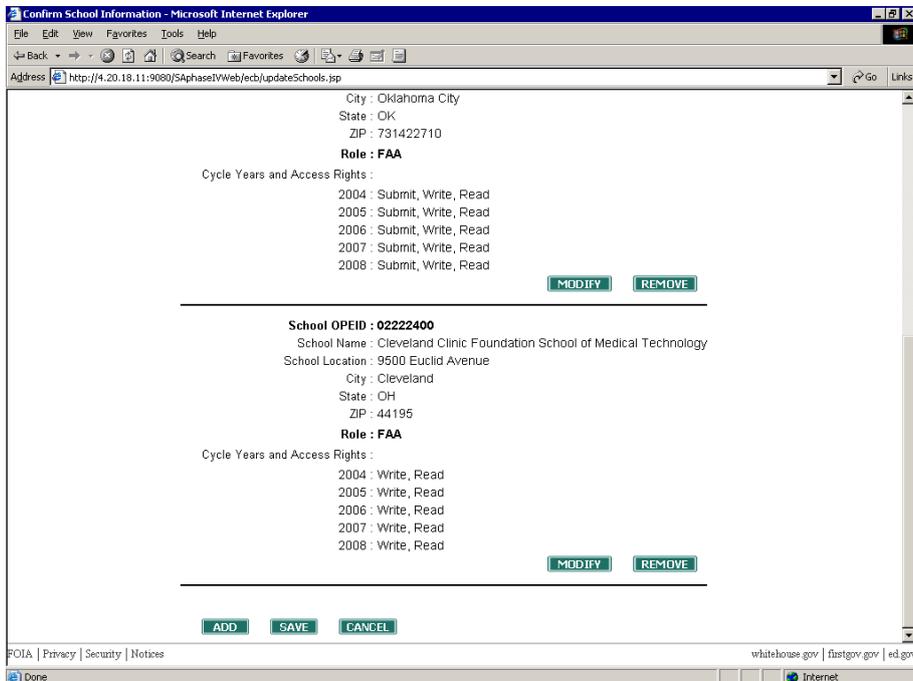


Figure 32. Confirm Modify Access Rights

7 Frequently Asked Questions

General Questions

What is AIMS?

AIMS is an implementation of IBMs Tivoli Identity Management (TIM) and Tivoli Access Management (TAM) products to provide a framework for manage accounts across Federal Student Aid web applications. Registration for an AIMS account will create an FSA ID, which, when authorized, can be used to access other FSA systems include CPS-FAA, COD, NSDLS FAP.

What other applications will be / have been integrated with AIMS?

AIMS currently is integrated with most school / partner facing web-sites including:

- Common Origination and Disbursement
- CPS-FAA
- NSLDS FAP
- eCDR Appeals
- Financial Partners Data Mart
- Participation Management
- SAIG EDCConnect

Registration Questions

I'm a new DPA at my school, how do I register for eCB

All DPAs must first register with PM following the existing DPA registration process. Once the PM registration process is complete, the DPAs data will be loaded into AIMS and the DPA will be able to register like in Destination Point Administrator Registration.

I'm a new FAA user to eCB, how do I register?

New users will have to complete the following steps to register:

1. Complete the demographic information required from all users
2. Search for the school(s) they are signing up for
3. Select their access rights
4. Submit the application for an account

The school(s) DPAs will receive an e-mail asking them to review their account request. Once this approval has happened, they will receive an e-mail with their user id.

What if my schools DPA has not registered?

All new account requests must be approved before access can be granted to eCB. If the school's DPA has not registered for access, there is no one authorized to approve account requests, so users will not be allowed to continue the registration process.

I applied for access to multiple schools, but only seem to have access to a portion of the schools. What happened?

Each school's DPA must approve a request. The user will receive their user ID when the first school approves the request, but will not gain access to other schools data until each school's DPA also approve the request.

What do I do if I do not hear back about my account quickly?

The best way to address this is to contact the schools DPA to ask if they have reviewed the request. If they have not, ask them to login to the eCB Administrative Application and review your request. If they have reviewed and approved the request, contact the help desk and report this issue.

I created my account based on the data in PM, but my access rights / schools do not appear to be correct. What do I do?

If this happens, they will need to contact the PM help desk to have their account researched and determine what schools / rights they had within the PM system. If they are an FAA user, they can also use the 'Edit Profile' link on the login page to register for additional schools. Please note, these requests will have to be approved by the schools DPA before they take effect.

AIMS Functions

What do I do if I forget my password?

On the login page, there is a link on the left hand side of the page, 'Forgot Password', which can be used to reset your password. The user will be asked one or more of their challenge questions and if they provide the correct response they will be able to reset their password.

What if I do not remember the answers I provided to the challenge questions?

If the user does not know or does not answer their challenge questions, the only method we have of confirming the identity of the user is to have a DPA e-mail the eCB support mailbox with the request to reset a user's password. The e-mail must come from the registered DPA's e-mail account for this to be considered a valid request. The user will then be sent a temporary password to the e-mail address registered for that account. This password must be changed the first time the user logs in. The support mailbox is: CBFOB@ed.gov

How do I change my password?

The Change Password link on the top of the login page can be used to change your password.

How often will I have to change my password?

Passwords expire every 90 days. The user will be prompted to change their password when the password is expired before proceeding to the application.

How do I update my profile?

There is a link to 'Edit Account' on the top of the login page. This will let you:

1. Update the address, e-mail address, phone number, and supervisors information
2. Request access to additional schools
3. Request a modification to the access for the existing school(s) the user is registered for. For example, request that your account be given Read, Write access when you currently have Read.

All requests affecting access to school data require DPA approval. This means that if the user wants to add additional schools or update their access rights to a school they already have access to; the DPA for the school will have to approve it before it takes effect.