



How to Register a TFA Token

The following sections describe the steps for registering a TFA token. Once you have registered your token for CPS FAA Access, NSLDS, or SAIG/EDconnect, you may use your token for any of these systems without registering a second time. You will still need to register the same token for the COD Web site even if you have already registered it for [FAA Access to CPS Online](#), [NSLDS Professional Access](#), or SAIG/EDconnect.

CPS/FAA

CPS/FAA users may register and begin using your token as soon as it is issued to you. The registration process will be completed in a few simple steps, as illustrated on page 4, “*TFA Token Registration for CPS and NSLDS Users.*”

1. Go to the [FAA Access to CPS Online Web site](#), or type the following address into your web browser: <https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp>
2. Click “**Next.**”
3. Click “**Register/Maintain Token.**”
4. Enter your FSA User ID and password, and then click “**Login.**”
5. Complete the token registration information.
6. When the “Success” message is displayed, close your browser, and then open a new browser window to log in to CPS using TFA.

NSLDS

NSLDS users may register and begin using your token as soon as it is issued to you. The registration process will be completed in a few simple steps, as illustrated on page 4, “*TFA Token Registration for CPS and NSLDS Users.*”

1. Go to the [NSLDS Professional Access Web site](#) (https://www.nslsdfap.ed.gov/nsls_FAP/default.jsp)
2. Click “**Click to Continue.**”
3. Click “**Register/Maintain Token.**”
4. Enter your FSA User ID and password, and then click “**Login.**”
5. Complete the token registration information.
6. When the “Success” message is displayed, close your browser, and then open a new browser window to log in to NSLDS using TFA.

SAIG and EDconnect

SAIG / EDconnect users may register and begin using your token after downloading and installing EDconnect 8.1 software. The token registration process will be completed in a few simple steps, as illustrated on page 5, “*TFA Token Registration for SAIG and EDconnect Users.*”

1. Start the EDconnect 8.1 software on your desktop.
2. On the EDconnect login page, click “**Register/Maintain Token.**”
3. Enter your FSA User ID and password, and then click “**Login.**”
4. Complete the token registration information.
5. When the “Success” message is displayed, close your browser.
6. Enter the EDconnect application.

COD

COD users may register and begin using your token as soon as it is issued to you. An announcement will be sent notifying schools of the date when TFA will be required for COD. The first time an authorized user wishes to log in to the [COD Web site](https://cod.ed.gov/cod/LoginPage) (<https://cod.ed.gov/cod/LoginPage>) if he or she has not already done so, the user will be required to register his or her TFA token. The token registration process for COD is very similar to CPS token registration, although the user enters the process from the COD login page. This registration process is illustrated on page 6, “*TFA Token Registration for COD Users.*”

1. Go to the [COD Web site](#) home page or log-in page.
2. Click the token registration link: “**Click on the link below to register your token for Two-Factor Authentication.**”
3. Enter your COD user name and password and click “**Login.**”
4. Complete the token registration information.
5. When the “Success” message is displayed, click the link “**here**” to return to the COD Web site to log in using TFA.

Once registered, each time an authorized user wishes to log in to the [COD Web site](#), the user will be required to enter his or her COD System user ID and password, and then will be prompted to enter a One-Time Password (OTP) generated by the user’s registered token.

Note: As a reminder, each authorized user will need to register his or her token for the COD Web site even if he or she has already registered it for [FAA Access to CPS Online](#), [NSLDS Professional Access](#) or SAIG/EDconnect.

Contact Information

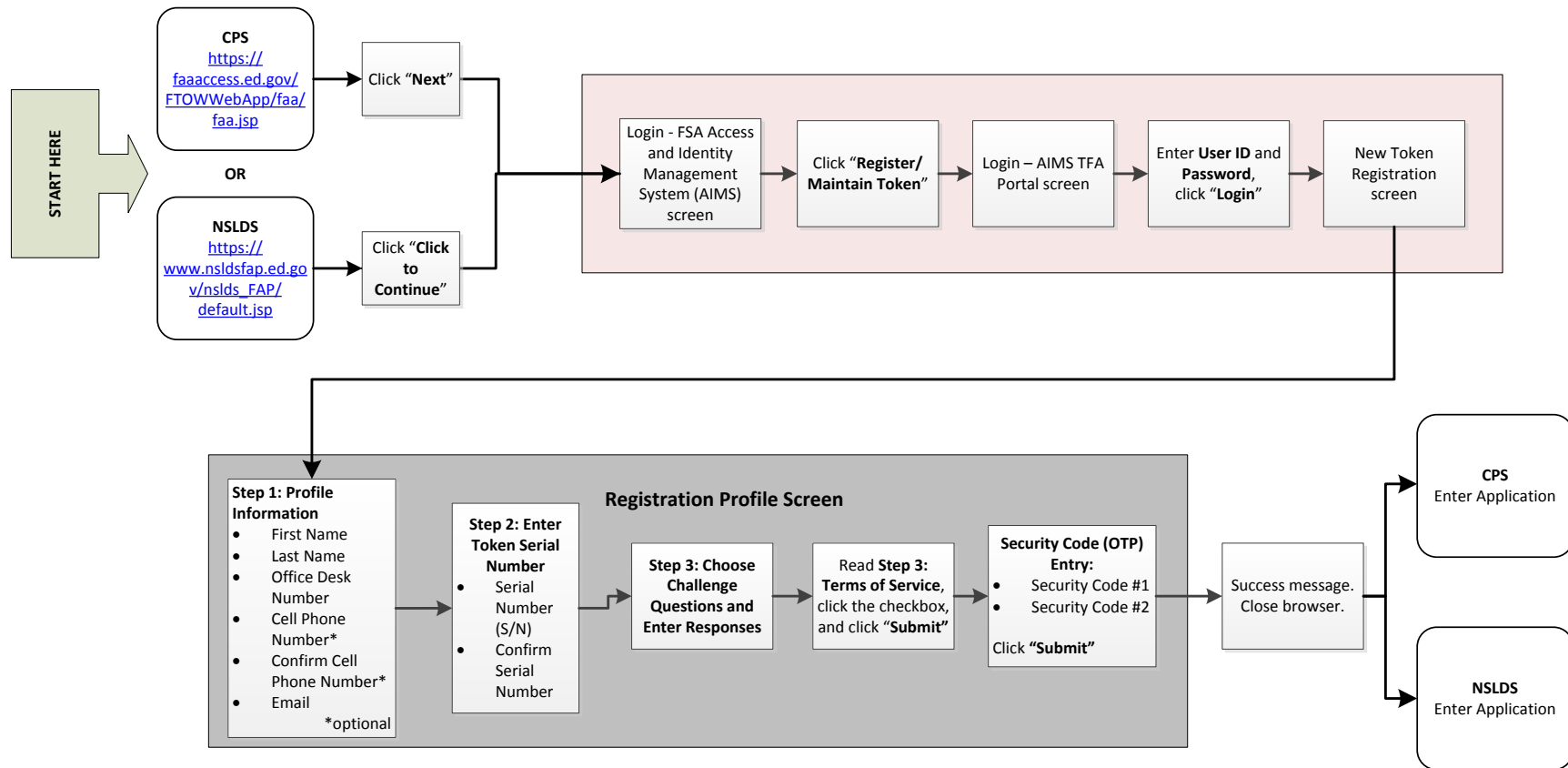
For assistance with token registration, contact the helpdesk for the FSA system you are accessing.

- CPS FAA and SAIG
 - Phone: 1-800-330-5947 / TTY 1-800-511-5806
 - Email: CPSSAIG@ed.gov
- NSLDS
 - Phone: 1-800-999-8219
 - Email: nslds@ed.gov
- COD
 - Phone: COD School Relations Center 1-800-474-7268 for Grants
 - Phone: COD Direct Loans 1-800-848-0978
 - Email: CODSupport@acs-inc.com

If you have questions about TFA or the information in this communication, contact us at TFA_Communications@ed.gov (TFA_Communications@ed.gov).

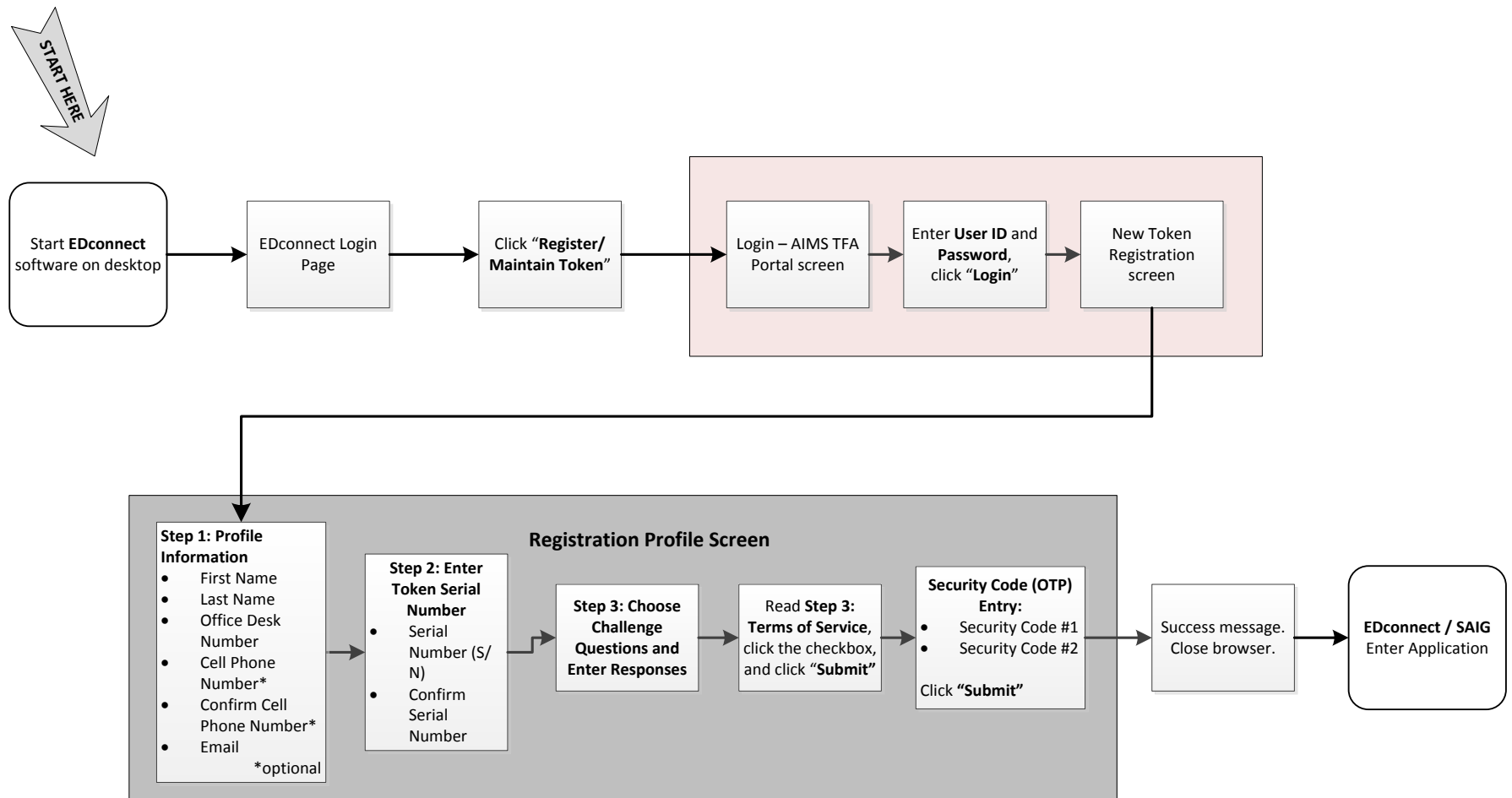


TFA Token Registration for CPS and NSLDS Users





TFA Token Registration for EDconnect and SAIG Users





TFA Token Registration for COD Users

