TEAM User Account Creation

This publication will provide guidance on creating User Accounts for federal aid administration using GEMCOR's Web based TEAM Application. The TEAM Application offers the most flexible and convenient way to process your students' Title IV federal student aid awards.

Using our new Web Based TEAM Application, you'll be able to access ISIR data and package student awards for any campus, at any time you wish, from any computer with Internet connectivity. Our new TEAM Application will eliminate the need for any file exports or transmissions. New ISIRs will be automatically loaded into your online database each day by GEMCOR, and your daily payment requests will be automatically exported by GEMCOR for processing and awarding.

Because of the sensitive and personal nature of the data contained in your students' ISIRs and to ensure proper protection of that data from unauthorized access, all TEAM users must have unique user accounts. User accounts can only be created by GEMCOR. All TEAM users' accounts must be requested by an authorized school official. And each user must have a unique email address which will be used only for password reset purposes. You may not share an email address with multiple TEAM user accounts.

Attached you will find a TEAM User Authorization Form. A separate form must be completed for each person at your institution for whom you wish to grant TEAM access. Additionally, multiple levels of security and authorization are permitted for each user. These levels of authorization are explained in an attachment to this letter. In summary, you can have users who's only access is to view and print ISIRs, while other users can be given authority to approve verification, C codes, package awards, request payments, etc.

Please complete and return your User Authorization Forms so we can create your user profiles. If you have any questions, feel free to contact us any time. Thank you, and we are confident that you will find our Web Based TEAM Application to be an extremely user-friendly and flexible system designed with the utmost accuracy and ease of use possible.

Best regards,

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TEAM
Title IV Electronic Awards Management

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Creating TEAM User Accounts

- Each person being given access to TEAM must have a unique User Account
- Each User Account must have a unique email address for password reset purposes
- Passwords will be required to be changed every 90 days
- User Accounts and passwords are not to be shared with any other person
- User Accounts will be created by GEMCOR after receipt of a signed Authorization Form
- Users will only be given the permissions established on the Authorization Form

User Account Permissions

View/Print ISIR Records
This permission authorizes the user to view and print student ISIR records only.

View/Print Everything
This permission authorizes the user to view and print disbursement listings, award letters, and general TEAM System reports.

Package Awards/Create Disbursements
This permission authorizes the user to package student files and create disbursement records.

Approve Disbursements
This permission authorizes the user to approve the actual disbursement of pending payments.

Refunds
This permission authorizes the user to create Title IV refund entries to the student file.

Verification/C Code Approvals
This permission authorizes the user to approve an ISIR's verification and/or C code status. It will allow the user to confirm that adequate verification or C code resolution documentation is on file without the independent review of GEMCOR staff.

Counseling Information
This permission authorizes the user to record/modify a student's entrance counseling status.

COA Budget Information
This permission authorizes the user to create/modify cost of attendance budget information.

Export Capability
This permission authorizes the user to export data from the TEAM Application for import into other on-campus computer software applications.

Supervisor
This permission authorizes the user to perform all functions available in the new TEAM Application and places no restrictions on access or data modification. This permission should only be granted to high-level, experienced individuals with complete, on-campus authority over student records and the administration of Title IV awards.

Users may be given a single permission, multiple permissions, or complete supervisory access. Place a check mark by all permissions being granted on the Authorization Form. Users cannot create accounts or modify permissions. This can only be done by GEMCOR after receipt of a completed Authorization Form.

TEAM System User Authorization Form

Employee Name

Email Address (must be unique to user)*

Date of Birth*

Mother's Maiden name*

User Name (min 8 characters)

The User Name will be used each time the user logs into TEAM. It can be any user name that the user selects. It is not case-sensitive. We recommend that the user create a user name that will be easy to remember.

School Name(s)

List all campuses above to which the user is being granted access (including any additional locations). Attach a separate sheet if the user is being given access to more than 8 campuses.

*These fields will be used only for password reset functionality. GEMCOR never shares any personal information with any other third party.

TEAM User Account Permissions
Check All That Apply

☐ View/Print ISIR Records

☐ View/Print Everything

☐ Package Awards/Create Disbursements

☐ Approve Disbursements

☐ Refunds

☐ Verification/C Code Approvals

☐ Counseling Information

☐ COA Budget Information

☐ Export Capability

☐ Supervisor

See page 2 for detailed descriptions of each User Account Permission

User Email Permissions
Check All That Apply

☐ **General Information / Important Deadlines**
Check this box if this user should receive general information/updates and important deadlines via email.

☐ **Verification / C Code Email Notifications**
Check this box if this user should receive Verification and C Code notifications via email.

☐ **Disbursement Journal Email Notifications**
Check this box if this user should receive Disbursement Journal notifications via email.

☐ **TRAX User Updates**
Check this box if your school uses our TRAX software and this user should receive emails related to TRAX functionality and updates as well as have access to the TRAX upgrade folder in ShareFile

☐ **Full Access to School's ShareFile Folder(s)**
Check this box if this user should have access to your school's ShareFile folder. They will be able to view any documents in ShareFile as well as download and upload to your school's ShareFile folder

☐ **SSCR Reminder Emails**
Check this box if this user should receive regular SSCR reminder emails for your school

School Official's Certification

By signing below I certify that I am an authorized official of the institution(s) listed above and I authorize GEMCOR, Inc. to create a TEAM User Account for the individual named herein. The user shall be granted only the permissions I've checked above and shall be granted access to data pertaining only to the schools listed above.

_____   _____   _____/_____/_____
School Owner or Corporate Official's Signature   **School Owner or Corporate Official's Name & Title**   **Date**