

Complete the SFA Directory Maintenance Form

Scope

The LEAP/SLEAP Directory Form is used as a mechanism for States/Territories to provide the SFA LEAP/SLEAP Financial Partners Channel current contact information. The Financial Partners Channel can update information in this form if desired. The information is used to populate Section A of the Application Form 1288.

System References

N/A

Policy

N/A

Responsibility

SFA LEAP Manager

Distribution

Ownership

N/A

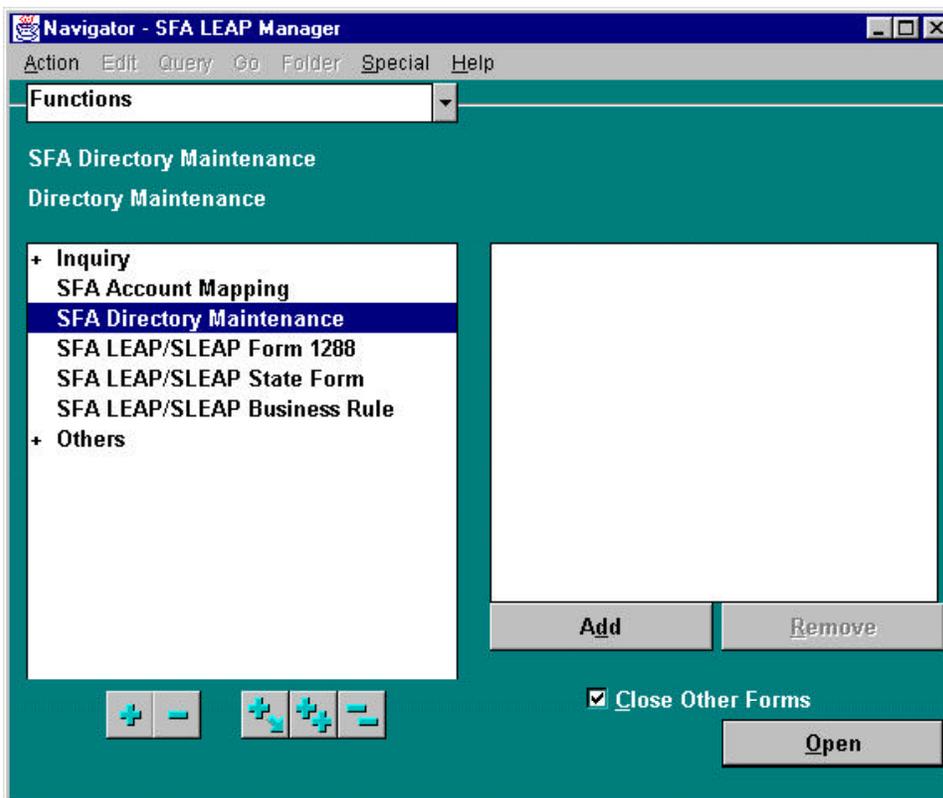
Activity Preface

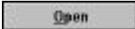
The LEAP/SLEAP Directory Form is used as a mechanism for States/Territories to provide the SFA LEAP/SLEAP Financial Partners Channel current contact information. The Financial Partners Channel can update information in this form if desired. The information is used to populate Section A of the Application Form 1288.

Complete the SFA Directory Maintenance Form- SFA LEAP Manager

The following procedures show how to complete the Directory Form:

1. Sign on to FMS using the SFA LEAP MANAGER responsibility. The following Navigator Window appears:



2. **Double Click** SFA Directory Maintenance in the Navigator Window or **Single Click** SFA Directory Maintenance and **Click** the  Button at the lower right corner of the Window. The following

LEAP/SLEAP Directory Window appears with Alabama contact information filled in:

FYI: The information in this screen is displayed alphabetically by State.

The screenshot shows a software window titled "Leap / Sleap Directory" with a menu bar containing "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains the following fields:

Duns	198167546	State	Alabama
Agency	Alabama Commission on Higher Education		
Address1	100 N. Union St., Suite 781		
Address2	PO Box 302000		
City	Montgomery	State Code	AL
		Zipcode	36130-2000
General No	(334)242-2123	Fax No	(334)242-0270

Below this is a dropdown menu labeled "Admin Contact" with a downward arrow. Underneath are several more fields:

Last Name	Hector		
First Name	Henry	MI	J.
Title	Dr.	Suffix	
Position Title	Executive Director		
Telephone	(334)242-2123	Extension	
Fax			
E-mail			

3. **Click** the List of Values (LOV)  Button from the Toolbar. The following State Window appears:



4. **Select** the State you wish to view and **Click** the  Button. The State you selected will be displayed.

FYI: To change the Directory Information perform Steps 5-9 below:

5. To change **Contact Information** for **LEAP Contact**, **SLEAP Contact**, **Fiscal Contact**, or **Notes**, **Click** the dropdown arrow  on the  **Menu** in the **Left Portion** of the LEAP/SLEAP Directory Window. The following Menu appears.

LEAP/SLEAP Directory

Action Edit Query Go Folder Special Help

Duns: 198167546 State: Alabama

Agency: Alabama Commission on Higher Education

Address1: 100 N. Union St., Suite 781

Address2: PO Box 302000

City: Montgomery State Code: AL Zipcode: 36130-2000

General No: (334)242-2123 Fax No: (334)242-0270

Admin Contact: [Dropdown]

Last Name: Hector

First Name: Henry MI: J.

Title: Dr. Suffix:

Position Title: Executive Director

Telephone: (334)242-2123 Extension:

Fax:

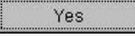
E-mail:

6. Select each contact area you require and change the appropriate contact information for each selection.
7. **Click** on the  Button in the upper right portion of the LEAP/SLEAP Directory Window to **Close** it. The following Window will appear:

Forms

 Do you want to save the changes you have made?

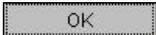
Yes No Cancel

8. **Click** on the  Button to save your changes. The following Window appears:

Forms

 FRM-40400: Transaction complete: 1 records applied and saved.

OK

9. **Click** on the  Button to close it. This will take you back to the Navigator Window.

End of activity.

Start

**Complete SFA
Directory
Maintenance
Form-SFA LEAP
Mgr**

- Sign on to FMS using SFA LEAP MANAGER responsibility. following Navigator Window appears: (1)
- Double Click SFA Directory Maintenance in Navigator Window or Single Click SFA Directory Maintenance & Click Button at lower right corner of Window. following LEAP/SLEAP Directory Window appears with Alabama contact info filled in: (2)
- Click List of Values (LOV) Button from Toolbar. following State Window appears: (3)
- Select State you wish to view & Click Button. State you selected will be displayed. (4)
- To change Contact Info for LEAP Contact, SLEAP Contact, Fiscal Contact, or Notes, Click dropdown arrow on Menu in Left Portion of LEAP/SLEAP Directory Window. following Menu appears. (5)
- Select each contact area you require & change appropriate contact info for each selection. (6)
- Click on Button in upper right portion of LEAP/SLEAP Directory Window to Close it. following Window will appear: (7)
- Click on Button to save your changes. following Window appears: (8)
- Click on Button to close it. This will take you back to Navigator Window. (9)

End