



FAST Basics

Presenter:
Josh Moran

FAST Training Videos

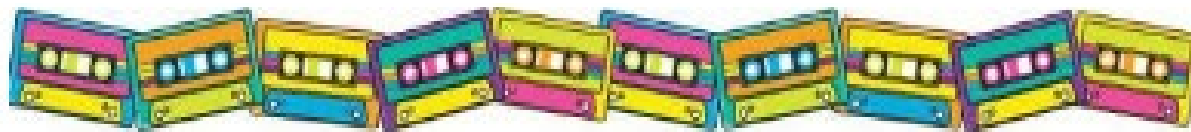
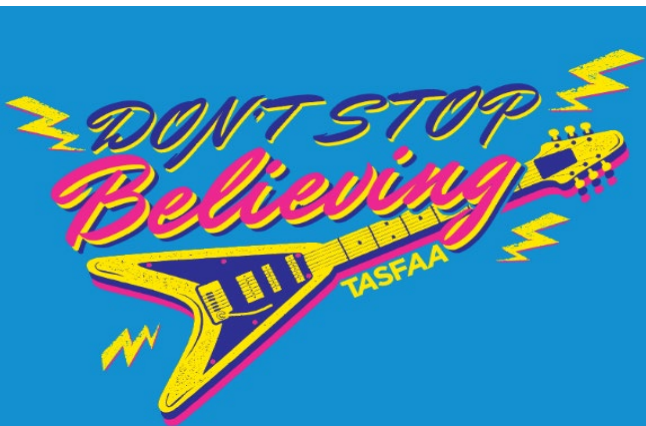
We currently have 29 videos covering various pages and function inside of FAST.

[FAST Training - College Users – YouTube](#)

Or

<https://www.youtube.com/playlist?app=desktop&list=PLIN4WXXWQmo3POMnM9Quq9CLXeEGeQ8vK>

If you don't see a video for something you would like to know more about, let me know.



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FAST Residency

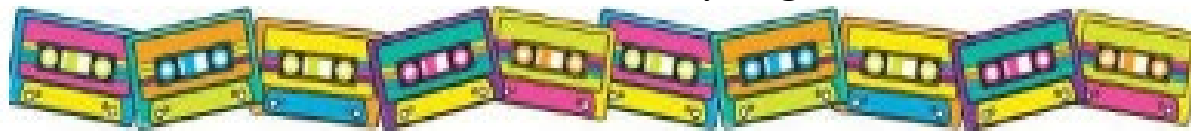
FAST determines basic residency based on three questions.

1. Does the student live in Tennessee?
2. If the student is a dependent student, do their parent(s) live in Tennessee?

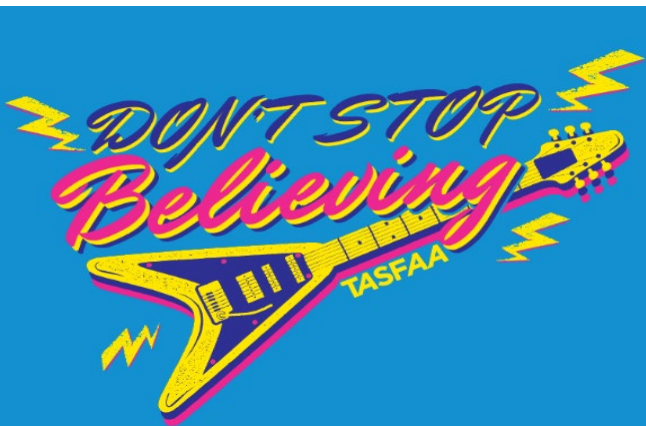
If the student was paid state aid from any program in the prior year, then FAST will ignore their address and parent residence issues and determine residency the next year.

It's by no means the most accurate method but we don't have the data to accurately gauge Tennessee residency in FAST.

What do you do if you disagree with the FAST value? You override the residency value for that student using the Residence History Page.



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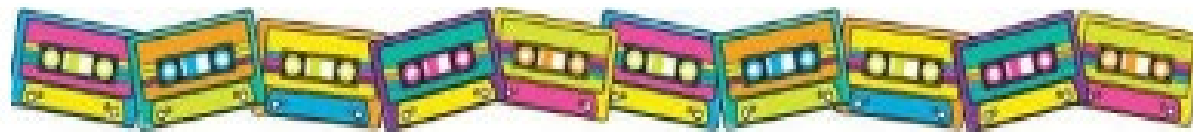


FAST Residence History Page

This page was built to be a one stop shop for everything residence related.

Why do we have all this information displayed on this page? So you don't have to go through several pages looking for residency related information on a student. You should be able to see anything that would help you determine residency or potential residency discrepancy on this page.

If there is something else that you would like added let someone at TSAC know.



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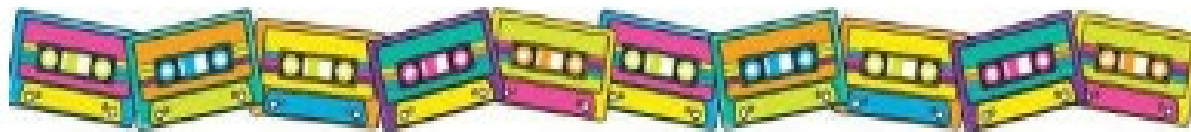
Using FAST Residence Overrides

A Residence Override can force a student to be eligible or ineligible for the year. This only works for the year it was applied to and does not carry over to a subsequent year. You currently have 3 options:

TN Resident , Not TN Resident, and Fort Campbell HS

The Exception: Forcing a student to be considered an eligible resident and then paying them in FAST from any program will cause them to be eligible the next year (as far as residency is concerned). If they continue to be paid each year, then they will continue to be eligible each subsequent year.

“Not TN Resident” must be set every subsequent academic year the student applies for to force them to be ineligible.



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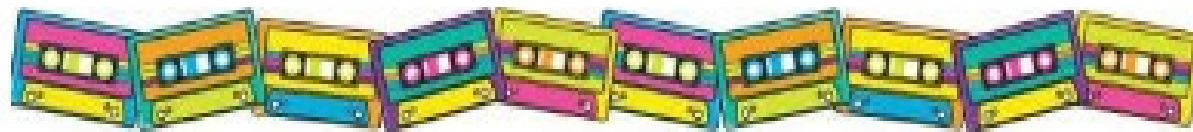


TELS Grade Classification Upload

Allows you to update the Grade Classification value for students in batch.

Why would I want to update it? To get the higher Hope award amounts for juniors or seniors.

How? You produce a list of students in Excel and upload them to FAST. An **overnight** process then runs to update the student



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TELS Grade Classification Upload

How do I create a file? You get Dean Ross or Greg Ross to make it for you or you make it yourself, it only needs 5 columns:

1. First Name
2. Last Name
3. Social Security number (formatted or unformatted).
4. Date of Birth – mm/dd/yyyy format
5. New Grade Classification – Values for 0-3, 0 = FR, 1 = SO, 2 = JU, 3 = SE

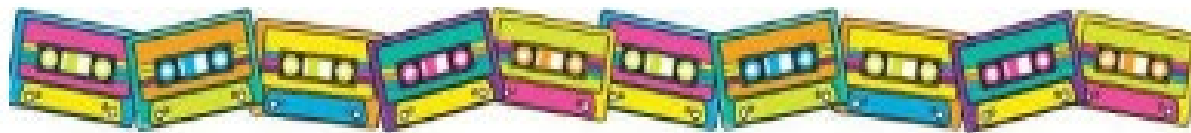
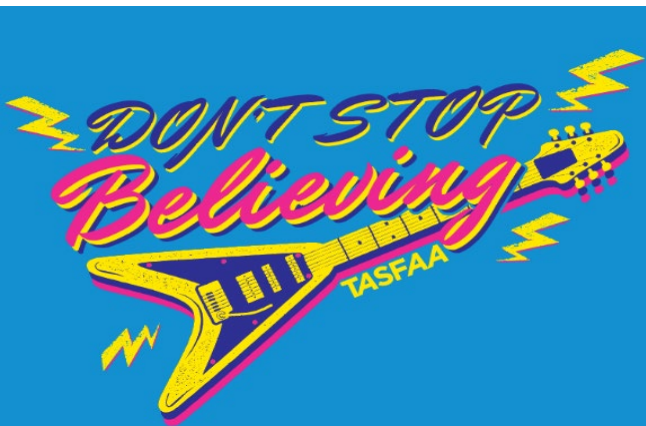


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TELS Grade Classification Upload

	A	B	C	D	E	F
1	First Name	Last Name	SSN	Date of Birth	New Grade Classification	
2	James	Moran	867-53-0999	4/21/1977	3	
3						
4						
5						
6						



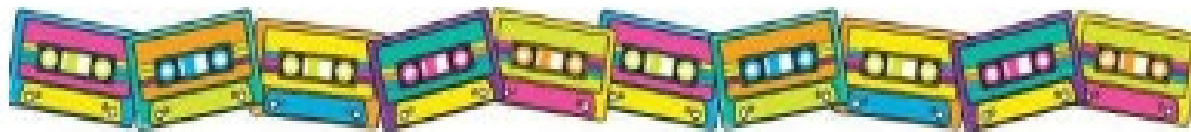
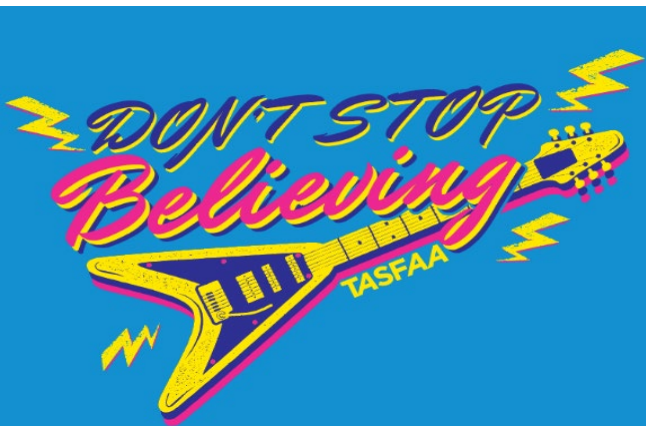
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TELS Grade Classification Upload

I don't pay Hope at the Junior or senior level why should I care about this upload process?

This upload format will be the format we follow for each subsequent upload process, i.e., TSAA program length for example or potentially end of term?



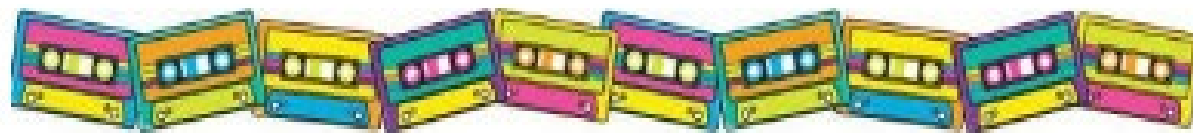
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Automated Password Resets

We've had several setbacks for this but I'm hoping to get it out before this summer.

How will it work? First, you'll have to answer a new set of challenge and answer questions on the updated User Information Page.



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Automated Password Reset – The New User Information Page

User Information

First Name <small>Required</small> <input type="text" value="James"/>	Last Name <small>Required</small> <input type="text" value="Moran"/>	Save Changes
Middle Initial <input type="text" value="a"/>	Email Address <small>Required</small> <input type="text" value="josh.moran@tn.gov"/>	

Change Password

Old Password <small>Required</small> <input type="password"/>	Your New Password: <ul style="list-style-type: none">• Is case sensitive• Cannot be the same as the username• Cannot be the same as the old password• Must be between 8 and 25 characters• Must include at least 1 uppercase letter• Must include at least 1 lowercase letter• Must include at least 1 number• Must include at least 1 special character from this list: ~!@#%&*+_+= ' \000;:~",./	Update Password
New Password <small>Required</small> <input type="password"/>		
Re-enter New Password <small>Required</small> <input type="password"/>		

Challenge Questions and Answers

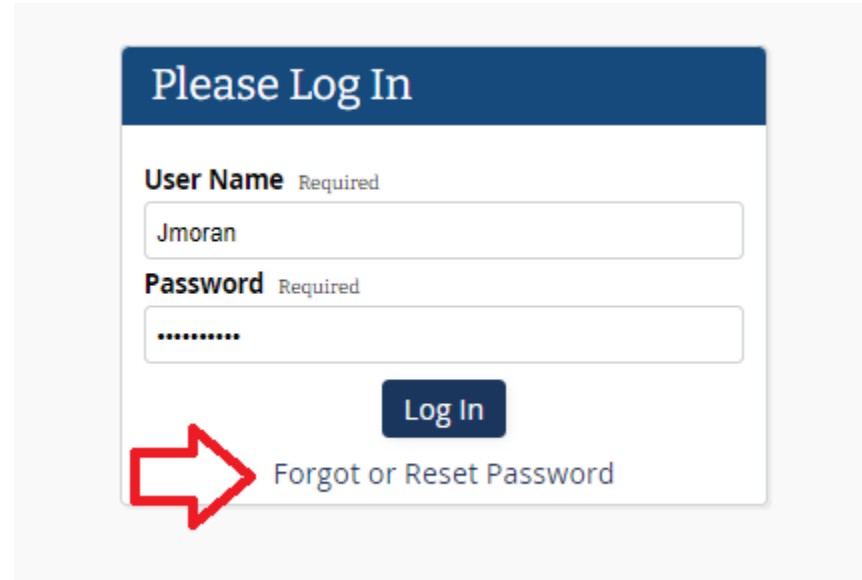
Question 1 <small>Required</small> <input type="text"/>	Answer 1 <small>Required</small> <input type="text"/>	Save Changes
Question 2 <small>Required</small> <input type="text"/>	Answer 2 <small>Required</small> <input type="text"/>	
Question 3 <small>Required</small> <input type="text"/>	Answer 3 <small>Required</small> <input type="text"/>	
Question 4 <small>Required</small> <input type="text"/>	Answer 4 <small>Required</small> <input type="text"/>	



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Automated Password Reset




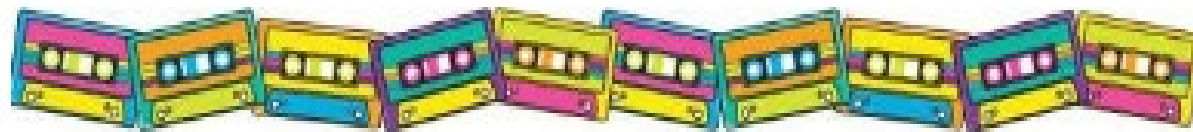
Please Log In

User Name Required
Jmoran

Password Required
.....

Log In

 [Forgot or Reset Password](#)



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Automated Password Reset

Request Password Reset

[Forgot or Reset Password Instructions](#)

Please enter your username and the email address associated with your account in the fields below and click submit. If both the username and email match an account, then we will send an email with a link to that address allowing you to reset your password.

Username Required

Required

Email Address associated with this username Required

Cancel

Submit



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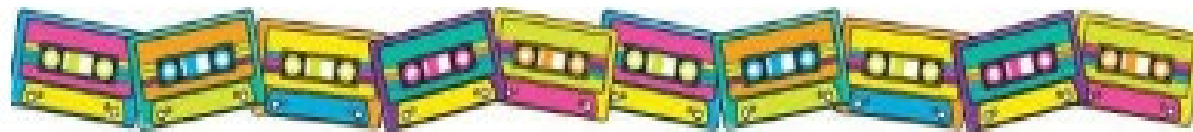
Automated Password Reset

A request has been received to reset/change the password for your FAST account. Click the link below to reset your password.

<https://egrandsuat.tsac.tn.gov/fast/Login/ResetPassword?token=IVihbycX2ohhJVNhpymzSKUJHwexkpGP>

If you did not request to reset your password, please contact us immediately at fast.support@tn.gov.

Thank you,
Support Team.



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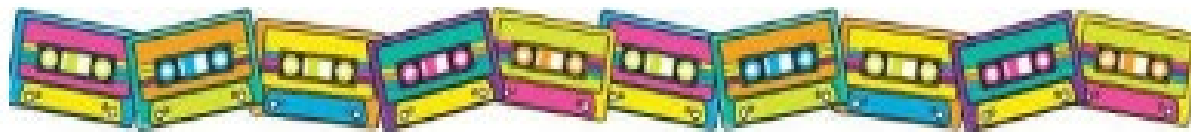
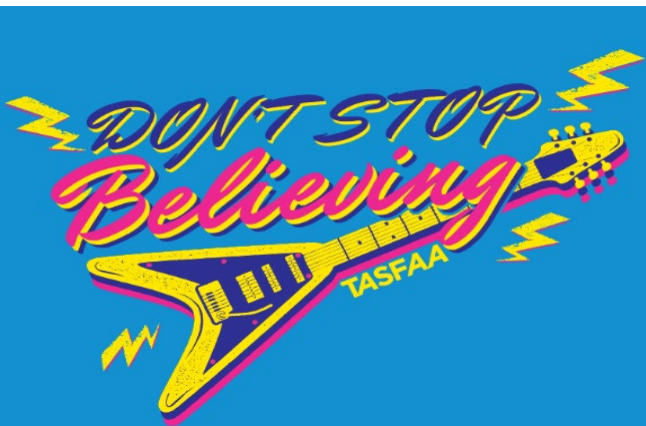


Automated Password Reset

Answer the challenge question to reset your password

What is your grandfather's first name?

Continue



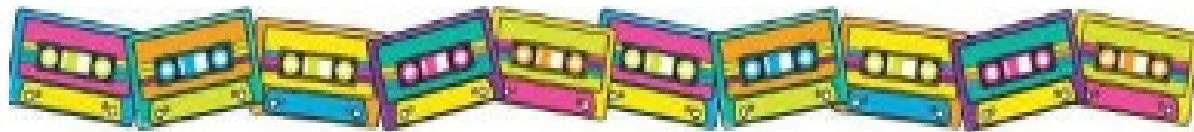
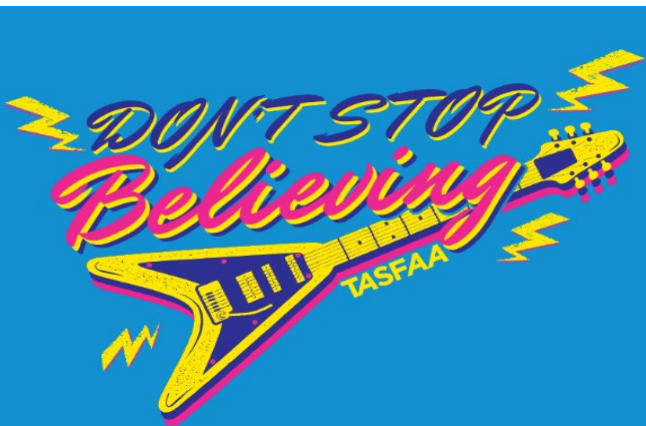
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What is Batch Certification?

Batch Certification involves sending a file to FAST in order to certify a group of students for a particular program, compared to manual certification which involves certifying students individually via the certification roster.

This is also sometimes referred to as file upload/download.



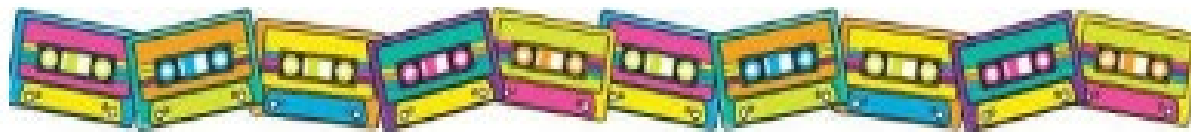
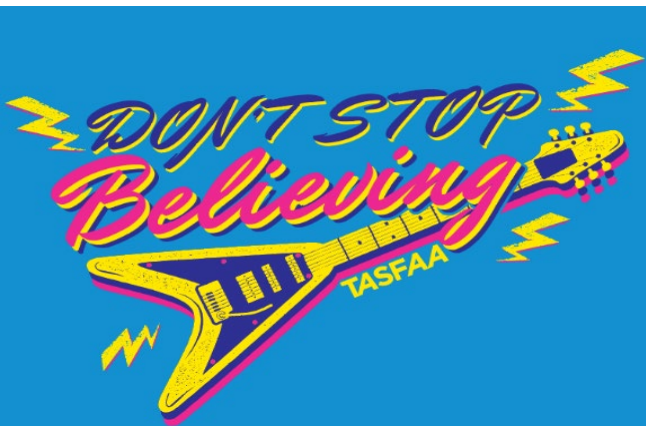
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How Do You Start Certifying Students in Batch?

You need two things to start out:

1. A large investment in time from your IT area. They will need to develop those electronic processes to import, update, and export the batch file.
2. A large investment in your time to explain to your IT area on what you look in your system when certifying students.

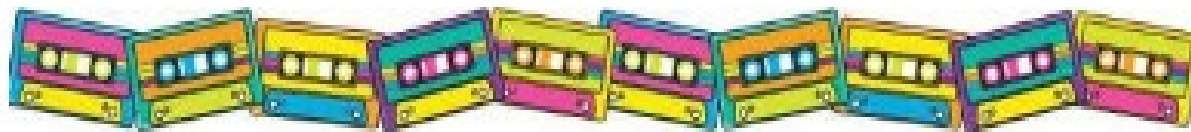
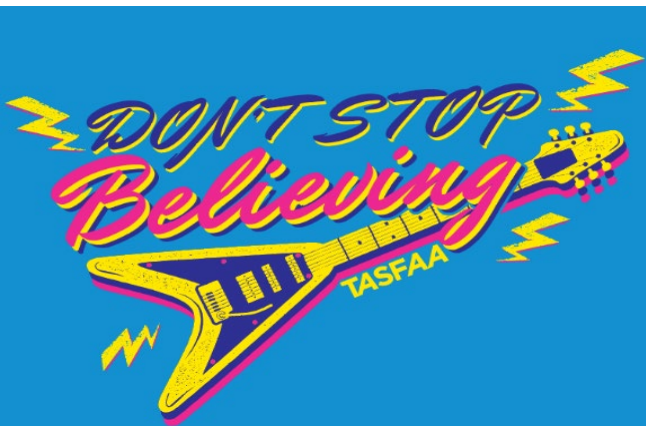


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The Batch Certification Process

1. Download a File from FAST (contains everyone who is ready to certify for that program and term).
2. Import that FAST file into your system.
3. Update information on that file.
4. Export the updated file from your system.
5. Upload that file back to FAST.



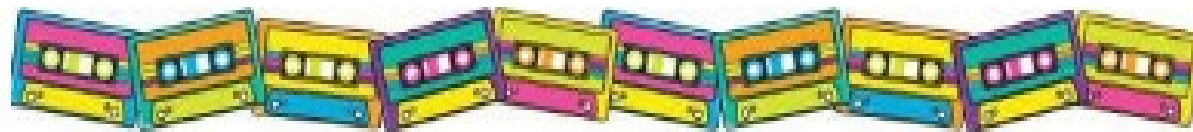
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The Benefits of Batch Certification

Aside from less time spent certifying students, here are other benefits to using this process.

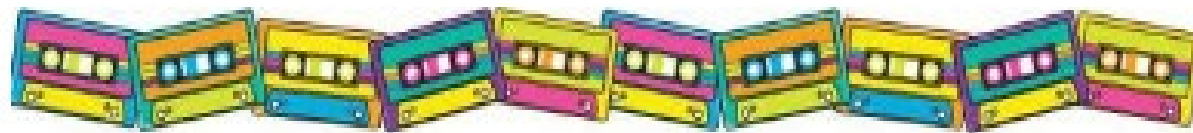
1. Use it to make or validate awards for each program.
2. Very easy to identify transfers and reject resolution for a program.



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Open Discussion and Suggestions



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