December 7, 2023

Dear Student Support Services Project Director:

It is time to prepare the Annual Performance Report (APR) for the Student Support Services (SSS) Program for reporting year 2022-23. As such, you will find the APR form and instructions, plus links to the secured SSS APR website maintained by our contractor, at <https://www2.ed.gov/programs/triostudsupp/report.html>. **Your APR is due by January 17, 2024.**

**Prior Experience (PE) Points**: Please note that prior experience (PE) points are assessed in the second, third, and fourth years of the grant cycle; therefore, given that 2022-23 reporting period is the third year of the grant cycle, PE points will be assessed based on the information you submit.

**New Login Requirements:** New Federal security requirements have changed how project staff will be able to access Federal IT systems, including the SSS Annual Performance Report (APR) Data Collection System. As the project director for your SSS project, the Federal Government requires you have an account with Login.gov to access the TRIO APR Web Portal reporting system. Therefore, to use the TRIO APR Web Portal, you will need (1) an account in the reporting system related to your grant program, and (2) a *username and password* that you will create and maintain at Login.gov using the same email address linked to your G5 account.

We have provided two guides (quick and detailed) that contain instructions on how to access the TRIO APR Web Portal. To access these guides, please [**click here**.](https://www2.ed.gov/programs/triostudsupp/report.html)

**Friendly Reminder:** Whenever you need to access the TRIO APR reporting system, you ***must*** ***always*** start at the TRIO APR Web Portal (i.e., <https://trio.ed.gov>); you should **never** go directly to the Login.gov site.

**New Data Field – Student with Disability:** In order to report on student outcomes for SSS participants with disabilities, the Department of Education has added a data field (15b) to the 2022-23 SSS APR. For each SSS participant, the grantee must indicate whether or not the student has a disability as defined by the American Disabilities Act (ADA) of 2008. The APR instructions under “*Definitions That Apply*” contains the definition for individuals with disabilities.

**New Signature Page Feature**: To facilitate the submission of Section I (i.e., signature page), you will be able to download Section 1 from the web application, once you submit successfully. **Please note that you must scan and upload the signed copy of the signature page within five (5) business days after final submission of your online APR**. Should you have any issues or concerns with uploading the Section I (signature page), please contact the Help Desk at **(703) 885-8008** or email at:TRIO@helpdesk.thetactilegroup.com.

**For assistance with:**

* APR requirements, please contact your Program Specialist directly. To ascertain your program specialist's name, telephone number, and email address, please visit the [SSS Contacts page](https://www2.ed.gov/programs/triostudsupp/contacts.html).
* TRIO APR Web Portal, please contact TRIO Help Desk at TRIO@helpdesk.thetactilegroup.com.
* Login.gov, please go to the Login.gov Help Center at <https://login.gov/help/>.

Thank you for the time, effort, and dedication you devote to the performance reporting period each year and for your commitment to providing complete and accurate data. Please retain source documents in a readily accessible form, so that they can be verified during an on-site visit.

Sincerely,

James Davis

Director

Undergraduate Programs Division