

# FAFSA WORKSHOP *Instructional Handout*

## STEP ONE

### Create a Student FSA ID and a Parent FSA ID (FSAID.ed.gov)

Use a password manager app, or record the information below and keep it in a safe place. Do not create an FSA ID for anyone but yourself. Do not use anyone else's FSA ID.

Student email _____	Parent email _____
Username _____	Username _____
Password _____	Password _____
Answers to security questions	Answers to security questions
1. _____ 2. _____	1. _____ 2. _____
3. _____ 4. _____	3. _____ 4. _____

Enter the security codes to verify your email and cell number before leaving the site.

## STEP TWO

File the FAFSA beginning October 1 (fafsa.gov). Note the following important points while completing the FAFSA.

- Click Start a New FAFSA or Login. Pay careful attention to whose information the FAFSA is requesting. Notice if the screen says student or parent.
  - If you are the **student**, click the login option on the left, Enter your (the student's) FSA ID.
  - If you are the **parent**, click the login option on the right, Enter the student's information.
- Choose the academic year for which you are applying for financial aid.
- Create a Save Key, a temporary password that allows you to save and return to the FAFSA later. You can reuse the same Save Key multiple times. Record your Save Key here: \_\_\_\_\_
- Pay careful attention to whose information the FAFSA is requesting. Notice if the screen says student or parent.
- If eligible, use the Data Retrieval Tool to transfer your income information quickly, accurately, and safely. Click the Link to IRS button on the Financial Information pages.
- On the Signature Page (for both parent and student), click Sign and submit.
- Click Submit my FAFSA now. The resulting confirmation page is emailed to the student and will provide limited financial aid eligibility information (the rest will be determined at the college/university).

## STEP THREE

### Remember the Three Rs

#### REVIEW your Student Aid Report (SAR)

Within 3-5 days of submitting the FAFSA, you will receive an email notification indicating the SAR is available to view on fafsa.gov. It contains all the answers provided to FAFSA and should be reviewed immediately. If there are any errors, login to fafsa.gov, make the necessary corrections, and resubmit the FAFSA.

#### RECEIVE your award letters

Beginning in December, schools will start sending comprehensive award letters to students. Review the letter carefully and contact the financial aid office at that school with any questions. Visit our website, oakland.edu/financialservices/events and click on the Award Letter Evaluation tab to download the Award Letter Evaluation Worksheet. It will help you evaluate financial aid offers from every school.

#### RESPOND to financial aid requirements

Beginning in December, check all college/university accounts on a weekly basis at minimum and complete any requirements within the designated time period requested. Make sure your financial aid offer has been confirmed by completing all requirements at every school you're considering. Once you have decided where you will go to school, notify all financial aid offices at the other institutions you will not attend so they can cancel your aid.

**Plan ahead! Mark it in your calendar to file the FAFSA on October 1 every year.**

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