FAFSA® Completion

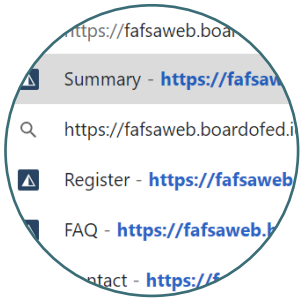
How To Register

& Common Mistakes to Avoid

NEXT STEPS IDAHO

1. Go to ***https://fafsaweb.boardofed.idaho.gov/***

2. Read the Terms of Use located under the **Resources** tab.



3. Click Register found in the top right corner of the landing page.

4. Fill out the given fields:

- Username (email address)
- Password
- Confirm Password
- First Name and Middle Initial
- Last Name
- Title and Phone
- School/Tribal Education Agency
- Comments (optional)

To avoid additional processing time:
Use your school- or district-based email address. Personal email addresses or those that are not associated with a verified education entity WILL NOT be approved.

If you cannot find your school on the embedded drop-down list, contact Idaho State Board of Education representatives to request that your institution be added.

t: 208-332-1586
e: Andy.Mehl@osbe.idaho.gov

5. Once your information has been added, click the Register button.

Register

6. Open your inbox. Read the automated email from the Idaho FAFSA Completion Project. Then follow the prompts to confirm your address.

7. Idaho State Board of Education staff will review your information and verify your registration within 36 business hours.

8. Keep an eye on your inbox. When your "Welcome to FAFSA Completion" email arrives, follow the link provided or (again) type ***fafsaweb.boardofed.idaho.gov*** into your browser.

9. Click Log in found in the top right corner of the landing page.

10. Enter your Username (Email Address) and password, then click Log in.

Log in

If you

a) registered for FAFSA Completion before, *and*
b) are currently working at the same school, *and*
c) use the same email address that you had at the time of registration

please use the Forgot Password feature to gain access to your preexisting profile.

If you

a) registered for FAFSA Completion before, *but*
b) are no longer working at the same school, *or*
c) use a different email address

please notify the Idaho State Board of Education so the derelict account can be removed. Then follow steps 1–10 to create a new profile.

The screenshots on the next few pages describe how this process—and FAFSA Completion—work.

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650 W. State Street, Suite 324,
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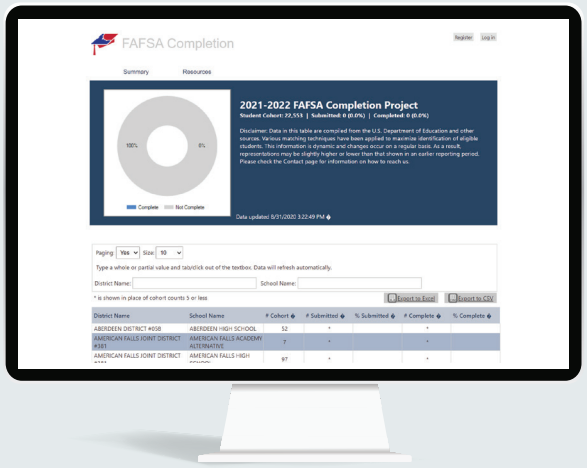
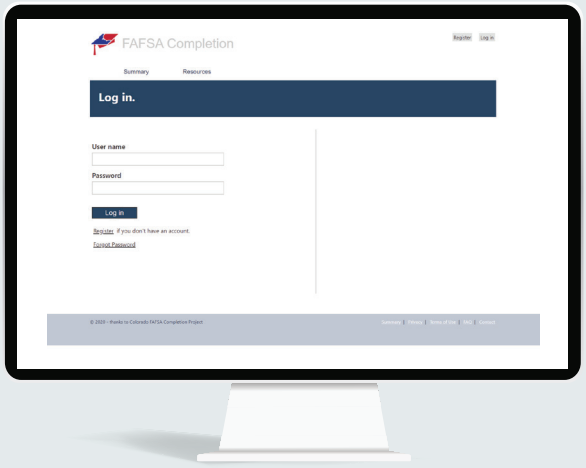
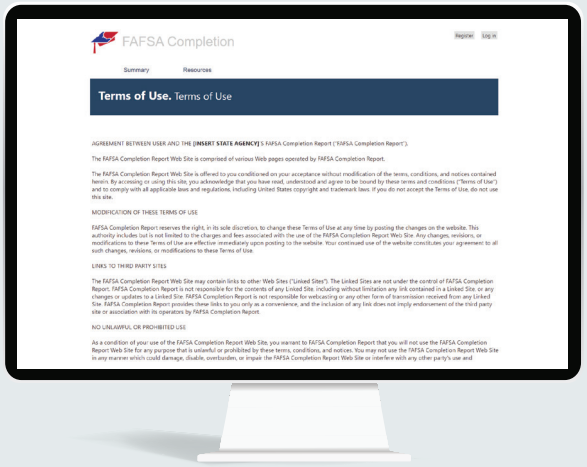
FAFSA Completion Landing Page



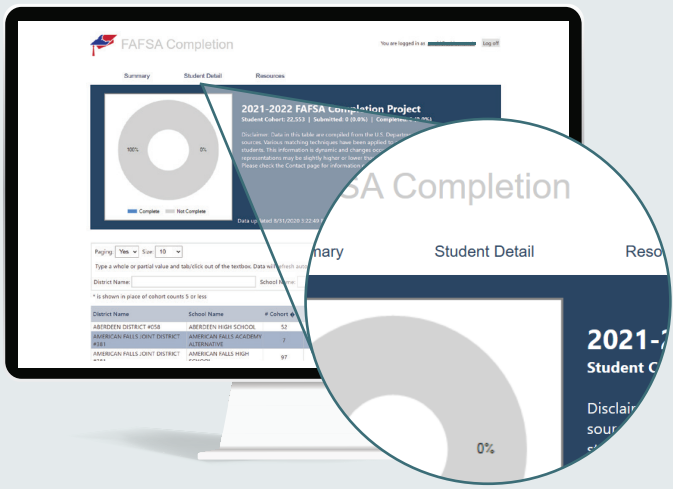
Log In Page



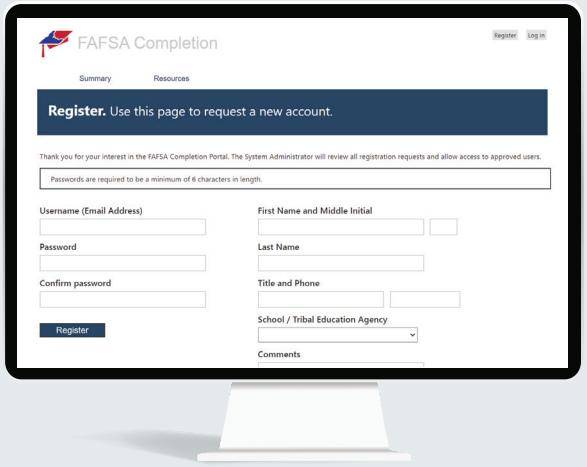
Terms can be found under the Resources tab



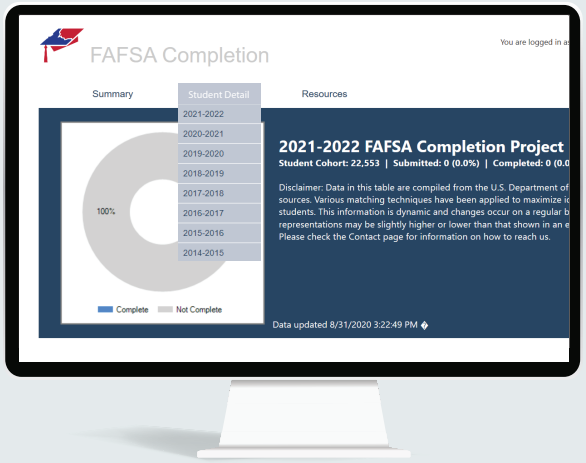
Landing page when a user is logged in



Registration Page



Rollover menu for Student Detail



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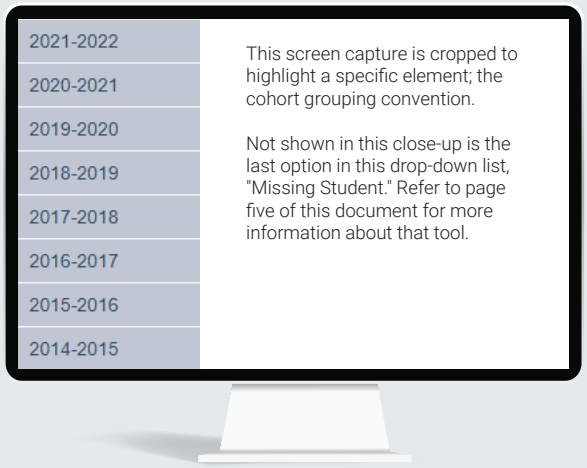
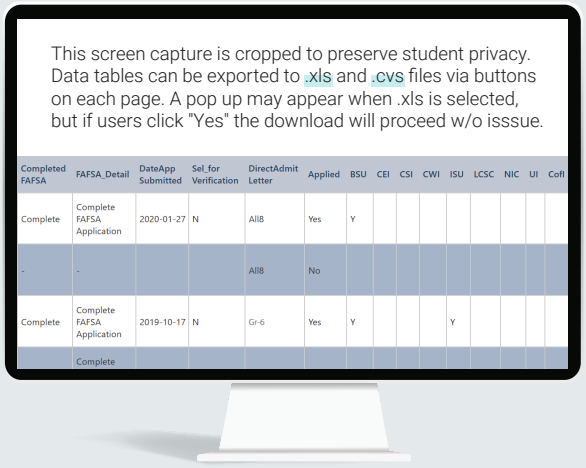
Close-up view of Student Detail menu choices



Close-up view of sample data/status markers



Cohorts listed under the **Student Detail** tab are organized by the academic year in which aid would be utilized. Graduating Idaho high school seniors of the 2020-2021 academic year would, for example, be found under the 2021-2022 tab.

This convention can confuse the uninitiated, but it mimics official FAFSA information architecture which helps support seamless data synchronization between the Federal and State systems.

To pull up your current student's information, select the top-most academic year on the **Student Detail** drop-down menu.

High school seniors are the only students from your school whose information will populate within the FAFSA Completion Project platform because they are the only class eligible to 1) complete a FAFSA, 2) use Apply Idaho, and 3) make a profile for state-managed scholarships.

Many school staff leverage prior years' data to track application completion rates year-over-year.

NOTE: While summary reports are visible to the public, all student-specific data is private. Users will only be able to access **Student Detail** data associated with the high school(s) where they are employed. Proof of employment is what Idaho State Board of Education representatives are verifying upon receipt of registration request(s).

Full list of all visible data:

School | FirstName | LastName | DOB

Completed FAFSA
*status indicated by **Complete** or **Not Complete** or **–** or **No Student Signature** or **No Parent Signature** or **No Student Signature (Web)***

FAFSA_Detail* *description on page four*

DateApp Submitted (***YYYY-MM-DD***)

Sel_for Verification† *description on page four*
*status indicated by **N** or **Y** or **–***

DirectAdmit Letter
*status indicated by **All8** or **Gr-6***

Applied
*(via **Apply Idaho**)*
*status indicated by **Yes** or **No** or **Started***

BSU | CEI | CSI | CWI | ISU | LCSC | NIC | UI | C of I
Y** or **_blank_

Scholarship
*(via **Idaho Scholarship Application**)*
*status indicated by **y** or **_blank_***

Opportunity | Gov_up | Gear_up | et al.
*status indicated by **y** or **_blank_***

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Behind the Curtain

Identifying Data

The DirectAdmit Letter column and everything that follows it is specific to the state of Idaho.

Within the DirectAdmit Letter column, students will either have an "***All8***" *or* "***Gr-6***" to indicate which Direct Admissions letter they received; the one listing 8 schools or the one with 6. Read about the Direct Admissions initiative at ***NextSteps.Idaho.gov***

Both the Applied and Scholarship columns indicate whether a student has completed an application through Apply Idaho or the state-managed scholarship portal. The Applied column WILL NOT indicate if a student has applied to any school(s) *directly* or if they have applied to school(s) out of state. If students log in to Apply Idaho but do not submit anything, then it will say "Started" in the Applied column.

The Initials of each Idaho college or university (that participates in Apply Idaho) appears in alphabetical order after the Applied column. They are only marked with a "***Y***" if a student applied to that institution using Apply Idaho. Otherwise, the box will be blank.

All state-managed scholarships are accessed through a portal that requires students to complete an eligibility profile, first. Scholarships are then recommended based on their answers.

If a student completes the eligibility profile the Scholarship column will be marked with a "***y***." Otherwise, the box will be blank.

If a student applies to one (or more) of the scholarships available within the state-managed scholarship portal, then the corresponding column will be marked with "***y***." Otherwise, the box will be blank.

Completed FAFSA	FAFSA_Detail	DateApp Submitted	Sel_for Verification

The first four columns—after the identifying information—are all about the FAFSA.

*The FAFSA_Detail column displays helpful notes regarding the issues flagged in the Completed FAFSA column.

For example, if the Completed FAFSA box reads "***No Parent Signature***" then FAFSA_Detail might provide a message like "***Missing parent signature on FAFSA or SAR (Reject Code 15)***."

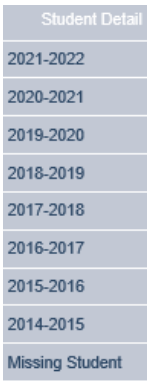
†Sel_for Verification indicates whether or not a student's FAFSA was selected for verification. Each year, one out of every three FAFSA applications are selected for verification. This is an audit-like process that requires the student—and their family—prove that the information they provided is accurate. Those who are selected must fill out extra forms and submit additional documentation to each school where the student applied. Because colleges use FAFSA data to determine financial aid offers, it is the school that will conduct the due diligence to validate a student's FAFSA submission.

FAQs

My school is not one of the options on the Registration selection drop-down?!

To add your school to the drop-down list contact Idaho State Board of Education staff ***directly***.

My student insists that they submitted a FAFSA but it is not showing up as Complete here?!



If a student uses a nickname, middle name, multiple last names, etc. that does not EXACTLY match the name associated with their Idaho ***EDUID*** when completing the FAFSA, then FAFSA Completion will not auto-match Federal data. Fill out the Missing Student form (described below) with a note about the spelling if you know a student completed the FAFSA. The second most frequent issue is that students apply for the wrong FAFSA year—Board staff can check that too.

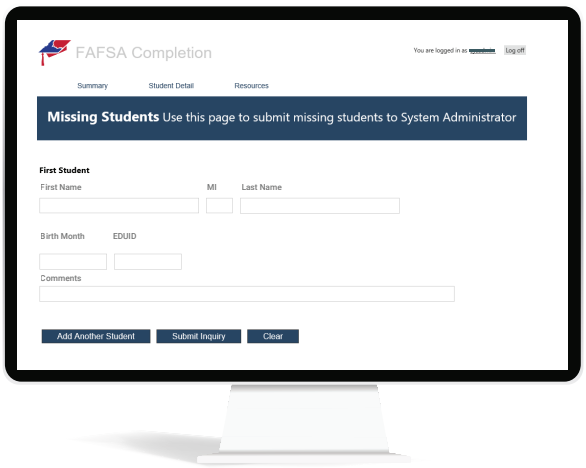
The last option in the drop-down menu for the **Student Detail** tab says Missing Student. (Rollover the **Student Detail** tab to view the menu and access the Missing Student form.) You will be directed to a page similar to the screen capture at the top of the adjacent column.

Type in the following information for as many students as may be missing from—or erroneously represented—in your cohort.

- First & Last Name | Middle Initial (MI)
- Birth Month | EDUID

All fields on this form are optional. However, the more information you provide here, the faster those missing students can be identified and their results can be pushed live.

If you have submitted the Missing Student form and did not receive a response within 36-hours, or if you experience technical difficulties that are preventing you from using this form, please contact Idaho State Board of Education staff.



Fun Facts about the Free Application for Federal Student Aid (FAFSA)?!

This continuing education rite of passage is too often described as a bane. Share some quick perspective-changing info with students who may be anxious about the process. Be sure to remind them that this is a slightly larger step in the staircase, but it is still just a matter of putting one foot in front of the other!

- The FAFSA is 100% free to fill out and submit.
- ***fafsa.gov*** is a shortcut URL to the online form.
- On average, the FAFSA should take about 30-minutes to complete. It may take longer to gather all the requisite info (prior-prior year tax records, the list of schools that a student is interested in attending, an FSA ID, etc), but the input process takes less time than a typical class period.
- Submitting a FAFSA means students will be in the running for ALL types of financial aid; from scholarships and grants to loans and work-study eligibility.
- The federal government verifies the student's information, but it is the colleges and/or programs that a student applies to that will use the info to dole out financial aid awards.
- The U.S. Department of Education's Office of Federal Student Aid provides more than ***$120 billion in financial aid*** to help pay for college or career school each year.

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