

INSTRUCTIONS IF STUDENT IS SELECTED FOR VERIFICATION

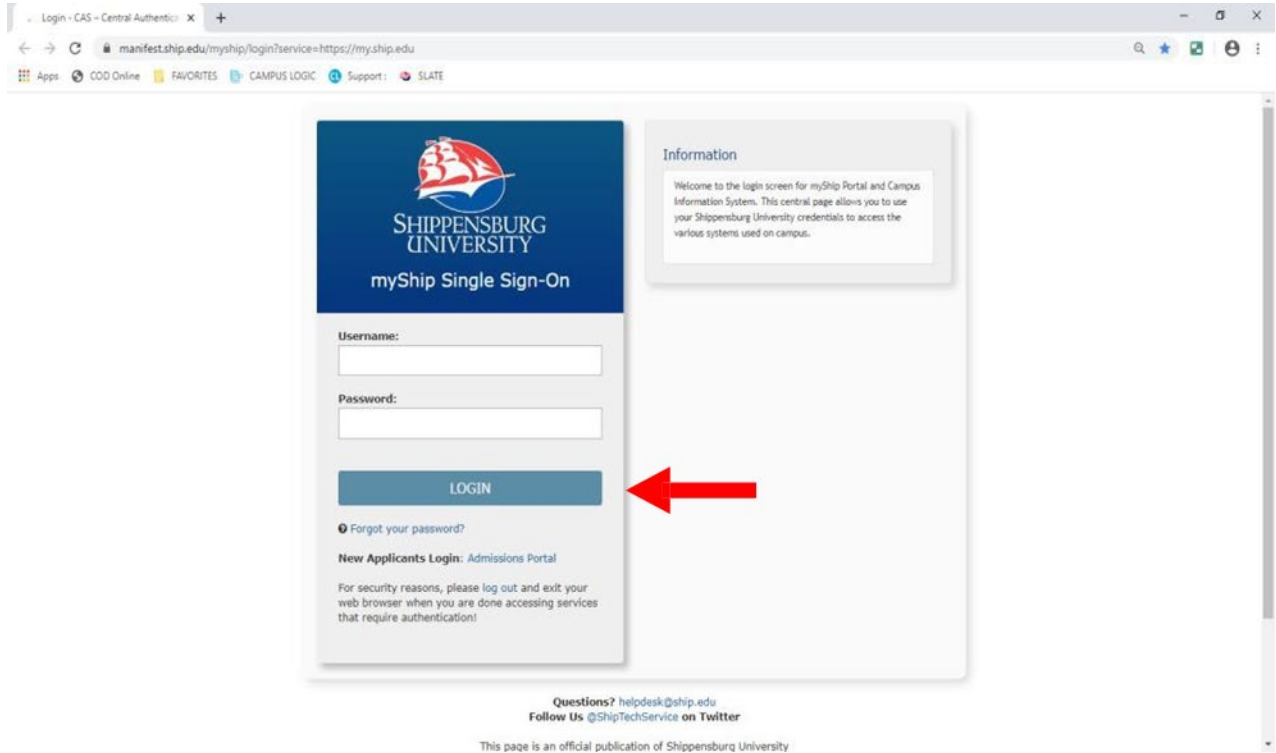
1. Log into your myShip portal. Click on "Student", "Paying for College", and then under Financial Aid Links select "Financial Aid Home".

The screenshot shows the myShip portal interface. At the top, there are navigation tabs for 'STUDENT', 'FACULTY', 'EMPLOYEE', and 'MYSHIP FEEDBACK'. The 'STUDENT' tab is active. Below the navigation, there is a 'Paying for College' dropdown menu with options: 'My Academics', 'Paying for College', 'Ship Life', 'Ship Services', and 'Student Employee'. The 'Paying for College' option is selected. To the right, there is a 'Financial Aid Links' section with a link for 'Financial Aid Home'. A red arrow points from the 'STUDENT' tab to the 'Paying for College' dropdown, and another red arrow points from the 'Paying for College' dropdown to the 'Financial Aid Home' link.

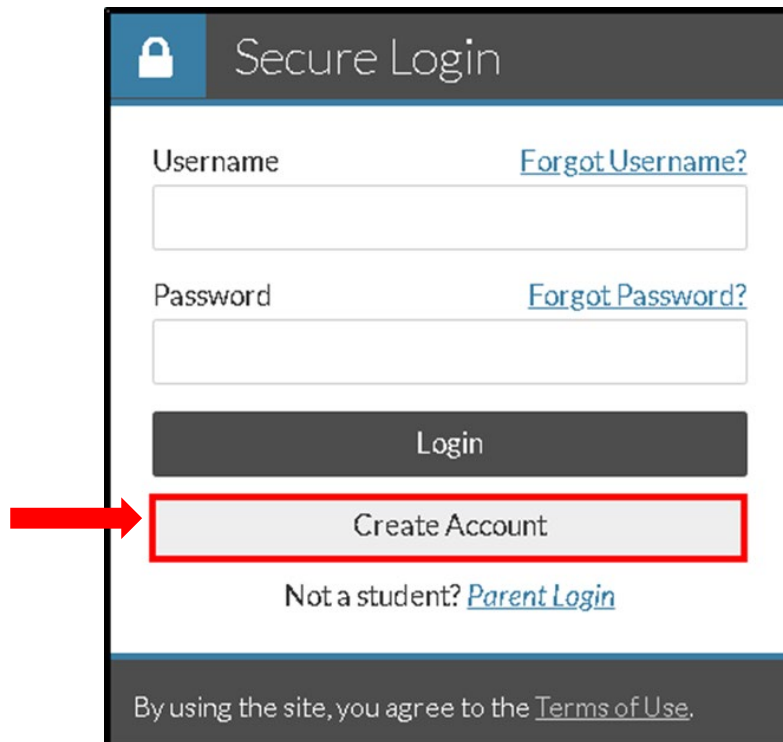
2. Select the appropriate aid year (e.g., 23-24 or 24-25), and under Student Requirements your Unsatisfied Requirements will show a list of necessary tasks to complete.
3. Click on "Verify", which will take you to <https://ship.studentforms.com> to view your Financial Aid tasks.

The screenshot shows the Financial Aid portal interface. At the top, there is a 'Financial Aid' header with a dropdown menu for 'Award Year' set to '2023-2024 Academ...'. Below the header, there is a navigation bar with links: 'Home', 'Award Offer', 'Financial Aid History', 'Resources', 'Notifications', 'Satisfactory Academic Progress', and 'College Finan...'. The main content area is divided into sections: 'Consent to Electronic Communication', 'Responses Required', and 'Student Requirements'. Under 'Responses Required', there is a 'Questions from the Financial Aid Office' section with a 'VIEW QUESTIONS' button. Under 'Student Requirements', there is an 'Unsatisfied Requirements' section with a 'Verify' task highlighted by a red arrow. The 'Verify' task has a yellow warning icon and a 'REQUIRED' status.

4. (If you click on “VERIFY” but are not directed to the link due to system failure just open up another tab and type <https://ship.studentforms.com/>). This will bring you to the myShip Single Sign-On.



5. First time users entering <https://ship.studentforms.com/> will need to create an account by clicking the “Create Account” button. If the student previously created an account, skip to Step 9.



6. Make sure to pay attention to the Username and Password requirements.

Create Account

* Preferred Email * Required

* Confirm email

* Choose username [Username requirements](#)

* Create password [Password requirements](#)

* Confirm password

7. In the **First Name, Last Name, Date of Birth, and Social Security Number** fields in the Confirm Student Information section, you must exactly enter the information as it appears on their FAFSA. Some information might be pre-populated however, you still should check to make sure all information is correct. You will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

* First name

* Last name

* Date of birth

* Social security number

Student ID

Phone Number
*Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)*

Create Account

- After you have created your account, you will receive an account confirmation email with a link to verify your email address. If you do not verify your email address, you cannot use the Forgot Username and Forgot Password links on the login page.
- Once the account is created successfully, the student is redirected to the login screen to login. Enter your information and select login.

- After student has logged into StudentForms they are taken to their financial aid task list.

- Selecting anywhere on the task expands the task to provide the student additional information about the task. The student can select “read more” to expand the information about the task.

Household Form

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, you will need to complete this web form. Depending [Read More](#)

✔ Household Form

Fill Out

Submit

12. Within each task, the student has a step or steps to complete. These vary between web forms, requests, downloads, uploads and links.
- **Web forms** are forms that a student can fill out within StudentForms and sign electronically
 - **Requests** are for the student to request the parent to sign a form electronically
 - **Downloads** are forms the student cannot sign electronically where they need to print out the form, fill out and sign manually or have another person
 - **Uploads** are steps to upload the requested documentation
 - **Links** takes a student to an external website to complete a step
 - **Steps with Options** are steps where the documentation required is determined by the option the student chooses from a dropdown menu
 - **Submitting/Editing Tasks**
13. If everything looks correct, the student may choose to either E-Sign or opt out of E-Sign. If the student chooses to opt out of E-Sign Pin, they are required to download and print the form, manually sign and upload into StudentForms then submit. If the student chooses to E-Sign they will need to click on Create an E-Sign Pin.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

E-Sign PIN

Opt out of E-Sign NO

Back E-Sign

14. The student creates a 5 digit number for a pin and confirms the 5 digit number. The student then selects create.

15. Once a pin has been created, the student is redirected to the review and sign screen. The student is able to enter their 5-digit pin created to E-Sign their document.

16. If the parent needs to review the document and E-Sign the student will need to click on the "Request" button.

○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

17. The request parent E-Signature screen opens and the student must enter the parents' email address (different than the student's email address) and select the "Send Request" button.

Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2018-2019 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

* Required

Parent 1 - O DEPENDENT

Parent 2 - T DEPENDENT

* Parent's e-mail address

* Confirm e-mail address

Send Request Cancel

Note: Student will not be able to edit any forms unless the parents' E-Sign request is canceled.

You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right.

Cancel Request

Edit Request

18. The parent will receive the email containing a link to create an account if the student requests a parent E-Signature. *Student is requesting your E-Signature*



finaid@ship.edu

Student@ship.edu

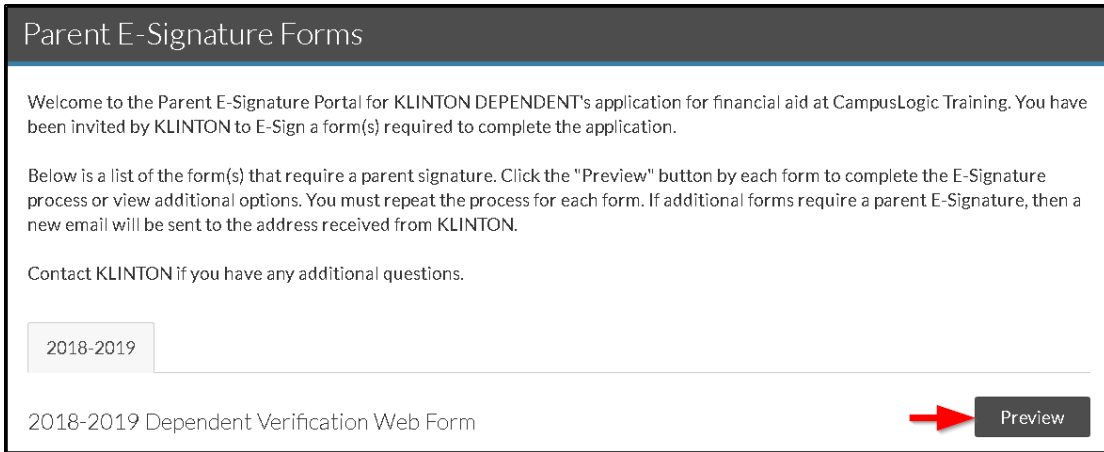
Dear Parent of **STUDENT**:

Hello! **STUDENT** has updated and E-Signed the 2020-2021 Dependent Verification Web Form while applying for financial aid at Shippensburg University. **STUDENT** is requesting your E-Signature to complete this form for submission to the Financial Aid Office.

To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature:
<https://ship.studentforms.com/account/parentcreate>

It is possible that you may receive more than one communication requesting your E-Signature. Each form E-Signed by **STUDENT** may result in a new

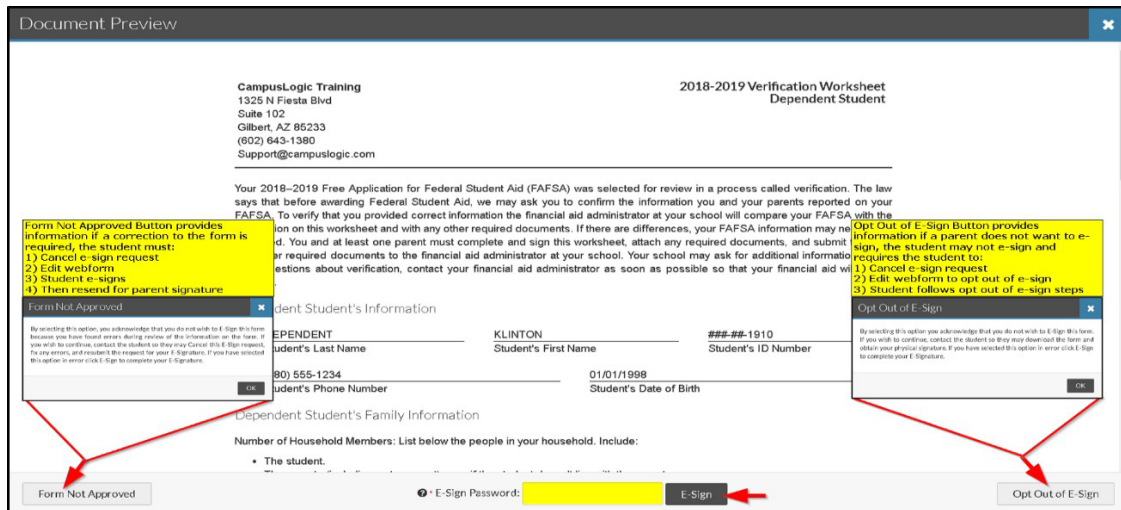
19. After the parent has created an account (view previous create account instructions for student) the parent has the opportunity to review the document by clicking on preview.



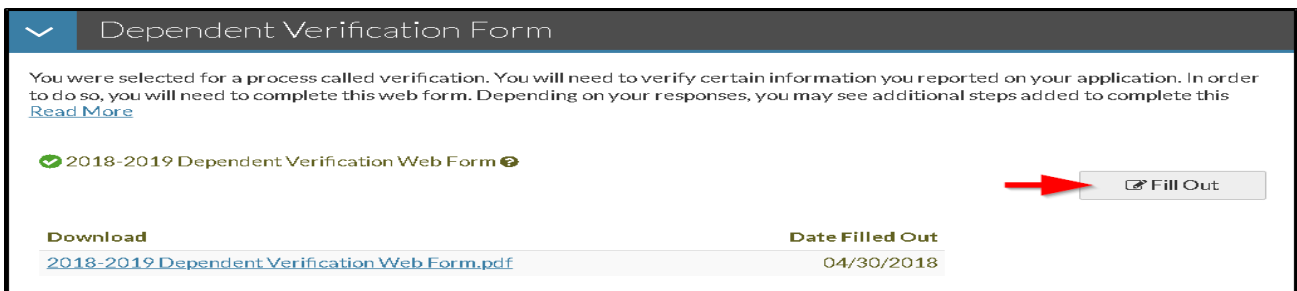
20. If form is not approved, it lets the parent know if there are corrections needed, and the student must make the corrections.

If the parent is going to E-Sign they will have to create an E-Signature 5 digit pin to enter in the signature box.

- The parent will receive a success message once the E-Signature is applied
- The student will receive an email and/or text message after the parent has E-Signed the document.
 - The student will be able to Upload the E-Signed document into StudentForms.



21. If the parent opts out of E-Sign and the student has previously E-Signed the document, they must go back in and opt out of E-Sign too. The student would need to select the fill out button to update the webform.



22. Students will click on “Review and Sign” to opt out of E-Sign.

Dependent Verification Form for 2018/2019

Demographics

Please correct the following information if needed.

*First name
KLINTON

*Last name
DEPENDENT

*Phone number
(480)-555-1234

Continue →

23. Follow the prompts until you come to the screen to change your opt out of E-Sign from NO to YES and then you will be able to download the document.

Confirm opt out of E-Sign

When you opt out of e-signature you will need to complete the following steps:

1. Download your document
2. Sign your document
3. Scan or take a picture of your document
4. Save the file or image on your desktop
5. Upload the document to the task
6. Verify the document is not blurry or missing a signature

Confirm Cancel

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.

Opt out of E-Sign
YES

← Back Download

24. Once the form is downloaded you will be able to print the document.

Verification Worksheet PDF

1 / 2

CampusLogic Training
1325 N Fiesta Blvd
Suite 102
Gilbert, AZ 85233
(602) 643-1380
Support@campuslogic.com

2018-2019 Verification Worksheet
Dependent Student

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Dependent Student's Information

DEPENDENT KLINTON ###-##-1910
Student's Last Name Student's First Name Student's ID Number

(480) 555-1234 01/01/1998
Student's Phone Number Student's Date of Birth

Dependent Student's Family Information

Number of Household Members: List below the people in your household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.

Full Name	Age	Relationship	College	Enrolled at Least Half Time	Supported More Than 50%
KLINTON DEPENDENT	20	self	CampusLogic Training	Yes	
Oliver dependent	48	parent			
Sina dependent	46	parent			

Parent Tax Return Filers

Check the box that applies:

The student's parent(s) has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.

Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... F12
Print... Ctrl+P
Cut...
Translate to English
Rotate clockwise Ctrl+I
Rotate counterclockwise Ctrl+J
Inspect Ctrl+Shift+I

Depending on the PDF viewer being used, the student may be able to use the printer icon to print, or may need to right click on the mouse to get to the print option

Clicking on the right mouse button brings up the option to print, if the printer icon is not available in the PDF viewer

25. After the form has been printed, signed and dated an upload step is added to the students' task. The student can now upload the document into StudentForms.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this [Read More](#)

✔ 2018-2019 Dependent Verification Web Form ?

Fill Out

Download	Date Filled Out
2018-2019 Dependent Verification Web Form	04/30/2018

○ Upload 2018-2019 Dependent Verification Web Form ?

Upload

26. If the student and/or parent was required to file a tax return and did not link, the task will be added. You will be required to upload a copy of the Federal IRS Tax Return Transcript or a **SIGNED** copy of your Federal 1040.
27. Make sure you are completing all financial aid tasks required.
- Once the student uploads an image or document, they are presented with a review screen to use their upload or discard and upload another file/image.

Household Form

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✔ Household Form ⓘ Fill Out

Download	Date Filled Out
2017-2018 Dependent Household Web Form.pdf	02/01/2018

○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form. Request

○ Upload Parents' 2015 Federal IRS Tax Return Transcript. Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances. Upload

Submit

28. Once all the required tasks have been satisfied, the submit button will become enabled for you to **SUBMIT!** Submitting AND clicking the **FINISH** button completes the process!
- Completed tasks are indicated with a check mark
 - Unfinished tasks show an open circle

Proof of Graduation

You were selected for a process called verification by the Department of Education. You must verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, provide documentation that you have completed high school or [Read More](#)

✔ Upload Proof of High School Completion ⓘ + Add Page(s)

Filename	Date Uploaded
IndependentHSD.pdf	02/01/2018

Submit

FINISH