StudentForms for Parents:

**Welcome to StudentForms!**

This new platform allows our office to work with you and your student as you complete outstanding Financial Aid requirements. Please follow the instructions below to set up your account and navigate StudentForms.

1. When your student has an action item that requires your signature, you will receive a notification via email.

   ![Email notification](image)

   Dear Parent of [student name],

   [Description of email content]

   To E-Sign the form, please click the following link to create an account, review the form, and complete the E-Signature. [Link to E-Signature]

   E-Signing your form allows your student to submit forms electronically. **If one party opt-out of E-Sign, neither party can use an E-signature.** You will need to print the form, hand-sign, and upload to StudentForms.

2. Please click on the email link to create your parent account. The information should match what was entered on your student’s FAFSA.

   ![Create Parent Account](image)

   [Instructions to create parent account]

3. After successfully creating your account, you will receive the email below. Please click on the link in the email to verify your email and log in. Please note: The link expires after 20 minutes.

   ![Verify Parent Account](image)

4. After logging in, you will see this page. Click "Preview" to view the documents that need your signature. These documents have been completed by your student and should be reviewed for accuracy.

   ![Preview Documents](image)

5. Follow the instructions to create your E-Signature Pin by clicking the link in yellow.

   ![Create E-Signature Pin](image)

   **E-Signing your form allows your student to submit forms electronically. If one party opt-out of E-Sign, neither party can use an E-signature.** You will need to print the form, hand-sign, and upload to StudentForms.

6. When you successfully sign your student’s form, you will be redirected back to the requirement page. There may be multiple documents that need your signature. When all tasks are complete, the page will look like this:

   ![Requirement Page](image)

**Troubleshooting:**

- If you receive error messages when trying to create your account, please double check the following:
  - Your Name, DOB, and SSN entered on StudentForms should match your student’s FAFSA. StudentForms requires an exact match.
  - You must be listed on your student’s FAFSA to use StudentForms.
    - You can view and update FAFSA information at FAFSA.gov.

- Your student has access to change information on forms and update your email address. Please contact them to make adjustments.