**MN FAFSA Completion Initiative**

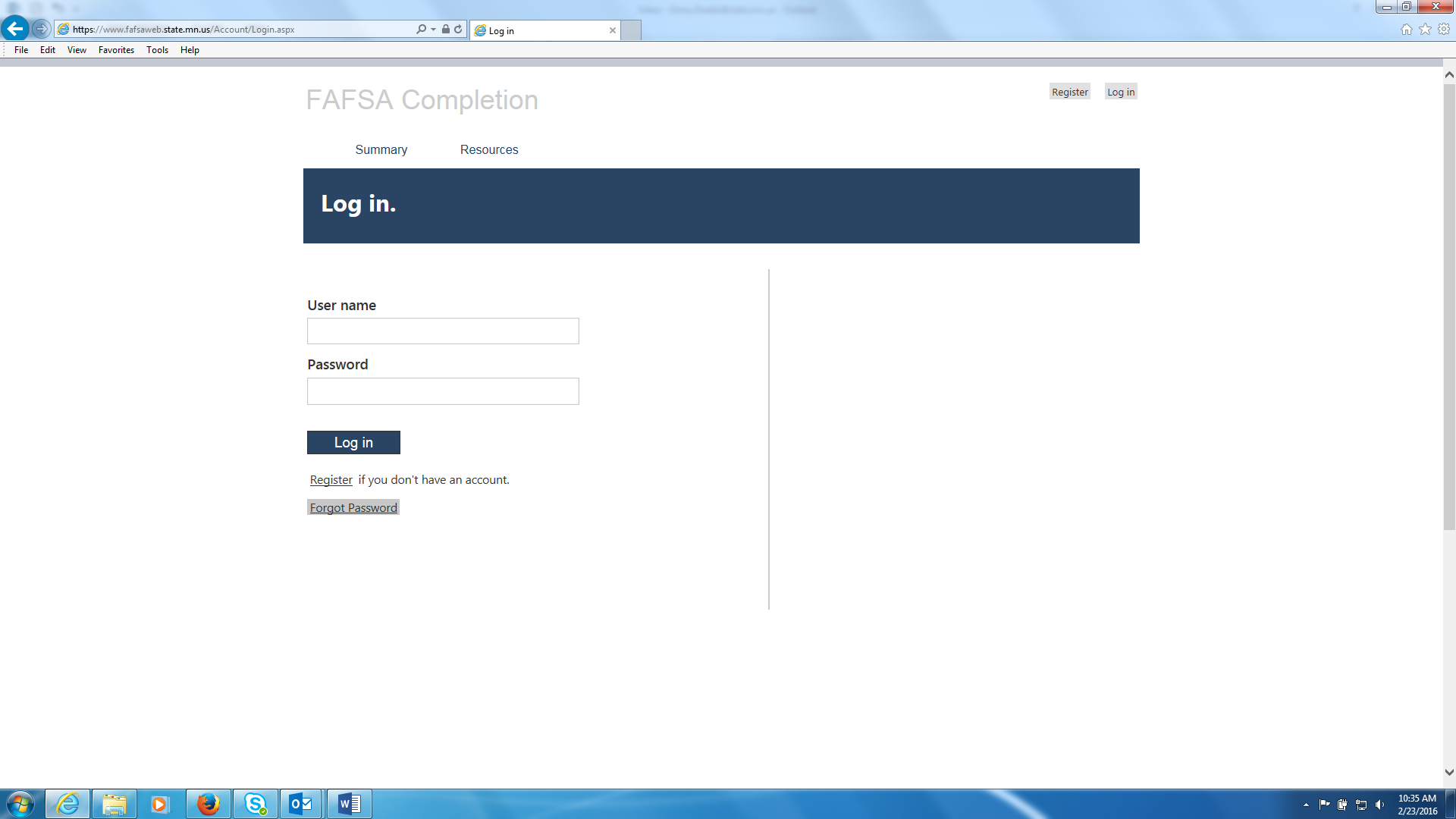
**Instructions for Accessing System and Retrieving Output Reports**

**Revised November 2018**

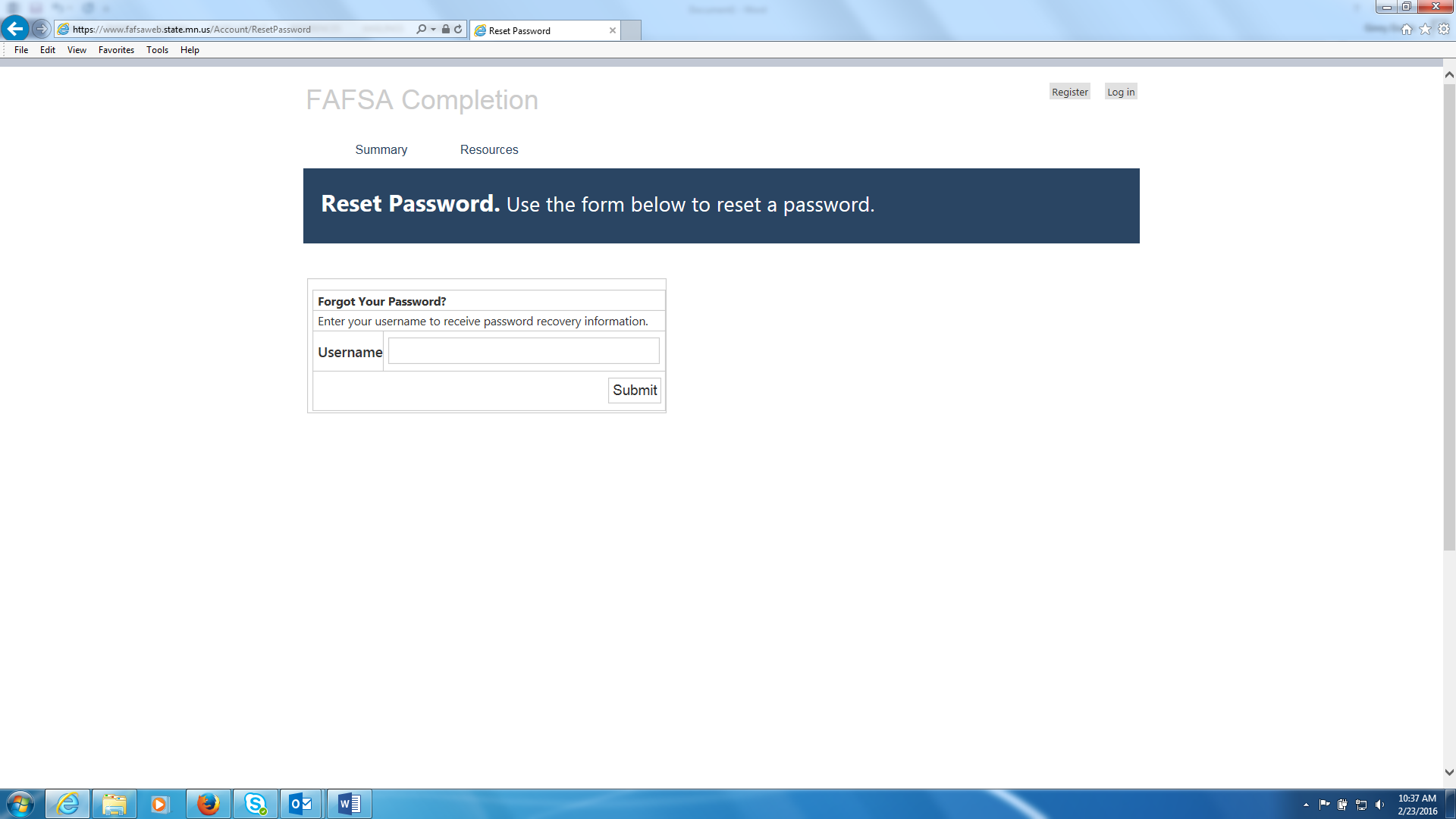
**FAFSA Completion Web Site:** [**https://www.fafsaweb.state.mn.us/Reports/Summary**](https://www.fafsaweb.state.mn.us/Reports/Summary)

**Setting Your Password**

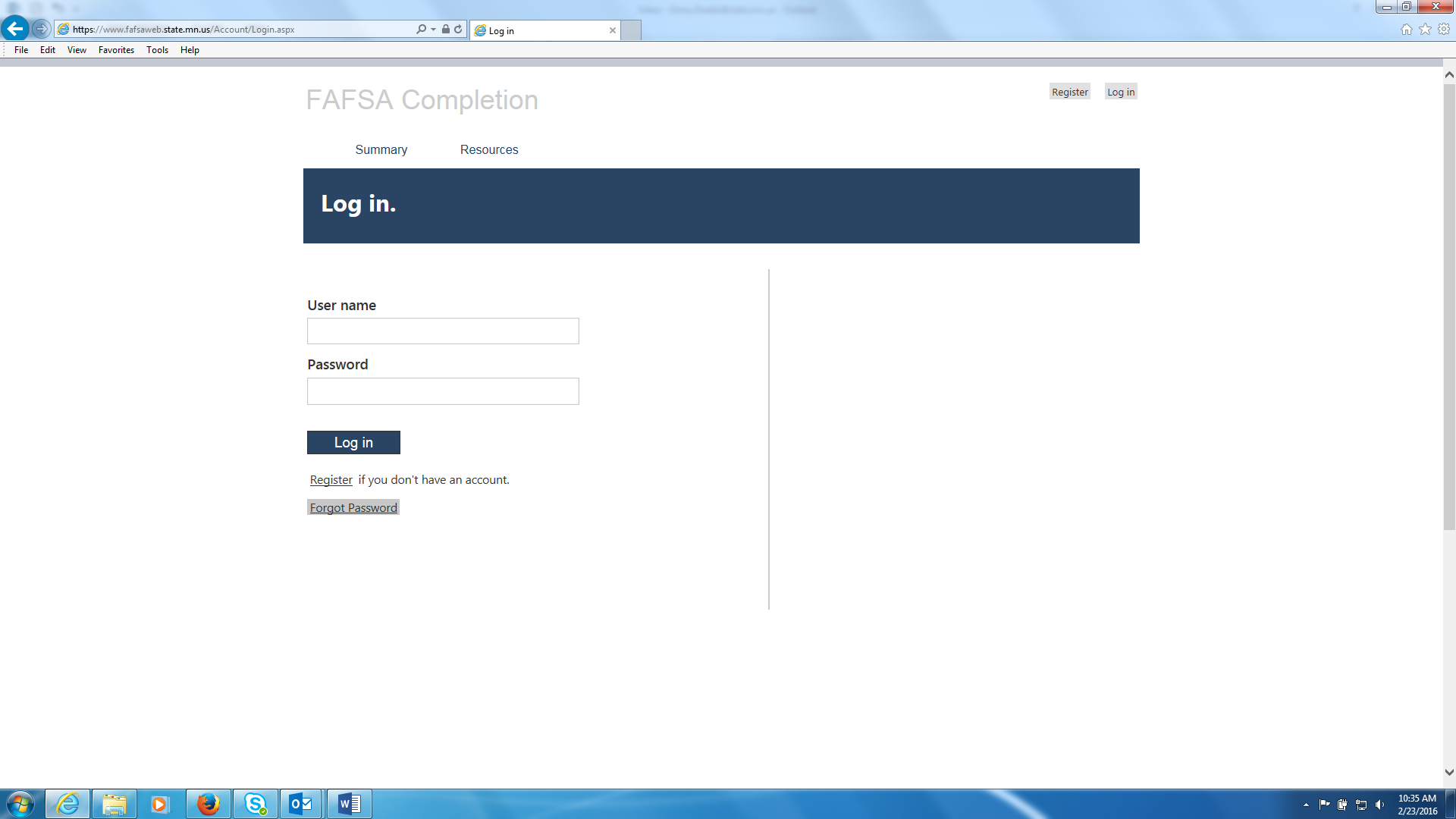
On main screen, click on ‘Forgot Password.’



On Reset Password screen, enter your username (your school/work email address) and click on ‘Submit.’ You will then be sent an email with a temporary password for the system.



On the main page, enter your username (your school/work email address) and temporary password and click on ‘Log In.’

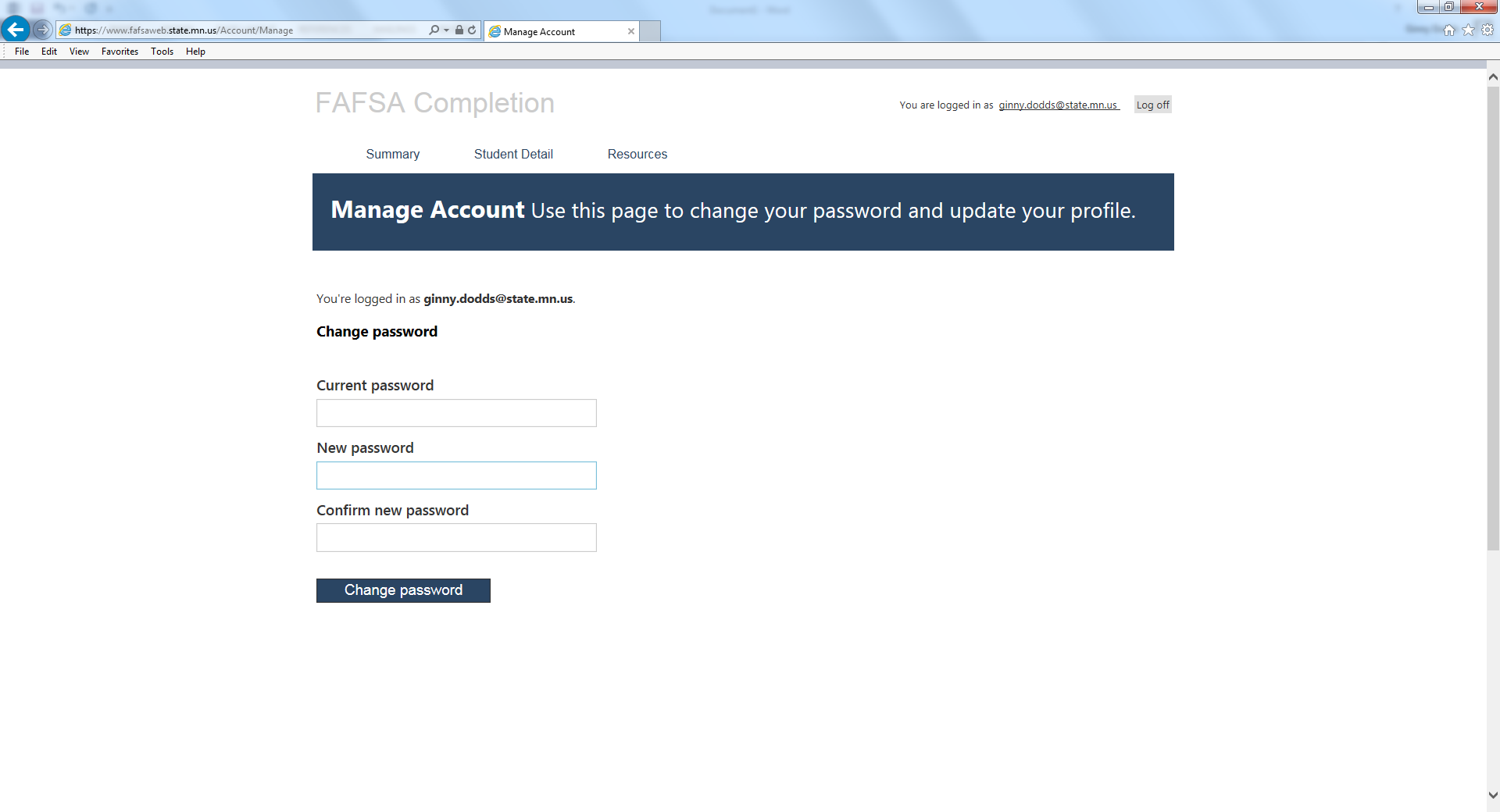


You will then see the Manage Account screen which will allow you to set your own password.

Enter your temporary password under ‘Current Password.’

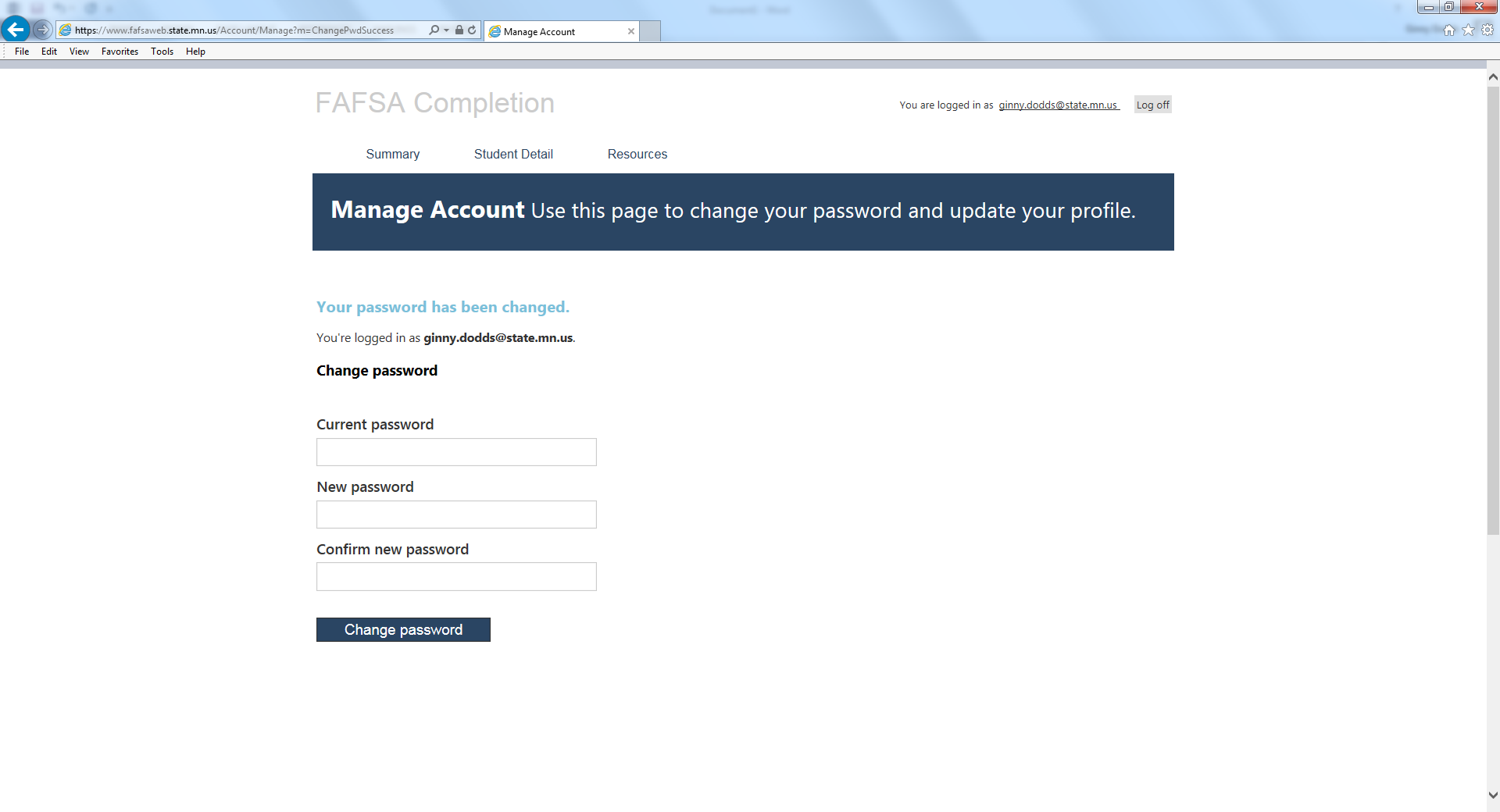
Create and enter a new password that is at least 8 characters long and contains upper case, lower case, number, and a special symbol.

Click on ‘Change Password.’



You will then see the message ‘Your Password has been changed.’ You are now logged into the system with your new password.

In the future, you can change your password at any time using this process.



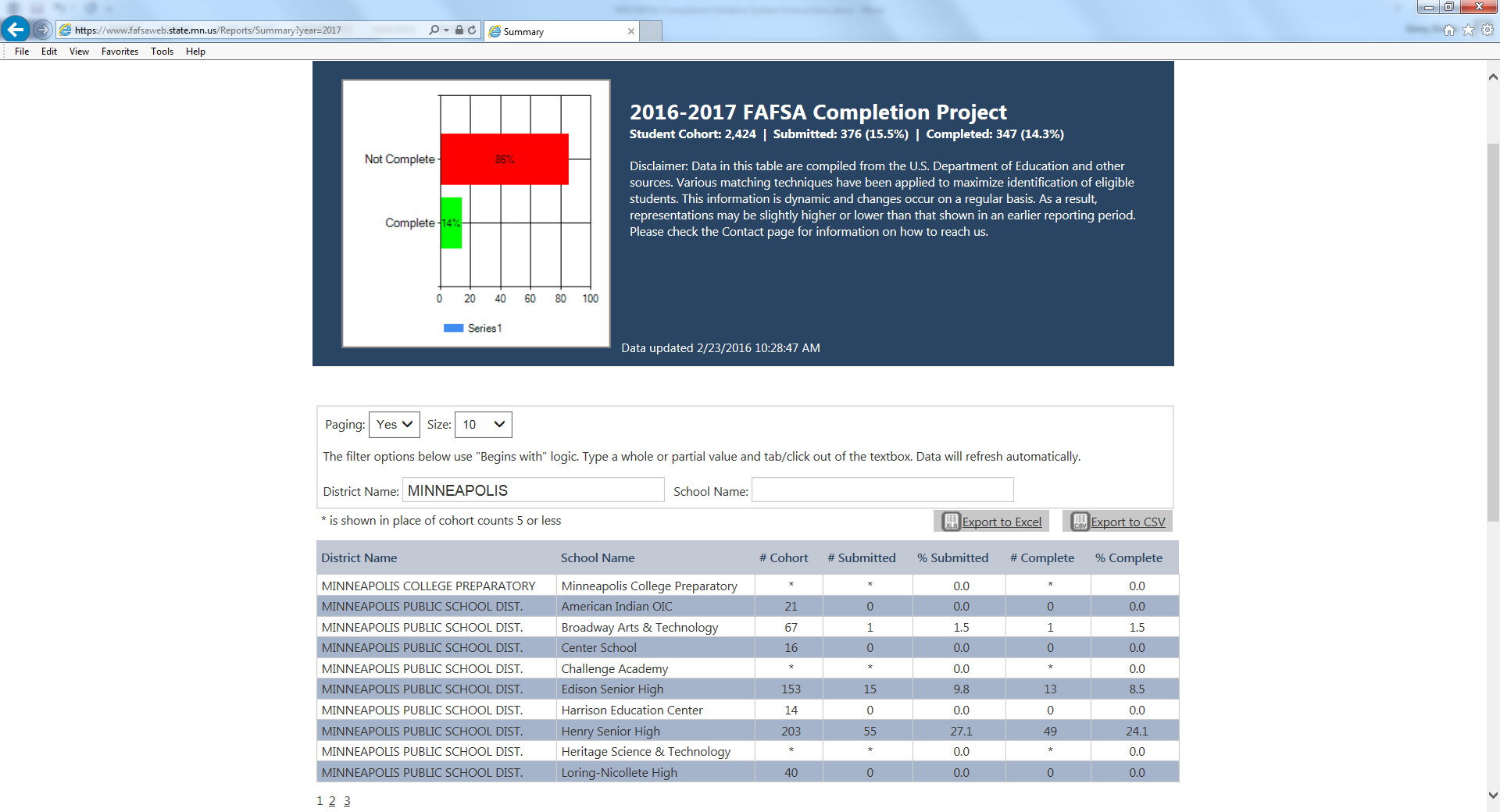
You are required to notify [Nicole.Whelan@state.mn.us](mailto:Nicole.Whelan@state.mn.us) immediately if any of the users accessing the FAFSA completion system at your school/organization should no longer have access to the system (no longer employed, transferred to a new position, etc.).

**Summary Screen**

Click on ‘Summary’ at the top of the main page and select the 2018-2019 academic year.

The Summary screen displays public summary data for all MN high schools. You can narrow the results by typing in your district (if you work in the district office) or school (if you’re a high school employee). Organizations should enter their organization name in the field for school name. You can also reset the ‘Size’ field at the top to display more than 10 students on a page.

The bar chart at the top of the page represents the total number of student records submitted by the MN Department of Education (MDE), schools, districts and other organizations who have filed a FAFSA (Complete bar) are have not filed a FAFSA (Incomplete bar).



**# Cohort** Number of high school seniors reported by MDE for the high school. For Minneapolis high schools, the cohort also includes any additional student records reported by the district office. For designated entities (organizations like College Possible, TRIO, etc.) the cohort represents the number of student records submitted to OHE by the organization. Numbers < 10 are masked.

**# Submitted** Number of students loaded to system for the school/district/organization that have 2018-2019 FAFSA output on the system. Numbers < 10 are masked.

**% Submitted** Percent of students who had FAFSA output on the system.

**# Complete** Number of students for the school/district/organization with FAFSA output designated as complete. This means the FAFSA was not rejected by the FAFSA processing system for lack of signatures or other errors. It does NOT mean the student won’t have to make FAFSA corrections in the future, such as importing tax information from the IRS to the FAFSA on the Web. Masked if < 10.

**% Complete** Percentage of students for the school/district/organization with FAFSA output designated as complete.

**Student Detail Screen**

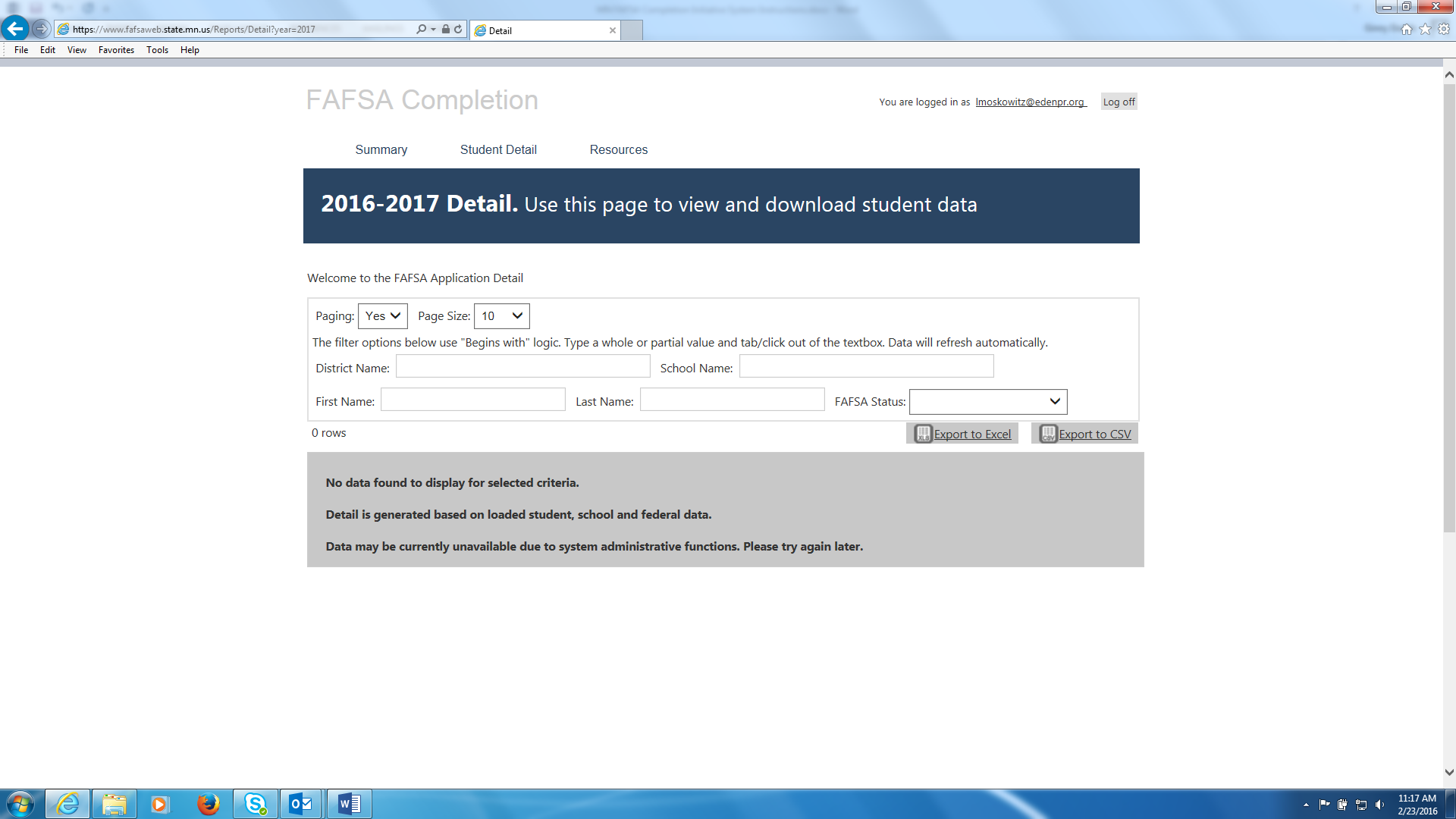
Click on ‘Student Detail’ and select the 2018-2019 academic year.

The Student Detail screen displays individual student FAFSA completion data for the district (if you work in the district office), school (if you’re a high school employee) or organization (e.g. College Possible, TRIO, etc.).

This screen also offers the option of looking up an individual student by entering that student’s first and/or last name in the corresponding name fields on the screen.

The ‘FAFSA Status’ field can be used to further refine the list based on the student’s FAFSA completion status. You can also reset the ‘Size’ field at the top to display more than 10 students on a page.

Results can be exported to an Excel spreadsheet or CSV data file by using those buttons on the screen.



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**District Name**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$DistrictName')) | [**School Name**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$SchoolName')) | [**First Name**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$firstname')) | [**Last Name**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$lastname')) | [**State ID**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$statestudentid')) | [**DOB**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$DateOfBirthDate')) | [**Completed FAFSA**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$fafsastatus')) | [**FAFSA Detail**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$fafsastatusdetail')) | [**Date App Submitted**](javascript:__doPostBack('ctl00$MainContent$grdData','Sort$Date_Application_Completed')) |
| MINNEAPOLIS PUBLIC SCHOOL DIST. | Broadway Arts & Technology | JOHN | DOE | 000000000000 | 02/15/1999 | Complete | Complete FAFSA Application | 2/10/2016 12:00:00 AM |
| MINNEAPOLIS PUBLIC SCHOOL DIST. | Edison Senior High | PATTY | PERSON | 00000000000 | 03/01/1998 | Not Complete | Incomplete FAFSA Application | 2/17/2016 12:00:00 AM |
| MINNEAPOLIS PUBLIC SCHOOL DIST. | Edison Senior High | FRANK | SPEAKER | 000000000000 | 04/01/1998 | No Parent Signature | Missing parent signature on FAFSA or SAR (Reject Code 15) | 2/21/2016 12:00:00 AM |

The detail report displays the student’s name, State school ID, date of birth, FAFSA status and the date the original FAFSA application was submitted.

Values appearing under ‘Completed FAFSA’ column are as follows:

**Complete** FAFSA was signed and has no problems.  (This doesn’t mean the student won’t have to update 2016 tax figures later if estimated figures were used on the FAFSA.)

**No Parent Signature**   FAFSA is incomplete because at least one parent didn’t sign.  Log back into [www.fafsa.gov](http://www.fafsa.gov) to make a correction.  On the signature page, one parent should click on the link to apply for a FSA ID and electronically sign the FAFSA as a correction.  If parent(s) don’t have an SSN, they won’t be able to create a FSA ID, so they should print the FAFSA signature page and mail that in to the address on the form.  If the student cannot populate the FAFSA with parental information due to unusual circumstances (abuse, abandonment, parent in another country, etc.), the student should contact the college financial aid office about doing a dependency override.

**No Student Signature** FAFSA is incomplete because the student didn’t sign.  Log back into [www.fafsa.gov](http://www.fafsa.gov) to make a correction.  On the signature page, the student should click on the link to apply for a FSA ID and electronically sign the FAFSA as a correction.  All students should be able to get a FSA ID since they have Social Security numbers.  (Students without SSNs should not be completing the FAFSA, since they would not be citizens or eligible non-citizens. Undocumented students would be able to complete the MN Dream Act application to apply for state financial aid.)

**Not Complete**              FAFSA is incomplete for another reason that cannot be specified due to data privacy restraints.  The student will need to log back into the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and review his/her Student Aid Report text to see what the problem is, and make any necessary corrections. Students can also call the toll-free Federal Aid Hotline at 1 (800) 433-3243 for assistance. Financial aid offices have asked that students not be directed to call their office unless they are unable to resolve the problem after contacting the Federal Aid Hotline.

**Frequency of FAFSA Completion System Updates**

**FAFSA Output (ISIR Records)**

The system will be updated by noon each day with FAFSA output received by the Office of Higher Education the previous evening. Typically, it takes 3 to 5 business days from when an original FAFSA or FAFSA correction is processed on the federal system for the Office to receive and load FAFSA output (called ISIRs) to the FAFSA completion system.

Users may log into the system at any time and generate a student detail report.

**Student Records**

The Office loads a master file of all MN high school seniors provided by the MN Department of Education (MDE) when the FAFSA completion system is first operational for the academic year (February). The MDE does not plan to make updates to the student file.

High school districts may choose to submit their own student record (see record layout that follows) files to the Office if they do not want to rely on the student data submitted by MDE.

Organizations (College Possible, TRIO, etc.) will be required to provide their own student record (see record layout that follows) files to the Office before the match against FAFSA output can take place on the system, since they can only access FAFSA output for the students they serve, as opposed to all students attending a particular high school.

Student record files should be uploaded to our agency’s secure web site for this project, using the following:

<https://www.ohe.state.mn.us/ssl/generic/index.cfm>

password: p9j$nJ7D

Please contact [Nicole.Whelan@state.mn.us](mailto:Nicole.Whelan@state.mn.us) (651) 259-3967 if you need assistance with submitting student record files.

**Users/Schools**

If a particular user, school or organization would like to be added or deleted from the current FAFSA completion system database, please contact [Nicole.Whelan@state.mn.us](mailto:Nicole.Whelan@state.mn.us) or (651) 259-3967. A new school or organization will first be required to complete a Data Sharing Agreement before they are added to the system.

**Student Record Format for FAFSA Completion System**

**(May be sent as Excel spreadsheet, tab delimited or .csv data file)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field #** | **Field Name** | **Field Length** | **Required?** | **Notes** |
| 1 | District Code | 12 | Yes | State assigned district identifier (organizations use code created by OHE) |
| 2 | School Code | 12 | Yes | State assigned school identifier  (organizations use code created by OHE) |
| 3 | First Name | 12 | Yes | Student’s first name |
| 4 | Middle Initial | 1 | No – but please provide if you have it | Student’s middle initial |
| 5 | Last Name | 16 | Yes | Student’s last name |
| 6 | Date of Birth | 10 | Yes | YYYYMMDD e.g., 19980901 |
| 7 | Gender | 1 | Yes | Male=1, Female=2 |
| 8 | State Student ID | 20 | No | Optional student ID |
| 9 | Fed Student ID | 9 | No | SSN – Not Used |
| 10 | First Name Alternate | 12 | No | Alternate first name or nickname available for use during matching process |
| 11 | Last Name Alternate | 16 | No | Alternate last name or nickname available for use during matching process |
| 12 | First Name Alternate 2 | 12 | No | Alternate first name or nickname available for use during matching process |
| 13 | Last Name Alternate 2 | 16 | No | Alternate last name or nickname available for use during matching process |
| 14 | First Name Alternate 3 | 12 | No | Alternate first name or nickname available for use during matching process |
| 15 | Last Name Alternate 3 | 16 | No | Alternate last name or nickname available for use during matching process |

**Data Security**

The Data Sharing Agreement the school, district or organization completed to participate in the FAFSA Completion Initiative has very strict limits on who can view student output from the system and how output should be handled. It also requires the school, district or organization to provide training on the requirements of the agreement to all staff signed up as users for the FAFSA Completion Initiative. The language contained within the Data Sharing Agreement can be accessed within the FAFSA completion system by clicking on ‘Resources’ at the top of the main screen, and then clicking on ‘Terms of Use.’

**Questions?**

The Office fully supports the FAFSA Completion Initiative and is happy to answer any questions you have related to accessing and/or generating reports from the system.

Nicole Whelan

Financial Aid Research Analyst

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108

[Nicole.Whelan@state.mn.us](mailto:Nicole.Whelan@state.mn.us)

(651) 259-3967