

Parent Handout - Verification Portal Login

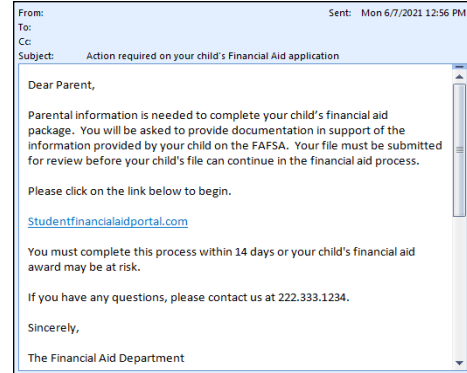
Please follow the steps below to log into the portal to process the parent portion of the student's verification process.

Important!: The portal is designed to work with a variety of devices and browsers; however, it is recommended you are using the latest version of Google Chrome or Mozilla Firefox.

Step One: Email Notification

Parent will receive an email from the college. Click on the hyperlinked URL.

- * If you have not received an email, your child may need to review your email address they provided on the site or you may follow up with your child's Financial Aid Office.



Step Two: Parent Account Verification

Parent will provide their email (where notification was received), SSN, and Date of Birth.

- * If you receive a warning/error message that the information does not match, your child will need to review the Parent Info tab of the **My Profile** area of the site.

A form titled 'Parent Account Verification'. It asks the user to 'Please update the following information for verification purposes.' The fields include: Name (AMANDA TEST), Email address where you received your notification (with a link to click here if not AMANDA TEST), SSN, and Date of Birth. A 'Next' button is at the bottom right.

Step Three: Parent Registration

Parent will verify information on the Registration page, create a username and password, and create security Q&A.

A form titled 'Verify Information'. It asks the user to 'Please verify the below information or update the information where necessary. All below information is required.' The fields include: Name and address (First Name: AMANDA, Last Name: TEST), Address, Address 2, City, State, and Zipcode. A sidebar on the left shows a progress indicator for 'Registration' (completed), 'Complete Documents', 'Submit Package for Approval', 'Wait for Package Approval', and 'Package Approval Received'.

Step Four: Site Login

Parent will be prompted to log in using the username and password they created. As part of the log in process, the parent will be presented with a 'Two Factor Authentication' process.

A form titled 'Site Login'. It has fields for 'Username:' and 'Password:'. There is a 'Forgot Password?' link and a 'Forgot Username?' link. A 'Log In' button is at the bottom right.A form titled 'Site Login' with the instruction 'Please select your Two Factor Authentication Method below.' It lists two options: 'Email(s) On File: ****21043@students.test.edu, ****1043alt@students.test.edu' and 'SMS On File:0404'. At the bottom, there are two buttons: 'Email' and 'SMS/Text', with a radio button between them.