

Guide to the Oregon Student Aid Application (ORSAA)

Contents

| | |
|---|----|
| Introduction to the Oregon Student Aid Application (ORSAA) | 3 |
| ORSAA & OSAC Programs | 3 |
| Security & Use of ORSAA Data | 4 |
| Guidance for DACA students | 4 |
| ORSAA Pre-Filter Tool | 4 |
| What-to-Bring Checklist..... | 4 |
| How to Complete the ORSAA | 5 |
| Account Registration Page | 5 |
| Student Landing Page | 6 |
| Student Demographics..... | 7 |
| Oregon State Information..... | 8 |
| Educational Plans | 10 |
| Dependency Determination..... | 11 |
| Student Income & Tax Data | 12 |
| Parent Information | 13 |
| School List | 14 |
| Sign My Forms..... | 15 |
| Incomplete ORSAA..... | 16 |
| Parent Process | 17 |
| Completed ORSAA | 20 |

ORSAA Support

(541) 687-7400

ORSAAHelp@hecc.oregon.gov

www.OregonStudentAid.gov



Office of Student Access and Completion
Helping Oregon Students Plan and Pay for College

This is a guide to accompany the Oregon Student Aid Application (ORSAA), an application of the Higher Education Coordinating Commission’s Office of Student Access & Completion (OSAC). The guide addresses key sections and questions contained in the ORSAA.

Introduction to the Oregon Student Aid Application (ORSAA)

The ORSAA is an alternative to the Free Application for Federal Student Aid (FAFSA) for Oregon residents who are undocumented, including students who have DACA (Deferred Action for Childhood Arrivals) status. Both the FAFSA and the [ORSAA](#) open on **October 1** each year.

You can learn more about the ORSAA on the OSAC website: www.OregonStudentAid.gov/fafsa-orsaa.aspx. You can also find this page by visiting www.OregonStudentaid.gov and selecting the “File the FAFSA or ORSAA” button.

The ORSAA is modeled off of the FAFSA. Although most questions in the ORSAA are the same as in the FAFSA, a few questions are slightly different, including several Oregon-specific questions that are used to determine eligibility for state grants and scholarships. All financial information must be entered manually by the student and parent. For help with the FAFSA, visit the Federal Student Aid website: <https://studentaid.ed.gov/sa/>.

Do *NOT* complete the ORSAA if you are a U.S. citizen or an eligible noncitizen with an Alien Registration number – these students should complete the FAFSA (fafsa.gov). International students who are studying in the U.S. on a student visa are NOT eligible for state or federal financial aid programs and should NOT complete the ORSAA. To learn more about non-U.S. citizens and financial aid eligibility, visit <http://studentaid.ed.gov/sa/eligibility/non-us-citizens>.

Note that there is a new version of the ORSAA as of 10/1/16. All students must create a new account, even if they filed an ORSAA before October 2016.

ORSAA & OSAC Programs

Undocumented students, including DACA students, are NOT eligible for federal financial aid (including the Federal Pell Grant), but they may be eligible for the OSAC-administered programs listed below. The ORSAA is required to apply; OSAC uses information from the ORSAA to calculate students’ award eligibility for state grants and scholarships.

The ORSAA is the required application for the following OSAC-administered financial aid programs:

- [Oregon Opportunity Grant](#)
- [Oregon Promise Grant](#)
- [Certain OSAC Scholarships](#)

Most OSAC-administered grants and scholarships have additional requirements and/or steps to apply. Visit www.OregonStudentAid.gov for more information about each program.

Security & Use of ORSAA Data

The ORSAA is used exclusively by the state of Oregon—not the federal government—to determine students' eligibility for financial aid programs. The Office of Student Access and Completion shares a student's ORSAA data only with the financial aid office at the school(s) the student lists on the ORSAA. Data from the ORSAA is private, secure information that is not shared with the federal government or other outside entities. The ORSAA is NOT a tool that is used to identify or deport undocumented individuals.

Guidance for DACA students

To apply for the Oregon Opportunity Grant, the Oregon Promise Grant, or participating OSAC scholarships, DACA students must complete the ORSAA. DACA students may also want to complete the FAFSA. Students should contact the financial aid office at their college to find out if their school wants them to file the FAFSA in order to qualify for institutional aid. Different colleges have different approaches: some may require DACA students to complete the FAFSA online, or a paper version of the FAFSA, to help determine aid at the college or university level.

Even if a DACA student has already submitted a FAFSA, the student must submit an ORSAA to be considered for state-administered financial aid: Oregon Promise, Oregon Opportunity Grant, and certain OSAC scholarships.

ORSAA Pre-Filter Tool

Before creating an account for the ORSAA, students will answer a few "[pre-filter](#)" questions to help determine if they should complete the ORSAA. Questions include:

- *Do you have a Social Security number?*
- *Are you a US citizen or US national?*
- *Have you been granted DACA status?*
- *Have you lived in Oregon for at least 12 months before you will enroll in college?*
- *Are you an eligible noncitizen?*

Based on their responses, students will be instructed to file the ORSAA or the FAFSA - or advised that they are not eligible for state aid via the ORSAA. The answers provided in the pre-filter tool are NOT saved; this is simply a tool for students and families to help determine if they should complete the ORSAA. The pre-filter is on the OSAC website at: <http://oregonstudentaid.gov/PublicTools/FinancialAid/PreFilter>. After answering the pre-filter questions, visitors will be directed to the ORSAA (or the FAFSA), depending on their situation.

What-to-Bring Checklist

- Date of birth for student and parent(s)
- Email for student and parent(s)
- Most recent federal income tax returns, W-2s, and other records of money earned
- Bank statements for checking, savings, and other asset accounts
- Investment records, including 529 plans or other prepaid college plans (if applicable)
- Records of untaxed income (such as child support received and untaxed pensions)
- Driver's license number (if you have one)

How to Complete the ORSAA

The following screen shots and instructions highlight certain sections and questions to help complete the ORSAA. Not all questions in the ORSAA are addressed here, but key points are highlighted.

Account Registration Page

First, a student must register with an account to access the ORSAA. Students should not use an email address from their school that will become inactive because the email address is also their ORSAA username. One secret/security question is required. The Social Security number or DACA number is optional. The student should leave this blank if they do not have one.

Students should keep a copy of their username, password, and the security question used to create the student account. They will need this information if they need to edit any of the ORSAA information – email address, adding a school, etc.

Please complete the following registration form

* - Required Field ? - Help and Hints ! - Error Information

Email Address *

? Please ensure that this is a valid, permanent email address

Confirm Email Address *

Password *

? Passwords should contain 8-16 characters, include at least one letter, and one number or any of the following symbols: #, %, &, *, ", ', |, >, <, `, !, @, ^, &, ?, \, $, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, _, a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z, {, |, }, ~, , €, , ‚, ƒ, „, …, †, ‡, ˆ, ‰, Š, ‹, Œ, , Ž, , , ‘, ’, “, ”, •, –, —, ˜, ™, š, ›, œ, , ž, Ÿ. Do not use spaces, hyphens, or underscores.

Confirm Password *

Secret Question *

? If you forget your password you can use your secret question

Secret Answer *

First Name *

? If you have a Social Security or DACA Card, your first/last name must be provided to your college(s). If you don't have a Social Security or DACA Card, your first/last name must be provided to your college(s).

Last Name *

? If you have a Social Security or DACA Card, your first/last name must be provided to your college(s). If you don't have a Social Security or DACA Card, your first/last name must be provided to your college(s).

Date of Birth *


? Please enter a valid date of birth.

Social Security or DACA Number (optional)

? Provide the exact number listed on your Social Security or DACA Card. If you do not have a Social Security or DACA Card, leave this blank. Use the format 123456789. If you do not have a Social Security or DACA Card, leave this blank.

Confirm Social Security or DACA Number

Security Code *

? Please enter the security code that appears in the image below. If you cannot read the numbers in the image, click the refresh button.

REGISTER **CANCEL**

Student Landing Page

Once the student creates an account, this is the landing page they will see. To get started, select the blue “Start, edit or complete an application” icon under Actions, for the appropriate year.

Note that 2017-18 is the year that students should select, if they are seeking financial aid for college between July 1, 2017 - June 30, 2018 (this corresponds with the FAFSA year).

The icons in blue indicate the different actions that students can take with their application:

- Start, edit or complete an application
- View an application
- Invite a parent to sign an application
- Download an application
- Sign an application

The icons and status messages will change as the student works through each section of the ORSAA.

STEP 1: Start ORSAA
Start the ORSAA application process.

STEP 2: Select Schools
Select the schools that you want to receive a copy of your ORSAA.

STEP 3: Sign ORSAA
Sign your ORSAA.

Select the action to the right of the ORSAA application, in the table below, to process your ORSAA for each available academic year. You will be provided a list of schools that will receive your ORSAA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their ORSAA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.

Start, edit or complete an application. Invite a parent to sign an application. Sign an application.
 View an application. Download an application.

| Document Name | Status | Actions |
|--|-------------|---------|
| 2016-2017 Oregon Student Aid Application (ORSAA) | Not Started | |
| 2017-2018 Oregon Student Aid Application (ORSAA) | Not Started | |

Student Demographics

The ORSAA begins with several basic questions about the student's full name, gender, date of birth, address, and contact information. Optional questions ask for the student's the driver's license state and number, and social security or DACA number. If the student does not have a DACA or social security number, the student can leave this blank.

This section also asks about the student's marital status, the number of members in the student's household, and the student's household number in college. For dependent students (generally not married, no children or dependents, and under age 24), **enter "1" for the Student's Household Number of Family Members**. The student should only count him or herself here. Dependent students should also enter "1" for the Student's Household Number in College. Students who are married, over age 24, and/or have dependents, should follow the instructions to enter the correct number here.

The screenshot shows the 'STUDENT DEMOGRAPHICS' form. The left sidebar lists sections: Student Demographics (completed), Oregon State Information, Educational Plans, Dependency Determination, Student Income & Tax Data, Parent Information, and School List. The main content area is titled 'Student's Family Information'. It contains three sections:

- Student's Marital Status ***: A dropdown menu is set to 'Single'. A help icon indicates to provide marital status as of today. A note explains that a married couple is separated if they are legally separated or live separate lives. A note also states that physically separated married couples are considered married.
- Student's Household Number of Family Members ***: A dropdown menu is set to '1'. A help icon indicates to include all household members. A list includes: 'Yourself (and your spouse)', 'Your children if you will provide more than half of their support between July 1, 2017 and June 30, 2018, and', and 'Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2017 and June 30, 2018.' This section is circled in red.
- Student's Household Number in College ***: A dropdown menu is set to '1'. A help icon indicates to count the number of people in the household who will be college students between July 1, 2017 and June 30, 2018. This section is also circled in red.

Note that in a later Parent Information section, dependent students will be asked to enter the total number of people in the household for the **Parent's Household Number of Family Members**. For the Parent's Household Number in College, the dependent student should count him or herself plus any additional students who are in the household. However, students should not count the parents themselves, even if they are also students.

Oregon State Information

Part I:

This is the second section of the application, after Student Demographics. These questions are different from the FAFSA because they relate to certain requirements for the state of Oregon. The first questions pertain to DACA status and high school or GED information.

OREGON STATE INFORMATION

[Back](#) [Save and Exit](#) [Exit](#) [Save and Continue](#)

DACA Status

Do you have DACA status? *

Yes No

? Select Yes if you applied for and were granted Deferred Action for Childhood Arrivals (DACA) status. Otherwise, select No.

High School Information

Provide details about your high school experience.

High School Diploma or Equivalent *

Select

? Indicate if you will have earned your high school diploma, GED or diploma equivalent prior to starting college in the 2017-2018 school year.

Part II:

These questions pertain to state of residency, elementary and secondary school experience, and certain responsibilities of the applicant regarding permanent residency. Students must answer all of these questions if they wish to be considered for an Oregon Opportunity Grant.

Residency Information

Please answer the following questions related to your residency status.

Student's State of Residence

OREGON ▼

👉 Provide the state where you reside.

Did you become a resident of the state before 01/01/2012?

Yes No

👉 Indicate if you became a resident of this state before January 1, 2012.

To be eligible for Oregon state grants and/or in-state tuition rates at Oregon public universities as a non-U.S. Citizen, you must certify that you meet all of the following conditions. Please respond to each of the following certification statements:

I certify that during each of the three years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, I attended an elementary or a secondary school in Oregon.

Yes No

I certify that during each of the five years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in any state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico. *

Yes No

I certify that I received a high school diploma from a secondary school in Oregon or received the equivalent of a high school diploma. *

Yes No

Certification Regarding Permanent Residency Application and Related Responsibilities

In addition to school attendance requirements, to be eligible for Oregon in-state tuition rates and/or to be considered for Oregon state grants as a non-U.S. Citizen you must show an intention to become a citizen or a lawful permanent resident of the United States by submitting to the public institution you attend or plan to attend:

- An official copy of my application to register with a federal immigration program or federal deportation deferral program or a statement of intent that I will seek to obtain citizenship as permitted under federal law; and
- An affidavit stating that I have applied for a federal individual taxpayer identification number or other official federal identification document.

I certify that I intend to become a citizen or a lawful permanent resident of the United States and that I have provided the required documents indicated above to my school. *

Yes No

Back

Save and Exit

Save and Continue >>

Educational Plans

These questions ask about the student's expected grade level in college for the year when they are applying for financial aid, and the expected degree or certificate that they are seeking.

Current high school seniors or recent high school graduates should NOT select "Graduate student" here – this means that they have already completed college. Graduate students are NOT eligible for state grants (including Oregon Opportunity Grant) or Federal Pell Grants.

EDUCATIONAL PLANS

Back Save and Exit Exit Save and Continue

Student Demographics Oregon State Information Educational Plans Dependency Determination Student Income & Tax Data Parent Information School List

Legend:
 - Not Started
 - In Progress
 - Completed

Educational Plans

What are your educational plans for this year?

Expected Grade Level in College *
Select
? Indicate what your expected grade level will be when you begin the 2017-2018 school year.

Type of Degree or Certificate *
Select
? Indicate the type of degree or certificate program you will be working on when you begin the 2017-2018 school year.

Completed 1st Bachelor's Degree? *
 Yes No
? Indicate if you will have already completed or received your first bachelor's degree before July 1, 2017.

Back Save and Exit Save and Continue >>

Dependency Determination

The ORSAA contains several questions that are used to determine students' dependency status. These questions are identical to the FAFSA:

- Are you currently serving on active duty in the U.S. Armed Forces or are a National Guard or Reserves enlistee called into federal active duty for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- At any time since you turned age 13, were both of your parents deceased, or were you in foster care or were you a dependent or ward of the court?
- Are you now or were you an emancipated minor (released from control by his or her parent or guardian) as determined by a court in your state of legal residence?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless?

Each dependency question on the application is accompanied by further details and definitions of terms. For more information on dependency status, please refer to the FAFSA guidelines:

<https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>.

Based on the responses in this section, the student will be determined to be either dependent or independent. Dependent students are required to enter parent information in a later section.

Student Income & Tax Data

All of the financial information in this section pertains to the student (and spouse, if applicable). Financial information for the parent(s) is reported in the next section. The majority of income and tax return questions on the ORSAA pertain to *2 years prior* to the financial aid year. Each question contains explanation and definition of terms within the application.

The following categories and items are included in this section of the application:

Tax Return Information

- Income Tax Return Status
- Tax Filing Status
- Type of Income Tax Return
- Eligibility to File 1040 A/EZ
- Adjusted Gross Income from Income Tax Return
- Taxes Paid from Income Tax Return
- Personal Exemptions from Income Tax Return
- Income Earned from Working
- Dislocated Worker Status

Federal Benefits Information

- Medicaid or Supplemental Security Income (SSI) Benefits
- Supplemental Nutrition Assistance Program (SNAP)
- Free or Reduced School Price Lunch
- Temporary Assistance for Needy Families (TANF) Benefits
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Benefits

Assets

- Cash, Savings, and Checking Account Amounts
- Real Estate or Investment Net Worth
- Business or Farm Net Worth

Additional Financial Information

- Child Support Paid
- Need-Based Employment
- Grant or Scholarship Aid
- Combat Pay
- Co-op Earnings

Untaxed Income

- Pension Payments
- Child Support Received
- Military or Clergy Allowances
- Veterans Noneducational Benefits
- Other Untaxed Income
- Other Non-Reported Money Received

Parent Information

In this section, dependent students provide information about their biological or adoptive parent(s), including marital status, household number ([see page 7](#)), social security number, email address, residency information. A parent who does not have a social security number can enter all zeros. One question asks about the parent’s “state of legal residency.” Even if the parent is an undocumented resident in the United States, they can enter the state where they currently live. If the parent became a resident of Oregon after January 1, 2012, the parent must provide the date that he/she established Oregon residency. The tax and financial questions in this section are identical to those in the Student Income and Tax Data section.

To help determine who to list as parent(s), refer to the FAFSA guidelines—*Who’s My Parent When I Fill Out My FAFSA?* <http://studentaid.ed.gov/sa/resources/fafsa-parent-text>.

The screenshot shows the FAFSA Parent Information section. On the left is a navigation menu with items: Student Demographics, Oregon State Information, Educational Plans, Dependency Determination, Student Income & Tax Data, Parent Information (highlighted), and School List. A legend indicates: Not Started (dashed box), In Progress (dotted box), and Completed (checkmark in box). The main content area has a green header 'PARENT INFORMATION' with progress indicators 1, 2, 3, 4, 5. Below the header are buttons: Back, Save and Exit, Exit, and Save and Continue. The section is titled 'Parent 1 Information' and contains a text box with instructions: 'Please provide the following information about your father/mother/stepparent.' Below this is a field for 'Parent 1 SSN' with a red asterisk and a help icon. A note explains: 'Indicate your father's/mother's/stepparent's Social Security Number. If your parent does not have a Social Security Number, please enter all zeros (000000000). No dashes are necessary.' The next section is 'Parents' Contact Information' with a field for 'Parents' Primary E-Mail Address' and a note: 'Indicate your parents' primary e-mail address. This e-mail address will also be shared with your state and the colleges listed on your ORSAA to allow them to communicate with your parents.' The final section is 'Parents' Residency Information' with a dropdown for 'Parents' State of Legal Residency' (currently set to 'Select') and a note: 'Indicate the state in which your parents legally reside.' Below this are radio buttons for 'Parents' Legal Residency Before 01/01/2012' with options 'Yes' and 'No', and a note: 'Indicate if your parents became legal residents of this state before January 1, 2012.'

School List

Similar to the FAFSA, students must list the schools they are interested in attending so that schools can receive a copy of the ORSAA to determine financial aid packages. To be eligible for state grants, students must list at least one college or university in Oregon. To the best of their knowledge, students must indicate their housing plan for each school: on campus, with parents, or off campus/other.

The student can select up to 10 schools here. Students who would like to list more than 10 schools must log back into the ORSAA after submitting it, and change their school selections accordingly. They can delete schools and add more schools at this time.

SCHOOL LIST

[Back](#) [Save and Exit](#) [Exit](#) [Save and Continue](#)

Select the schools to receive a copy of your ORSAA, along with your housing plans for that school.
Select at least one school and up to ten schools to receive your information.

School 1 *

Select

Housing Plan for School 1 *

Select

Please indicate where you plan to live while in school.

[Back](#) [Save and Exit](#) [Save and Continue >>](#)

- Not Started
- In Progress
- Completed

Sign My Forms

After answering all questions in the ORSAA, the student can view a PDF version of their responses on the application. The student then signs electronically by providing their first and last name, password for the ORSAA account, and current city and state. Make sure that the computer meets all hardware and software requirements necessary for electronic signature.

2017-2018 Oregon Student Aid Application


ELECTRONIC SIGNATURE PROCESS

Electronic Signature Process


Student Certification and Electronic Signature: The Oregon Office of Student Access and Completion (OSAC) requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File: **STUDENT TEST**


First Name: *

 Provide the first name used when you created your account.


Last Name: *

 Provide the last name used when you created your account.


Password: *

 Provide the password used to access this website.

Current City: *

 Place (City and State) Where Electronic Signature Was Completed: The Office of Student Access and Completion requires that you certify your application by submitting an electronic signature.

Current State: *

 Place (City and State) Where Electronic Signature Was Completed: The Office of Student Access and Completion requires that you certify your application by submitting an electronic signature.

Incomplete ORSAA

Once the student signs the ORSAA, they will return to the landing page. At this point, the student can check the status of the application here. If the student is dependent, a new message and icon will appear in the application status box: "Incomplete – Parent Signature Pending." In the action box, the student should select the icon to invite a parent to sign the application.

Oregon Student Aid Application (ORSAA)

STEP 1:
Start ORSAA

Start the ORSAA application process.


STEP 2:
Select Schools


Select the schools that you want to receive a copy of your ORSAA.


STEP 3:
Sign ORSAA


Sign your ORSAA.


Select the action to the right of the ORSAA application, in the table below, to process your ORSAA for each available academic year. You will be provided a list of schools that will receive your ORSAA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their ORSAA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.






 Start, edit or complete an application.

 View an application.

 Invite a parent to sign an application.

 Download an application.

 Sign an application.

| Document Name | Status | Actions |
|--|---------------------------------------|--|
| 2017-2018 Oregon Student Aid Application (ORSAA) | Incomplete – Parent Signature Pending |     |
| 2016-2017 Oregon Student Aid Application (ORSAA) | Not Started |  |

Parent Process

Choose Parent to Sign ORSAA

Both the dependent student AND a parent must sign the ORSAA. The parent cannot create an ORSAA account until after the student has signed the ORSAA electronically and sent the parent an invitation to sign the ORSAA.

After the student clicks the “invite parent” icon, the student will see a screen that asks the student to choose a parent to sign the ORSAA. The student should check to make sure the parent email address is correct or enter a new email parent address, if necessary. The student then selects one parent who will receive the invitation to sign. The parent must use an email address different from student.

Oregon Student Aid Application (ORSAA)

Choose parent to sign "2017-2018 Oregon Student Aid Application (ORSAA) "

| Primary Parent's Last Name | Primary Parent's First Name | Primary Parent's Email |
|----------------------------|-----------------------------|---|
| PARENT | TESTA | <input type="text" value="orsaastudentest+11@gmail.com"/> |

This parent is signing this document

| Second Parent's Last Name | Second Parent's First Name | Second Parent's Email |
|---------------------------|----------------------------|---|
| PARENT | TESTB | <input type="text" value="orsaastudentest+11@gmail.com"/> |

This parent is signing this document

Confirm Parent Selection

Once the student confirms the parent selection, an email invitation will be sent to the parent.

Oregon Student Aid Application (ORSAA)

Confirm parent selection

You have chosen TESTA PARENT (orsaastudentest+11@gmail.com) to view and sign the "2017-2018 Oregon Student Aid Application (ORSAA)" document. After you click the "Generate Portal Access and E-signature Email" button below, an email containing login instructions to the portal will be sent to your parent.

I confirm and acknowledge that TESTA PARENT will be able to view and sign '2017-2018 Oregon Student Aid Application (ORSAA)'.

Parent Invitation Email

A few minutes after the student initiates the invitation to sign, the parent will receive an email inviting them to create an account. *The link is only active for 72 hours.* If the parent waits more than 72 hours to create an account and sign the student's ORSAA, the student must go back to the ORSAA and re-invite the parent.

The parent creates an account by following the link. **If the parent is using the same computer as the student, the student must first log out of the ORSAA completely before the parent can create an account.**

Parent Account Creation



To verify their identity, all information that the parent enters must match what the student has entered. The parent must provide their date of birth, the last 4 digits of their social security number (or all zeros if they do not have an SSN), and the student's date of birth. All of these must exactly match the information that the student provided on the ORSAA.

After verifying their identity, the parent registers for their ORSAA account by creating a user name, password, and security question.

The screenshot shows the 'Oregon Student Aid Application (ORSAA)' interface. At the top, there is a blue header with the text 'Oregon Student Aid Application (ORSAA)'. Below this is a green banner with the text 'Register Your Financial Aid Account'. The main content area is titled 'Verify your identity' and includes a legend: a red star for 'Required Field', a green question mark for 'Help and Hints', and a red exclamation mark for 'Error Information'. A message reads: 'Welcome PARENTA ORSAA! Please answer the questions below. Your responses will help us verify your identity.' There are three input fields: 'Your Date of Birth' with dropdowns for 'January', '1', and '1970'; 'Last 4 digits of your SSN' with a text box containing '0000' and a green question mark icon; and 'Student's Date of Birth' with dropdowns for 'January', '1', and '1998'. Below the fields are two buttons: a green 'Register' button and a grey 'Cancel' button.

Parent Landing Page

From the landing page, the parent will choose to review and sign the incomplete application.

| Oregon Student Aid Application (ORSAA) | | | |
|--|--------------|---------------------------------------|---|
| Document Name | Student Name | Status | Actions |
| 2017-2018 Oregon Student Aid Application (ORSAA) | Test Orsaa | Incomplete – Parent Signature Pending |   <p>This document is ready for your signature. You can sign the document by clicking "Sign My Document".</p> |

Parent Review & Electronic Signature

Before signing the ORSAA, the parent must click through each section of the ORSAA. They will have the opportunity to edit any information, or simply to click through and electronically sign at the end. The final page is for electronic signature.

2017-2018 Oregon Student Aid Application
 ELECTRONIC SIGNATURE PROCESS

- Student Demographics
- Oregon State Information
- Educational Plans
- Dependency Determination
- Student Income & Tax Data
- Parent Information
- Sign My Forms

Electronic Signature Process

Student Certification and Electronic Signature: The Oregon Office of Student Access and Completion (OSAC) requires that you certify your application by submitting an electronic signature. To certify your application, read the text below and provide an electronic signature by typing your name in the answer field. I certify or declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true and correct. By typing my full legal name I provide my electronic signature.

Name on File: **PARENTA ORSAA**

First Name: *

 Provide the first name used when you created your account.

Last Name: *

 Provide the last name used when you created your account.

Password: *

 Provide the password used to access this website.

 - Not Started

 - In Progress

 - Completed

Completed ORSAA

After the parent signs, the student can sign in and check the landing page to ensure that the ORSAA for the correct year is complete. This is the only place to confirm completion; no confirmation email will be sent to the student or parent once the ORSAA is complete.

If marked complete, this means that the student (and parent, if a dependent student) has electronically signed the ORSAA. No further action is necessary. The applicant may log in to their account later and update information if necessary (contact info, school selections, etc.). Next year, the student can log in with the same username and password to complete the ORSAA again. Just like the FAFSA, the ORSAA must be completed each year that the student is in school, in order to be eligible for financial aid.

STEP 1: Start ORSAA

Start the ORSAA application process.






STEP 2: Select Schools





Select the schools that you want to receive a copy of your ORSAA.

STEP 3: Sign ORSAA

Sign your ORSAA.

Select the action to the right of the ORSAA application, in the table below, to process your ORSAA for each available academic year. You will be provided a list of schools that will receive your ORSAA and must electronically sign the document to complete the process. Dependent students will be instructed to invite a parent to sign their ORSAA before the application will be submitted. You may make changes at any time by selecting the action for starting and completing an application.

-  Start, edit or complete an application.
-  Invite a parent to sign an application.
-  Sign an application.
-  View an application.
-  Download an application.

| Document Name | Status | Actions |
|--|-------------------------|---|
| 2016-2017 Oregon Student Aid Application (ORSAA) | Started |  |
| 2017-2018 Oregon Student Aid Application (ORSAA) | Completed on 10/27/2016 |    |

ORSAA Support

Contact OSAC for support in English or Spanish:

(541) 687-7400

ORSAAHelp@hecc.oregon.gov

www.OregonStudentAid.gov



Office of Student Access and Completion
Helping Oregon Students Plan and Pay for College