



INSTRUCTIONS FOR USING THE OKLAHOMA FAFSA DATA PORTAL (OK-FDP)

Go to the web site: <https://www.okhighered.org/fafsaweb/>

In the upper right corner, click on **Log In**. If you have not logged in before, click on **Register** and set up your account (choose your school — at least one of them).

I, Irala Magee, will activate your account and assign your additional schools if necessary.

I will need a list of students for your school/district. This can be sent once for the year or you can resend the list if you have new students transfer in during the year.

- ▶ Come back to the same site (at least 24 hours later) and log in using your email address and the password you used to set up your account.
- ▶ In order to review your students, click on **Student Detail** and the **FAFSA year** you wish to review.
- ▶ You will see a list of your students that have matched the FAFSA data in some way.
- ▶ You will see several columns of information that you will find helpful:
 - Completed FAFSA
 - FAFSA Detail
 - Date App Submitted
 - Selected for Verification

COMPLETED FAFSA:

- **Complete:** student has a valid FAFSA filed with the U.S. Department of Education.
- **Not Complete:** generally, this means that the student has filed a FAFSA, but there is something incomplete or some type of error.
- **No Parent Signature or No Student Signature:** generally this means that the student filed a FAFSA; however, the parent and/or student failed to add his/her electronic signature (FSA ID). Other errors may be present, but this is the first correction to make.

FAFSA DETAIL:

- This column gives a little more detail about the student's FAFSA filing status.

DATE APP SUBMITTED:

- This is the date the FAFSA was submitted.

SELECTED FOR VERIFICATION:

- Any time a "Y" appears in this column, it means that the college or university will require additional information to confirm what the student and parent have entered on the FAFSA.

The box in the center allows you to search for certain students and allows you to view the list in various ways. FAFSA Status is a drop-down list that allow you to view students by their status. You can also export the list as an Excel file or a comma delimited text file.

THERE ARE A FEW THINGS YOU NEED TO KEEP IN MIND:

- The system looks only at the highest transaction for each student. If a student has a valid FAFSA then updates something and does not add signature(s), it may show as not complete.
- If the student listed their state residency as AR, KS, TX or any other state, they will not match the data we use because we only compare to Oklahoma resident FAFSA data.
- If you give a list to us that contains nicknames instead of legal names, it may not match the FAFSA data and not show up at all even though the student has filed a FAFSA.
- If the name or date of birth is incorrect on your list or on the FAFSA, it will not show up.
- If a student filed a FAFSA in the last couple of days it may not appear. It takes a couple of days to process and generally this portal is updated once per week. On the summary page there is a statement "Data updated date time."

*Under the menu selection **Student Detail** (at the bottom) is a selection, "Missing Student." If you know of a student that you believe has filed the FAFSA and does not show up on your list, you can give me, Irala Magee, that information and I will do some research to see if I can determine what might be causing the student to not appear.*

When you are finished, please be sure to click [Log Off](#) in the upper right corner to ensure the security of this information.

QUESTIONS:

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