



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

The FAFSA Data Portal, available at okhighered.org/fafsaweb/, is your primary source for accessing important FAFSA completion data for your seniors. Use this form for guided instructions on how to navigate the site and make the most of its features.

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

A State Regents' employee will activate your account and assign your additional schools if necessary.

- ▶ Please submit the list of seniors for your school/district using the Student List Template. Make sure names and dates of birth provided are accurate.
- ▶ You will be notified when your seniors have been uploaded into the portal. To access their information, 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. **The year you choose for your 2026-27 seniors, will be the 2027-28 FAFSA year.**
- ▶ 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

COMPLETED FAFSA:

- **Complete:** student has a valid FAFSA filed with Federal Student Aid.
- **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:** this means the student filed a FAFSA; however, the parent and/or student failed to add their electronic signature (StudentAid.gov Account username and password). 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.

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 periodically throughout the week. On the summary page there is a statement "Data updated date time."

If you have student names to add or delete, students who have submitted an Opt Out form, or student names or dates of birth that may be incorrect, complete the Student Update Form. This form will allow us to have the information we need to search for students who you feel have completed a FAFSA, but aren't showing up in the FAFSA Data Portal.

When you are finished, please be sure to click **Log Off** in the upper right corner of the screen to ensure the security of this information.

QUESTIONS:

You may submit questions to our team at FAFSAPortal@ocap.org or call our toll-free number at 1.866.443.7420.