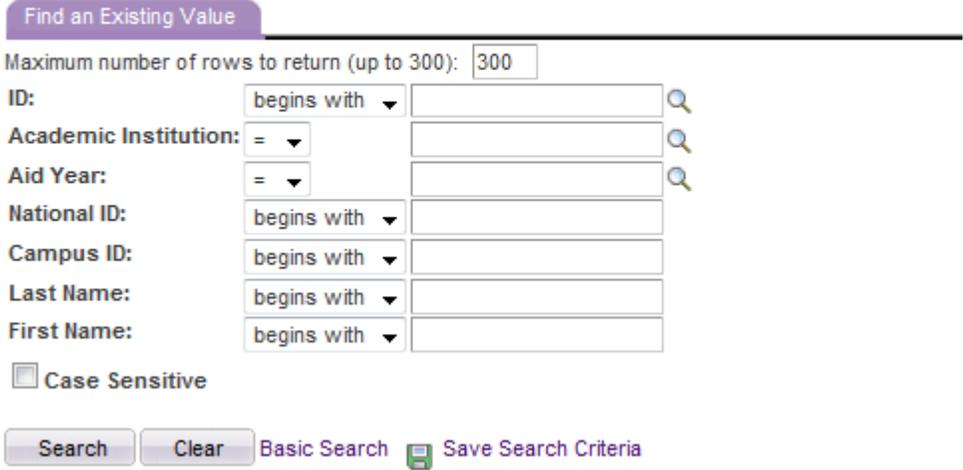
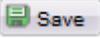


Entering FAFSA Signature Page Information

Purpose: You can enter signature page information collected from students in preparation for transmission to the CPS. The following table describes how to enter FAFSA signature information collected from a student.

Step	Action
1.	<p>Navigate to the Enter FAFSA Signatures page. Select Main Menu > Financial Aid > File Management > ISIR Corrections > Enter FAFSA Signatures.</p>  <p>FAFSA Signature Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value _____</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Search by: <input type="text" value="Academic Institution"/> = <input type="text" value="UNICS"/></p> <p><input type="button" value="Search"/> Advanced Search</p>
2.	<p>Select the Advanced Search link.</p> <p>Result: Additional search fields display. FAFSA Signature</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p>Find an Existing Value _____</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/> </p> <p>Academic Institution: = <input type="text"/> <input type="text"/> </p> <p>Aid Year: = <input type="text"/> <input type="text"/> </p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p>
3.	Enter the appropriate search criteria.

Step	Action
4.	<p>Click the Search button.</p> <p>Result: The FAFSA Signature page displays.</p>
5.	<p>Use the FAFSA Signature page to enter signature page information collected from students in preparation for transmission to the CPS.</p>  <p>Complete the following:</p> <ul style="list-style-type: none"> • School Cd - Enter 001890 or select University of Northern Iowa • Original SSN – Enter the student’s SSN • Name CD – Enter first two letters of the student’s last name • Signed By – Select the appropriate value: <i>Applicant Only, Applicant and Parent, Parent Only</i> • Submit Signature to CPS checkbox – Select when the record is ready to be transmitted
6.	<p>Click the Save button.</p>  <p>Result: The FAFSA signature information collected from the student has been entered and sent to CPS, if the Submit Signature to the CPS checkbox was selected.</p>