

**How to Create an Account to View Outstanding Financial Aid Requirements
on the Student Forms Portal**

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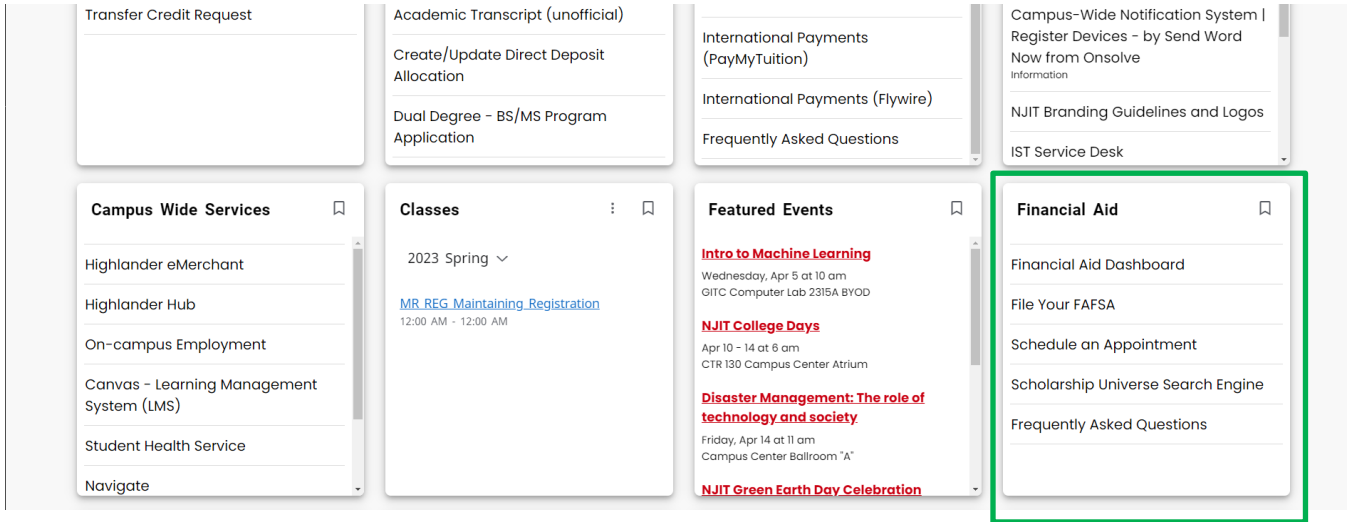
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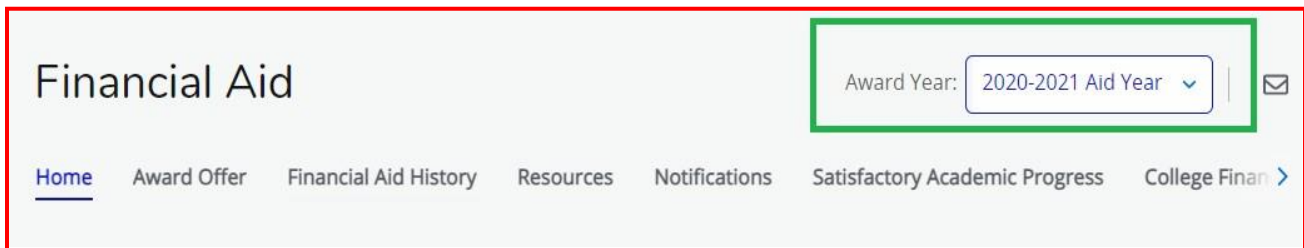
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How do I create an account?

- Please log into your Highlander Pipeline at <http://my.njit.edu> (**Chrome works best**).
- Click on **Discover More**.
- Look for **Financial Aid** Card, then
- Click on **Financial Aid Dashboard**



On the Home page, choose the applicable aid year from the drop down.



Under Unsatisfied Requirements, click on a requirement

The **Verification Requirements**, **Other Required Documents**, **Dependency Status Verification** OR **Appeal for Dependency Override** links will redirect you to a portal where you will complete/upload all requested documents. Please note the **first time** you log in, you will be asked to provide your information which must match with the information on the FAFSA. You will not be able to create an account if you do not have an SSN or if your FAFSA is rejected due to not passing the checks with the Social Security Administration.

Financial Aid

Award Year: 2020-2021 Aid Year



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Welcome to Student Financial Aid Services

As we process your financial aid application, you will be able to use the tabs on this page to keep track of your application status....



Responses Required



Questions from the Financial Aid Office
Please answer the questions from FAO

[VIEW QUESTIONS](#)

Student Requirements

Unsatisfied Requirements



Other Required Documents
Last update: 03/17/2021

NOT RECEIVED




Verification Requirements
Last update: 03/17/2021

NOT RECEIVED



On Register Account page (see below), provide your information, which must match with FAFSA information. If you want to receive updates about your file, please provide a cell number when you are registering your account.



Register Account

* Required

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

Why do I have to provide this?

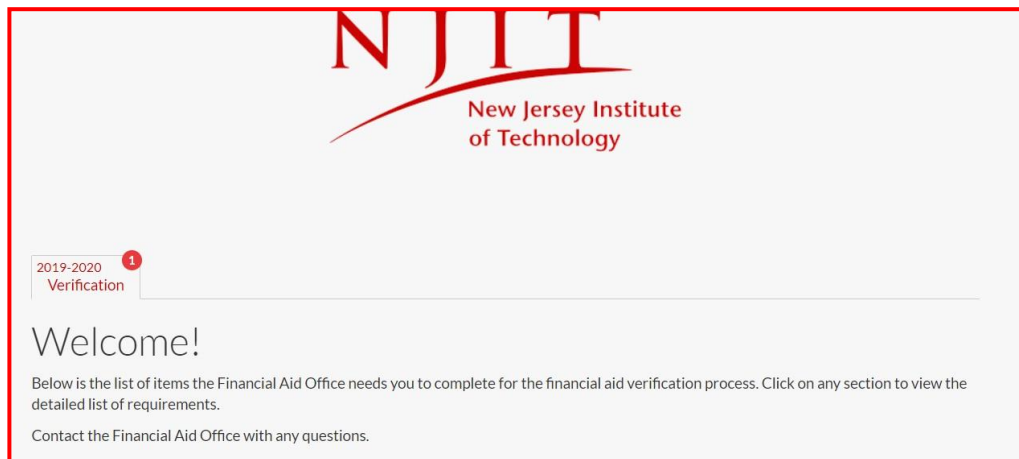
- * First name
- * Last name
- * Date of birth
- * Social security number
- * Preferred email
- * Confirm email

Phone Number
*Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)*

* I accept the [privacy policy](#).

By using the site, you agree to the [Terms of Use](#).

Once your account is created, a Welcome page with further instructions about outstanding items will display.




Student Account Creation Error Reasons


- You are entering information into the confirmation section (First Name, Last Name, DOB and SSN) that does not match what is on the FAFSA.
- Common data entry errors include
 - Not including suffixes in the last name that were included on the FAFSA. i.e. Evans Jr.
 - Using a nickname or shorter version of full name, when full name was used on the FAFSA. i.e. Rich instead of Richard.
 - Extra spaces were entered between names on the FAFSA but not during account creation. i.e. McFadden was entered Mc Fadden on the FAFSA.
 - Special characters entered in name on FAFSA, and not entered when creating an account. i.e. La'Juan.

Creating Parent's Account for Dependent Students

Student will complete the form in the portal (<https://njit.studentforms.com/>) and E-Sign.

Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.

* E-Sign Password 

Opt out of E-Sign 

 NO

[← Back](#) [E-Sign](#)

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

- Parent 2018 Signed Federal IRS Form 1040

You will now be redirected back to your current tasks.

[OK](#)

Click on Request to initiate Parent Signature request.

2019-2020 Verification 2020-2021 Verification

Sandbox

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

2020-2021 Dependent Verification Web Form

Download	Date Filled Out
2020-2021 Dependent Verification Web Form.pdf	06/04/2020

You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

Upload Parent 2018 Signed Federal IRS Form
1040
Include all schedules filed with your parent's signed 1040 form from 2018.

Request Parent E-Signature

Please select a parent to request the parent E-Sign for the 2020-2021 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

Parent 1 - O TESTING * Required

* Parent's e-mail address

* Confirm e-mail address

2019-2020 Verification 1 2020-2021 Verification 1

ibox Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

2020-2021 Dependent Verification Web Form ? Fill Out

Download	Date Filled Out
2020-2021 Dependent Verification Web Form.pdf	06/04/2020

You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right. Cancel Request
Edit Request

Upload Parent 2018 Signed Federal IRS Form ?
1040
Include all schedules filed with your parent's signed 1040 form from 2018. Upload

Parent will receive an email to create their account.

Dear Parent of Student Name

Hello! Student Name has updated and E-Signed the 2020-2021 Dependent Verification Web Form while applying for financial aid at New Jersey Institute of Technology. Student Name is requesting your E-Signature to complete this form for submission to the Financial Aid Office.

To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature:
<https://njit.studentforms.com/account/parentcreate>

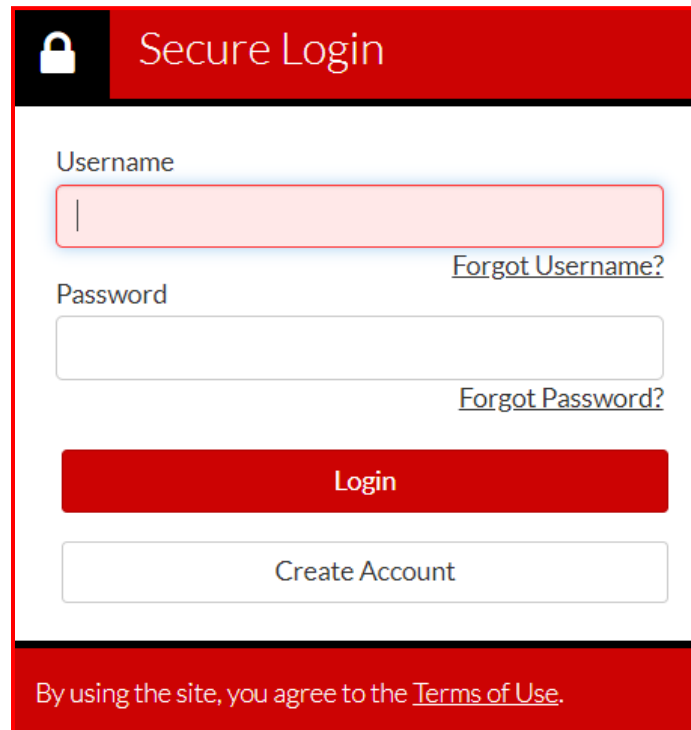
It is possible that you may receive more than one communication requesting your E-Signature. Each form E-Signed by Student Name may result in a new communication notifying you of the request. You only need to create one account to E-Sign all of Student's forms.

If you have questions or wish to review and sign the form as a physical document, please contact Student Name directly. The student is able to download, sign and forward the document to you for your signature. Once you return the signed form to the student, they will be able to submit it as part of the application for financial aid.

If you need further assistance, please contact Student Financial Aid Services at finaid@njit.edu or at 973-596-3479.

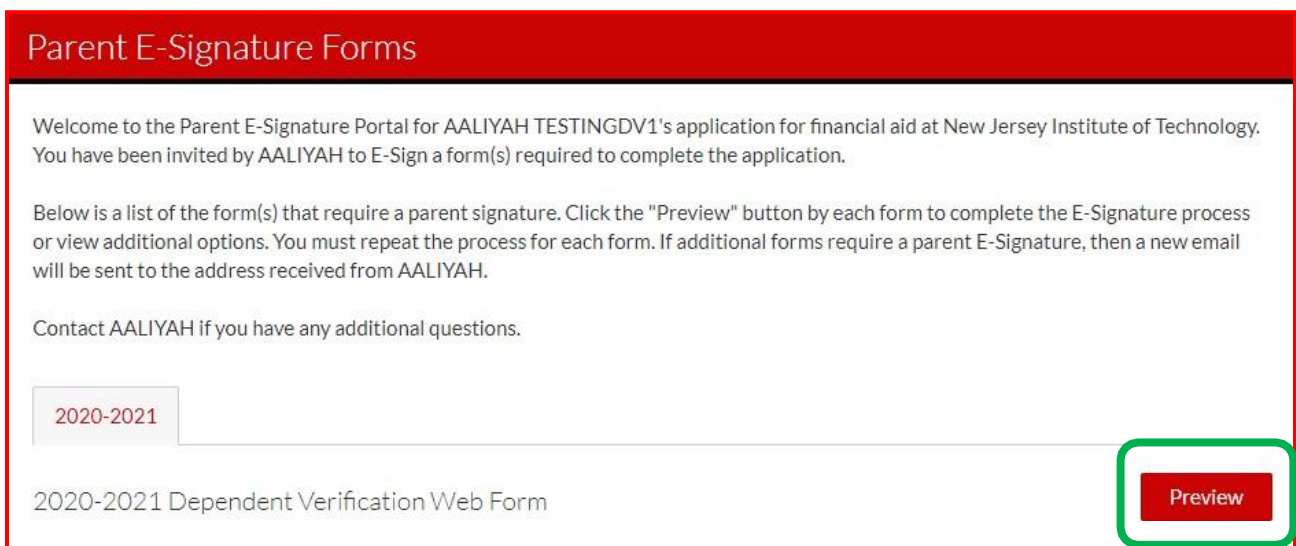
On Create Parent Account page, parent will provide their information, which must match with FAFSA information.

After creating the account, parent will be redirected to the login page. Parent will provide the Username and Password that they chose while creating their account.



The image shows a 'Secure Login' form with a red header. It includes a lock icon, a 'Username' field with a 'Forgot Username?' link, a 'Password' field with a 'Forgot Password?' link, a red 'Login' button, and a white 'Create Account' button. At the bottom, it states 'By using the site, you agree to the Terms of Use.'

After logging in, parent will click on Preview to review the document.



The image shows a 'Parent E-Signature Forms' page with a red header. It contains a welcome message, instructions on how to use the 'Preview' button, and a list of forms. A '2020-2021' filter is selected, and the '2020-2021 Dependent Verification Web Form' is listed with a red 'Preview' button highlighted by a green border.

After reviewing the document, parent will E-Sign with their account password.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

E-Sign Password:

Document Signed ✕

You have successfully e-signed the document. You will now be taken back to the document list.

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for AALIYAH TESTINGDV1's application for financial aid at New Jersey Institute of Technology. You have been invited by AALIYAH to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from AALIYAH.

Contact AALIYAH if you have any additional questions.

2020-2021

There are no forms available for an E-Signature at this time.

Student will log back into the portal and see that the form has been E-Signed by the parent.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

✔ 2020-2021 Dependent Verification Web Form ⓘ Fill Out

Download	Date Filled Out
2020-2021 Dependent Verification Web Form.pdf	06/04/2020

✔ Congratulations! This form has been E-Signed and may now be submitted for review.

○ Upload Parent 2018 Signed Federal IRS Form ⓘ
1040
Include all schedules filed with your parent's signed 1040 form from 2018. Upload

Submit

Student will upload any remaining documents and click Submit.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

✔ 2020-2021 Dependent Verification Web Form ⓘ Fill Out

Download	Date Filled Out
2020-2021 Dependent Verification Web Form.pdf	06/04/2020

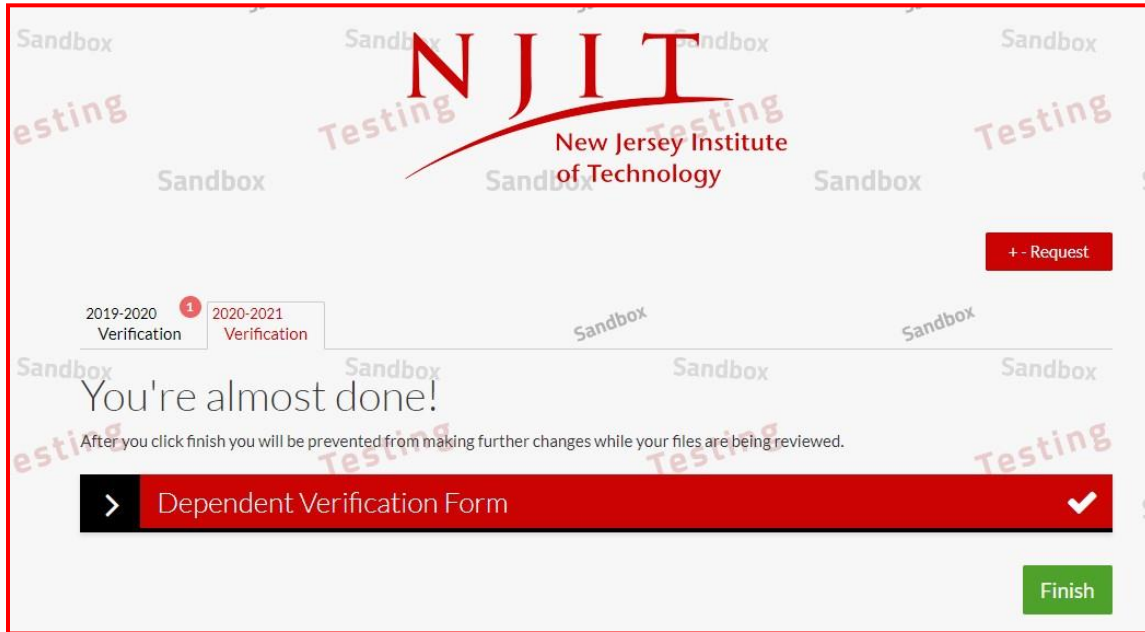
✔ Congratulations! This form has been E-Signed and may now be submitted for review.

✔ Upload Parent 2018 Signed Federal IRS Form ⓘ
1040
Include all schedules filed with your parent's signed 1040 form from 2018. + Add Page(s)

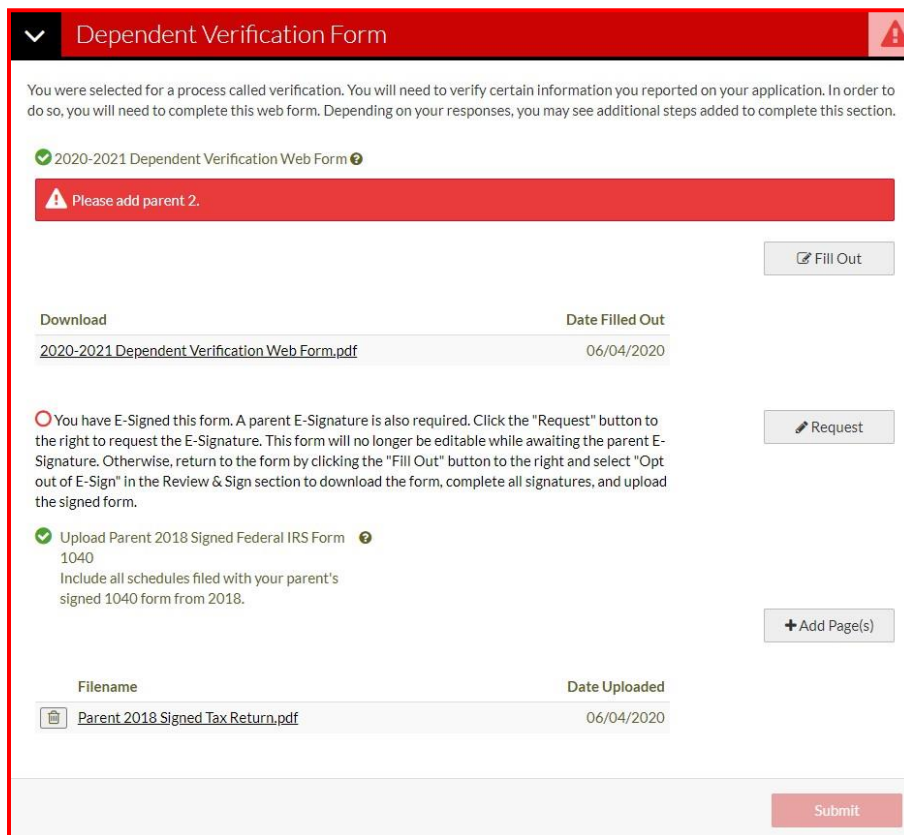
Filename	Date Uploaded
Parent 2018 Signed Tax Return.pdf	06/04/2020

Submit

Click finish.



If correction is made to a form after initial submission, student will need to initiate a second Parent Signature request. Parents will need to E-Sign the revised form.



After parents E-Sign, student will Submit and then click on Finish.

Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

✔ 2020-2021 Dependent Verification Web Form ⓘ

⚠ Please add parent 2.

📄 Fill Out

Download	Date Filled Out
2020-2021 Dependent Verification Web Form.pdf	06/04/2020

✔ Congratulations! This form has been E-Signed and may now be submitted for review.

✔ Upload Parent 2018 Signed Federal IRS Form 1040 ⓘ
Include all schedules filed with your parent's signed 1040 form from 2018.

+ Add Page(s)

Filename	Date Uploaded
Parent 2018 Signed Tax Return.pdf	06/04/2020

Submit

NJIT

New Jersey Institute of Technology

+ - Request

2019-2020 Verification 1 2020-2021 Verification

You're almost done!

After you click finish you will be prevented from making further changes while your files are being reviewed.

Dependent Verification Form

Finish

What should I do if my parent's account is locked?

After 5 unsuccessful login attempts, the parent account is locked. The parent should send an email to финаid@njit.edu with subject Parent Account Locked.

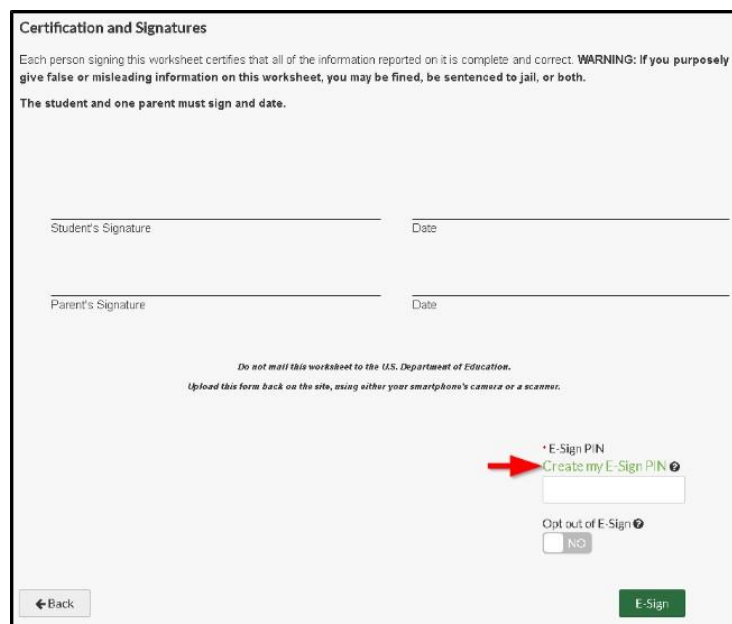
- Parent will receive an email from us that will contain a link to reset their password. This link will expire in 24 hours
- After clicking the link in the email, parent will be able to create a new password
- If the email is not received, check junk or spam folder. The parent should either move the email to their inbox or copy and paste the link into their browser as clicking the link directly in the spam folder may not work

[Create a PIN to E-Sign Webforms](#)

After the student has completed all of the sections of the web form, a preview of the webform document is presented on screen in the Review & Sign section. If you have already created your PIN, sign the form with your PIN. E-Signing with the PIN is the preferred signature method as it is efficient and secure.



If this is the first time you are creating your PIN, click on Create my E-Sign PIN. *Please make sure Opt out of E-Sign is set to “No”.*

A screenshot of the 'Certification and Signatures' section of a webform. It contains a warning: 'Each person signing this worksheet certifies that all of the information reported on it is complete and correct. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. The student and one parent must sign and date.' Below this are two rows of signature lines, each with a 'Signature' and 'Date' label. A note states: 'Do not mail this worksheet to the U.S. Department of Education. Upload this form back on the site, using either your smartphone's camera or a scanner.' At the bottom right, there is a section for 'E-Sign PIN' with a red arrow pointing to a 'Create my E-Sign PIN' button. Below that is an 'Opt out of E-Sign' section with a 'No' button. At the bottom left is a 'Back' button and at the bottom right is an 'E-Sign' button.

The student must provide the following required information:

- First Name
- Last Name
- Date of Birth
- Social Security Number

Note: Information must match exactly as it appears on the student's FAFSA, the same as when a student is registering their account.

The student creates a 5-digit number for a PIN and confirms the 5-digit number. The student then selects create.

First Name
 Last Name
 Date of Birth
 Social Security Number
 You may choose any 5 digit number for your PIN.
 PIN
 Confirm PIN

Once a PIN has been created, the student is redirected to the review and sign screen. The student is able to enter their 5-digit pin to E-Sign their document. The create E-Sign PIN link changes to a Forgot your E-Sign PIN? link once the PIN has been created.

Enter the PIN in the E-Sign Password box and then select the E-Sign button.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

* E-Sign PIN
 Forgot your E-Sign PIN?

 Opt out of E-Sign
 NO

Success

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

- Student's 2018 Signed Federal IRS Form 1040

You will now be redirected back to your current tasks.

[Reset E-Sign PIN](#)

If a student has forgotten their E-Sign PIN, they can reset their PIN by selecting the Forgot your E-Sign PIN link above the E-Sign box on the review and sign screen of the web form.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

* E-Sign PIN
[Forgot your E-Sign PIN?](#)

Opt out of E-Sign NO

The student is required to enter their identifying information (first name, last name, date of birth, and SSN) as it appears on the FAFSA. The student then enters a new 5-digit number for their PIN and confirms the 5-digit number. Once all of the required information has been entered, select reset.

Forgot E-Sign PIN

* First Name _____

* Last Name _____

* Date of Birth _____

* Social Security Number _____

You may choose any 5 digit number for your PIN.

* PIN _____

* Confirm PIN _____

Once they reset their PIN, the student is redirected to the review and sign screen. The student would enter their E-Sign PIN into the box and select E-Sign.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**


The student and one parent must sign and date.



Student's Signature _____ Date _____

Parent's Signature _____ Date _____

*Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.*

* E-Sign PIN
Forgot your E-Sign PIN?
?

Opt out of E-Sign 
 NO

[Why I Cannot E-Sign with a PIN](#)

If the student is a dependent student, the webform may require a parent signature. The document portal does a check when a dependent student E-Signs a document to ensure that their parent(s) passed the check with the Social Security Administration (SSA).

- If at least one parent has passed the SSA check, they are provided a step to request the parent E-signature.
- If the student does not have at least one parent that passed the check with the SSA, the student receives a message that they are unable to E-Sign the document.
- The student is automatically opted out of E-Sign and must download the document, print, both student and parent must sign.
- Once signed, they receive an upload step for the document.

Please note: If the student has opted out of E-Sign, the parent must manually (wet) sign the document if required. Both the student and parent must sign in the same manner either electronically or manually.