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

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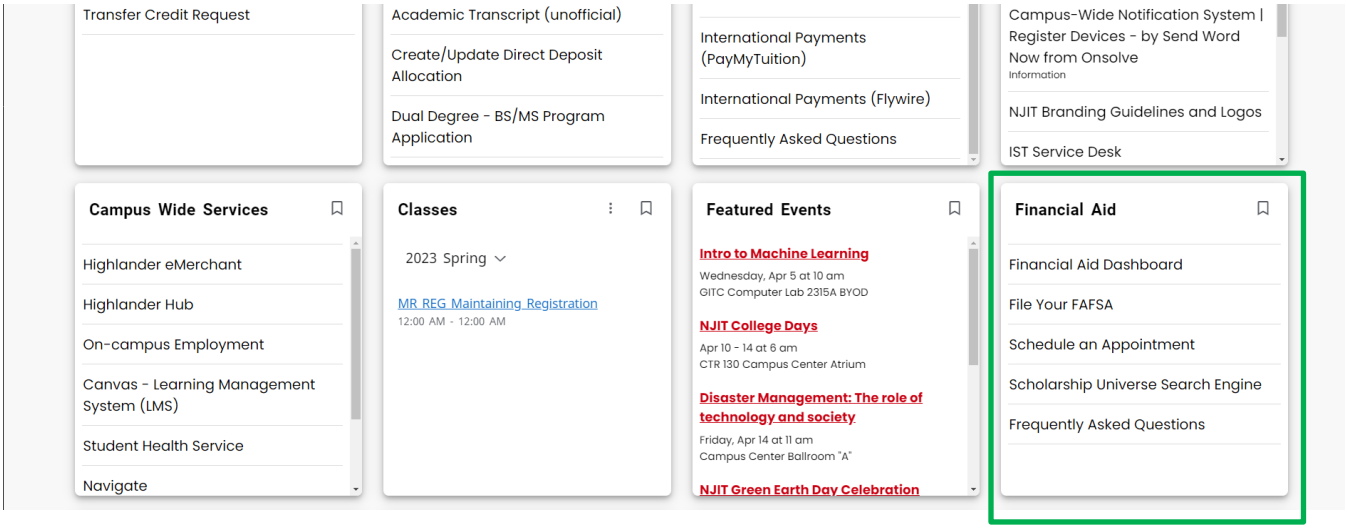
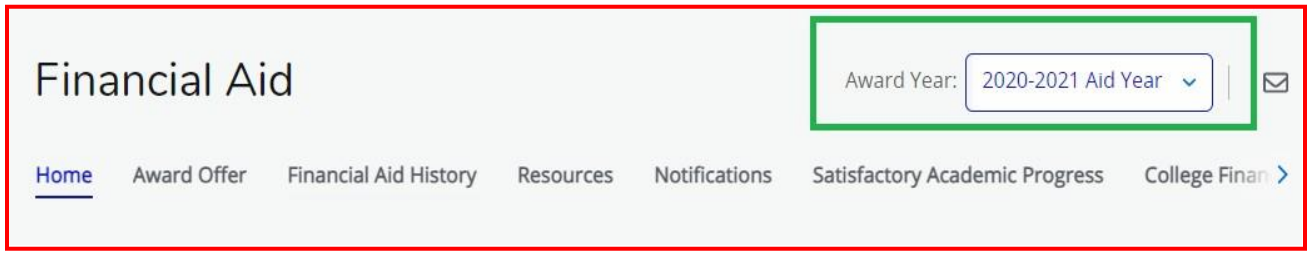
How do I create an account?

- 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**

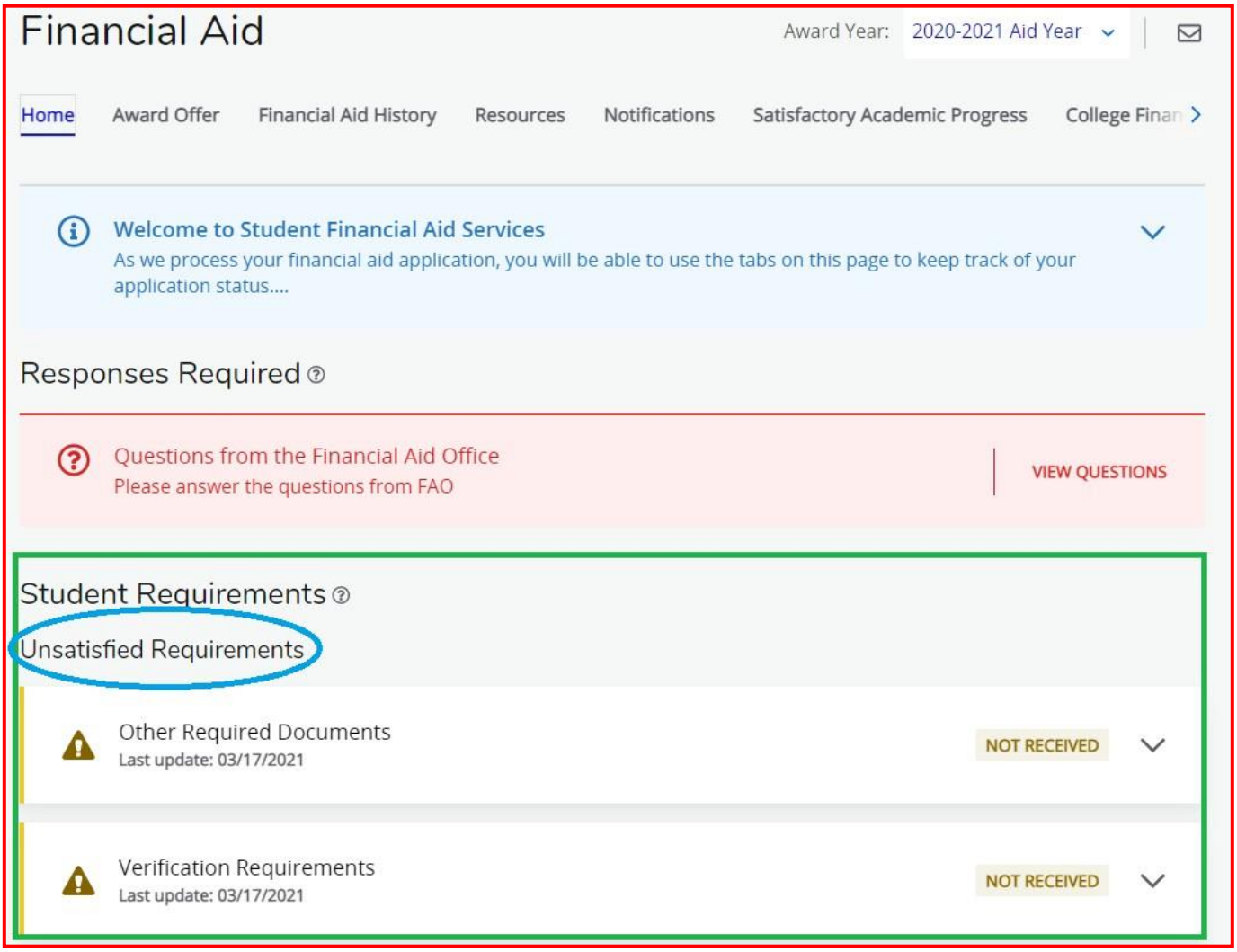


On the Home page, choose the applicable aid year from the drop down.

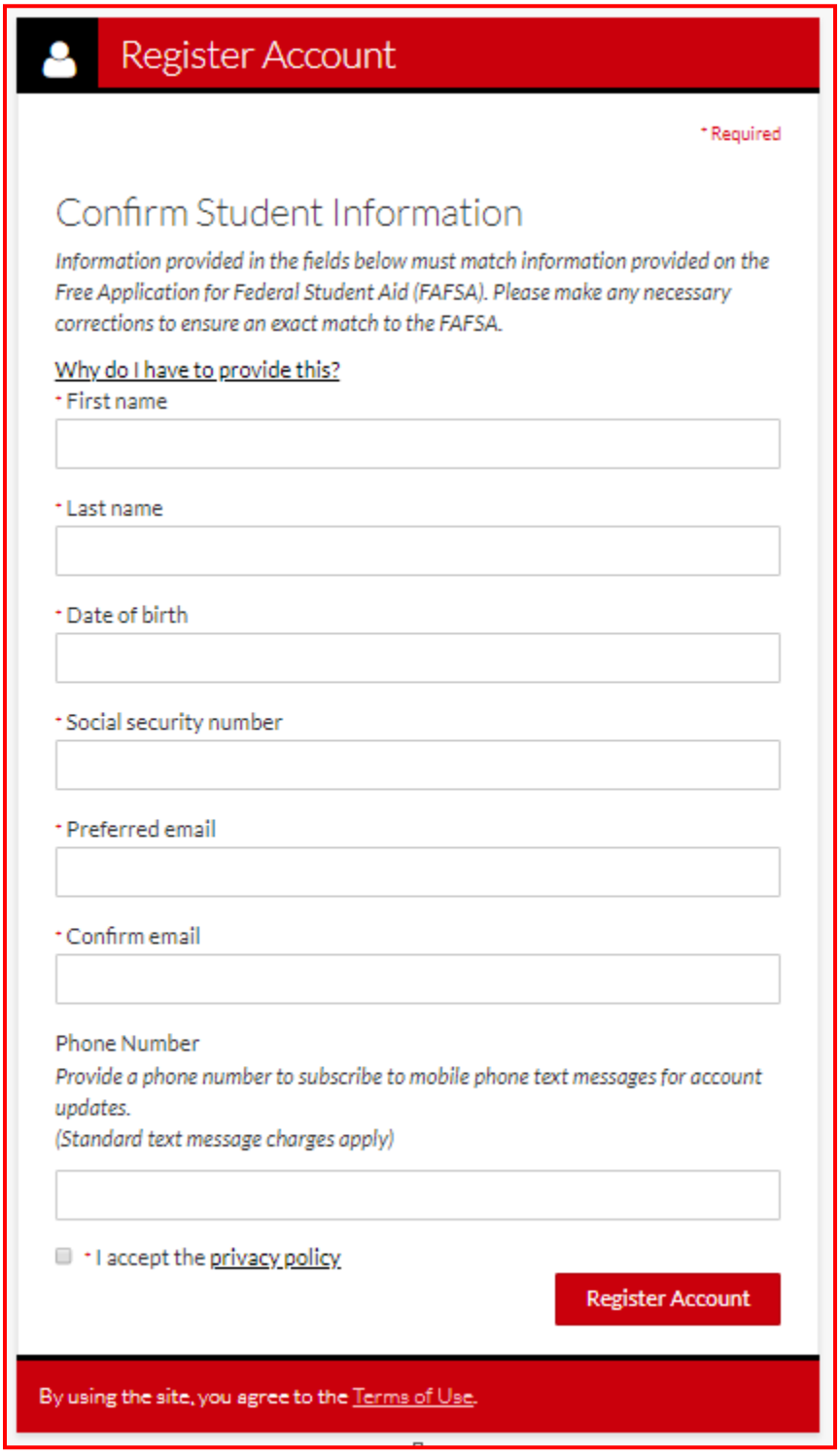


Under Unsatisfied Requirements, click on a requirement

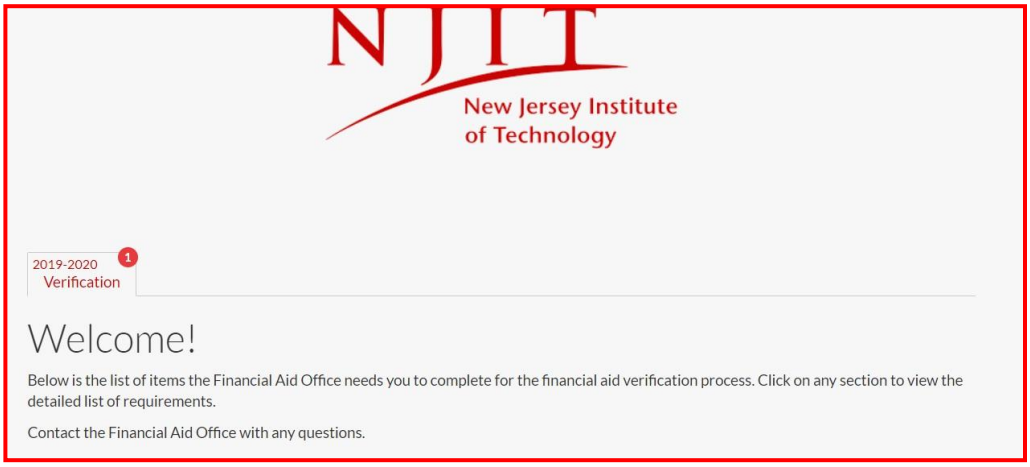
The **Verification Requirements**, **Other Required Documents, Dependency Status Verification** OR **Appeal for Dependency Override** links will redirect you to a portal where you will complete/upload all requested documents. Please note the **first time** you log in, you will be asked to provide your 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
Home
Award Offer
Financial Aid History
Resources
Notifications
Satisfactory Academic Progress
College Finan
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.



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

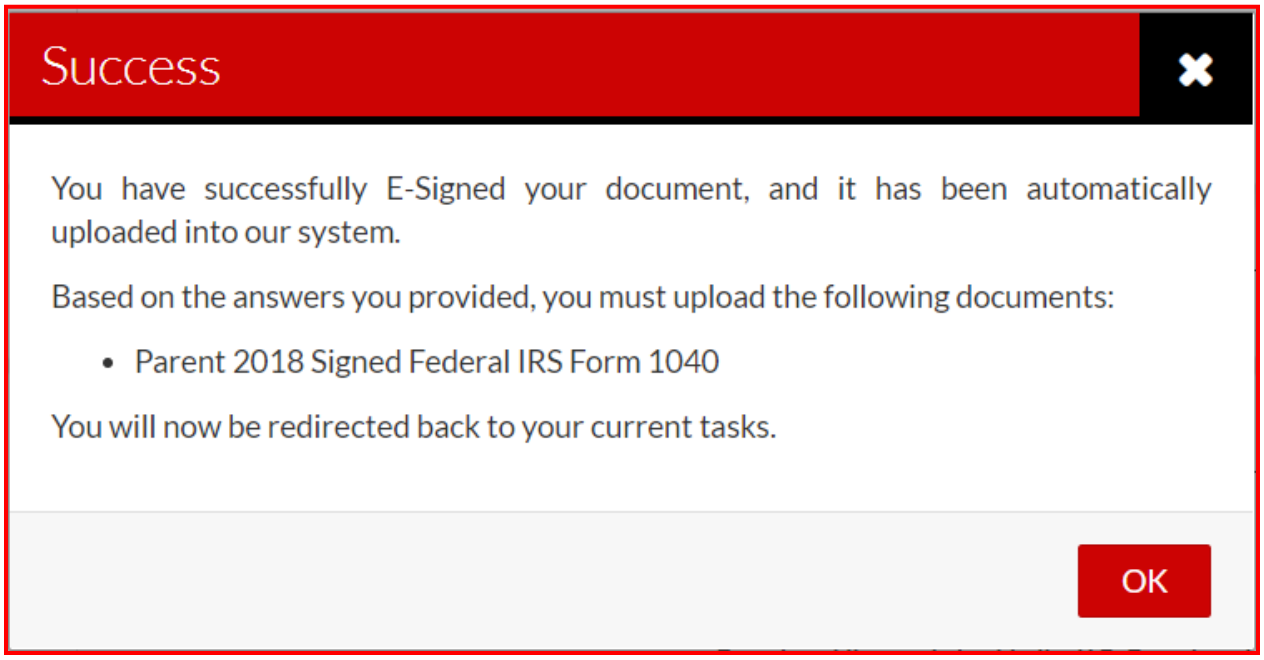


Student Account Creation Error Reasons

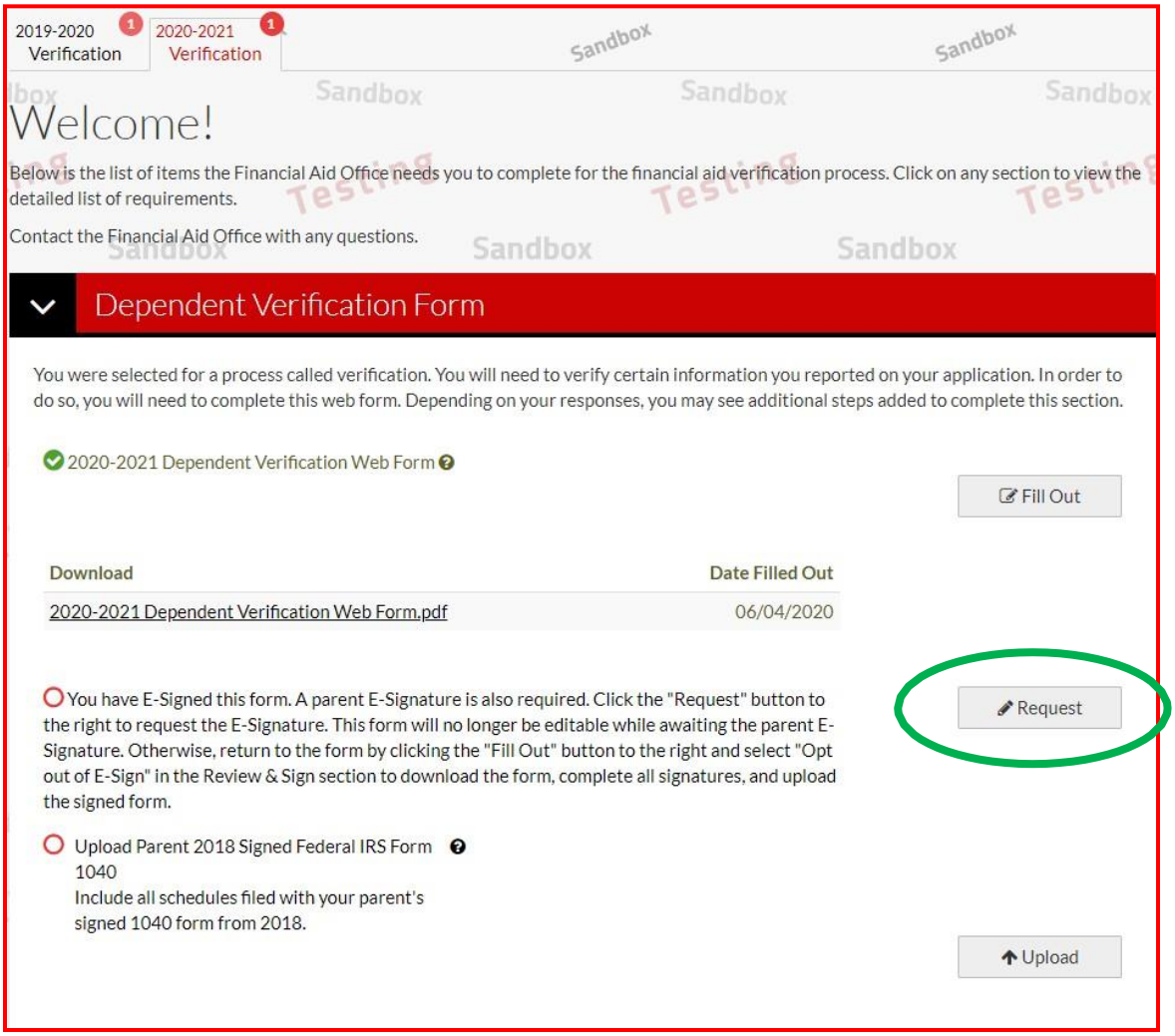
- You are entering information into the confirmation section (First Name, Last Name, DOB and SSN) that does not match what is on the FAFSA.
- Common data entry errors include
    - Not including suffixes in the last name that were included on the FAFSA. i.e. Evans Jr.
    - Using a nickname or shorter 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.

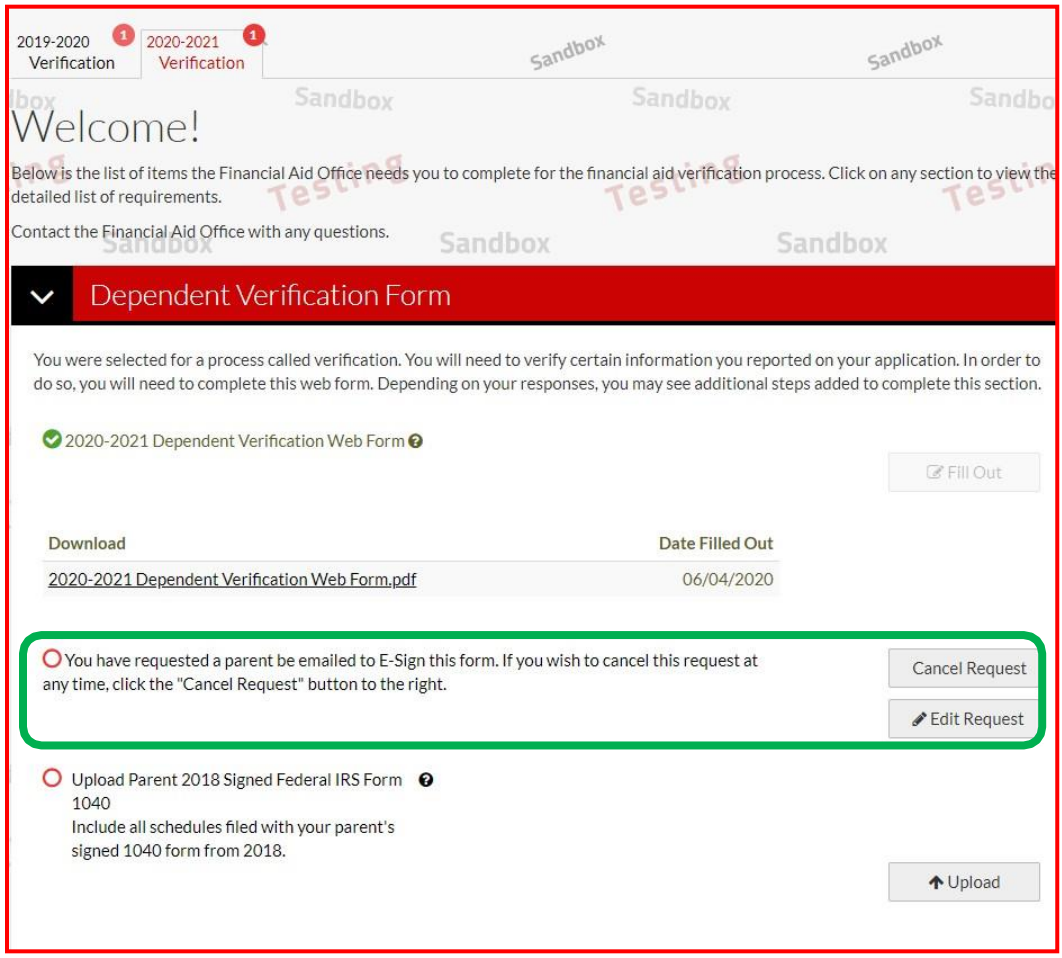
Creating Parent's Account for Dependent Students

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



Click on Request to initiate Parent Signature request.





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.

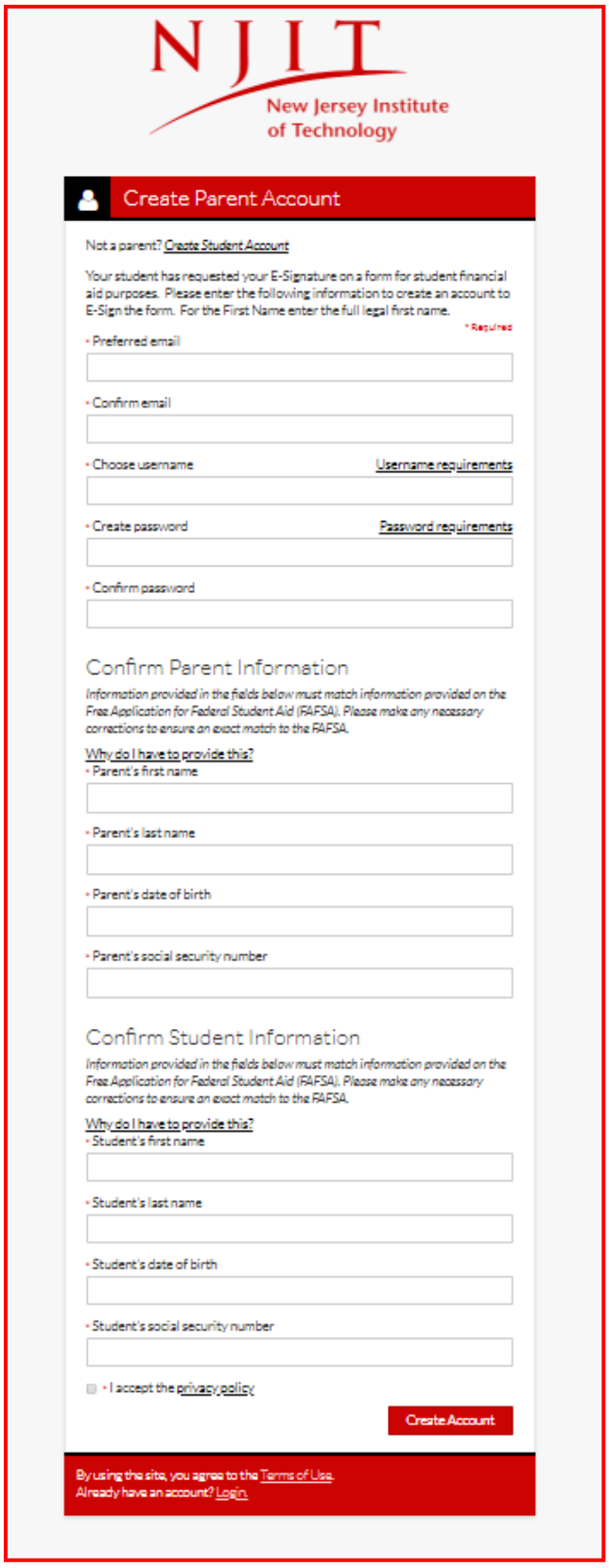
To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature:
https://njit.studentforms.com/account/parentcreate

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.

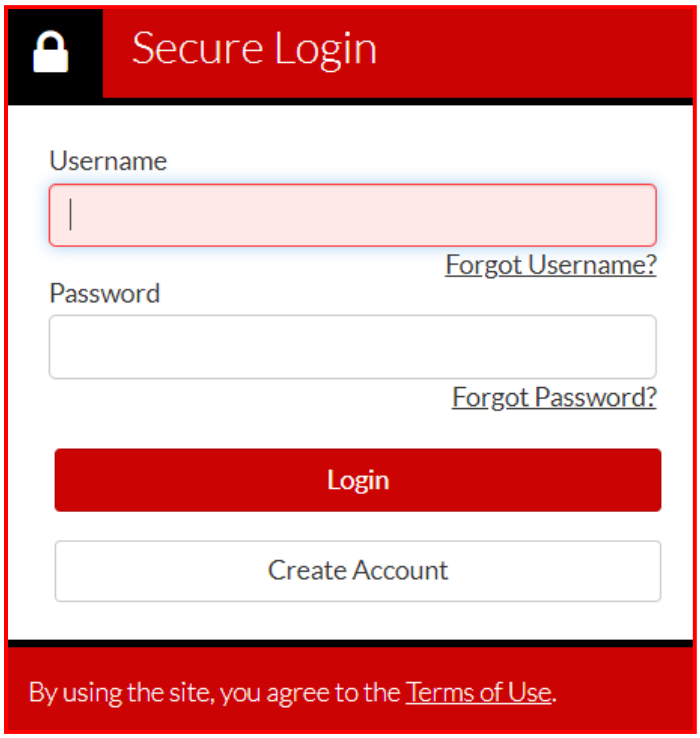
If you have questions or wish to review and sign the form as a physical document, please contact Student Name directly. The student is able to download, sign and forward the document to you for your signature. Once you return the signed form to the student, they will be able to submit it as part of the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

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

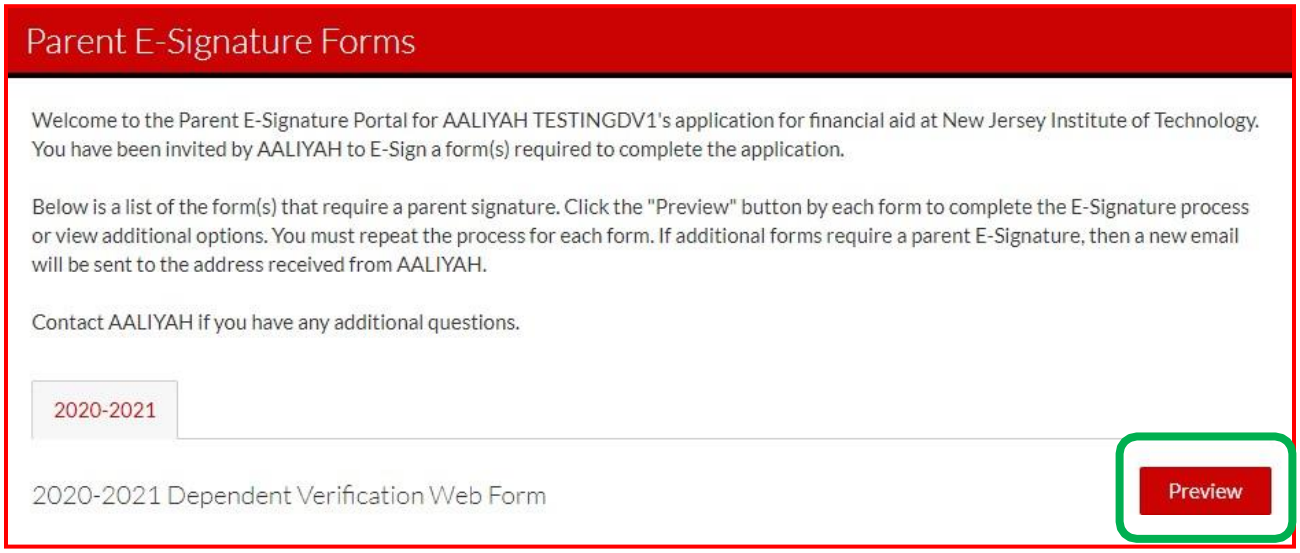
On Create Parent Account page, parent will provide their information, which must match with FAFSA information.



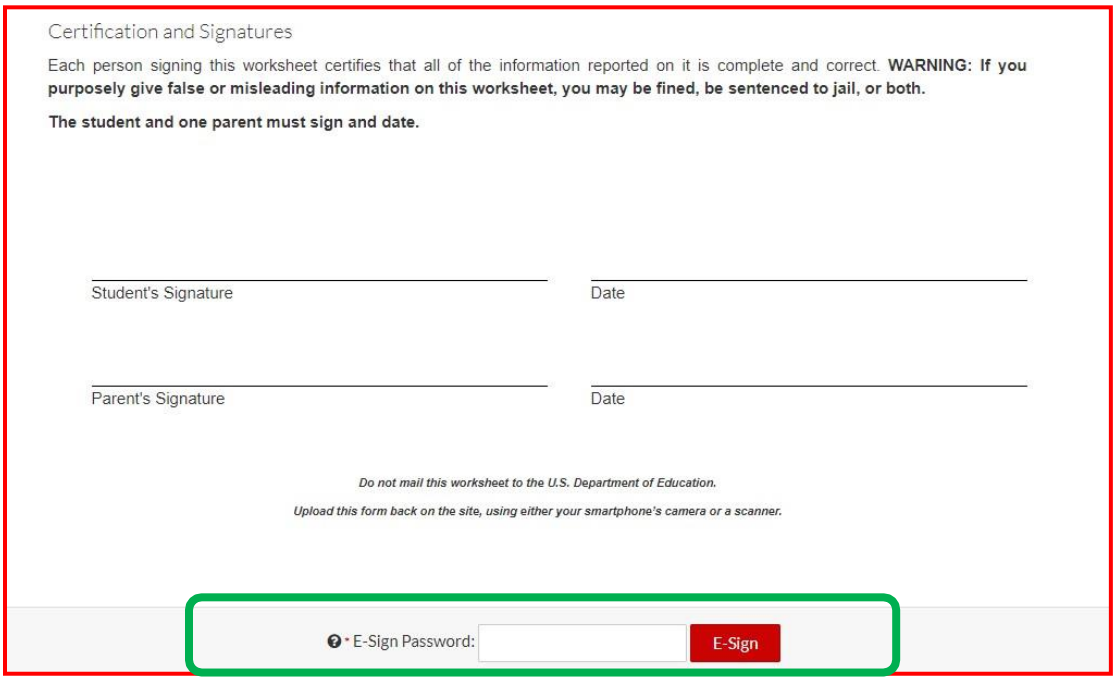
After creating the account, parent will be redirected to the login page. Parent will provide the Username and Password that they chose while creating their account.

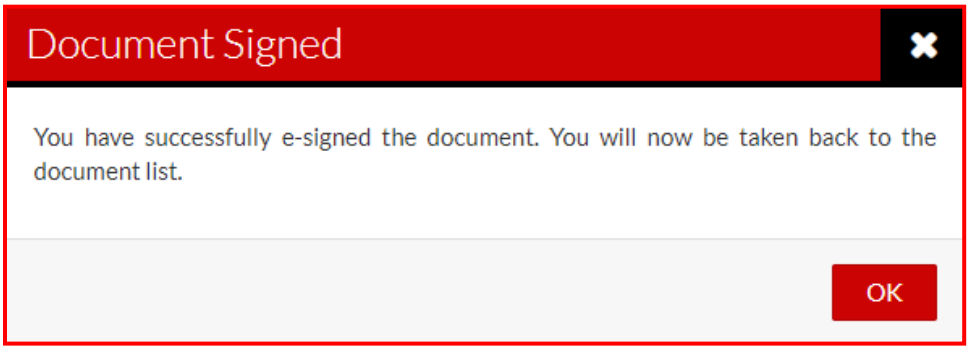


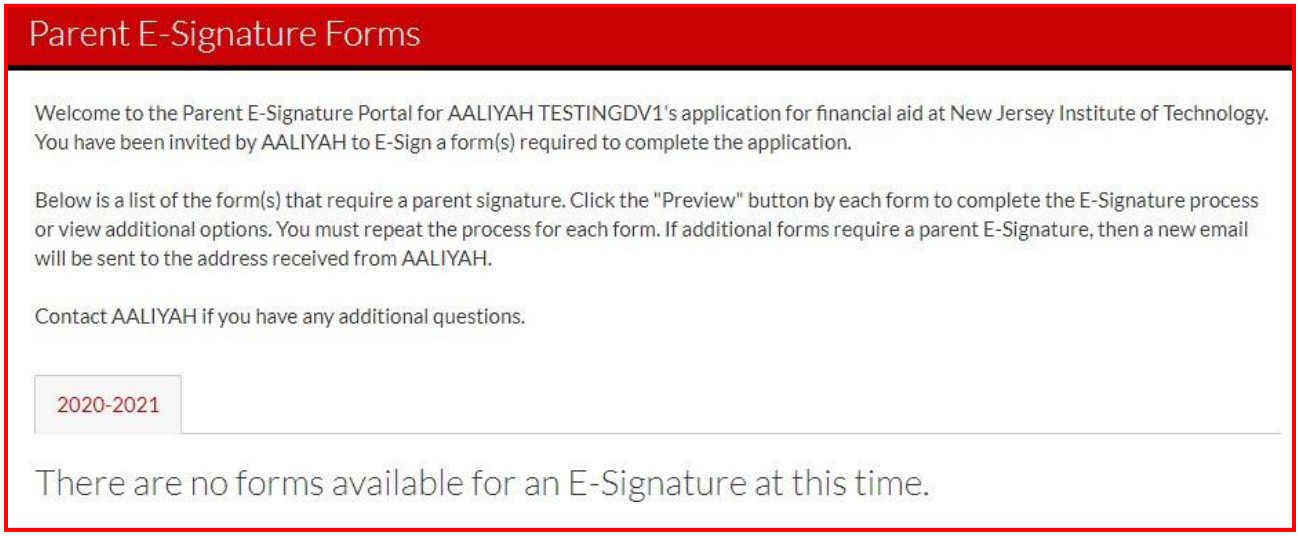
After logging in, parent will click on Preview to review the document.



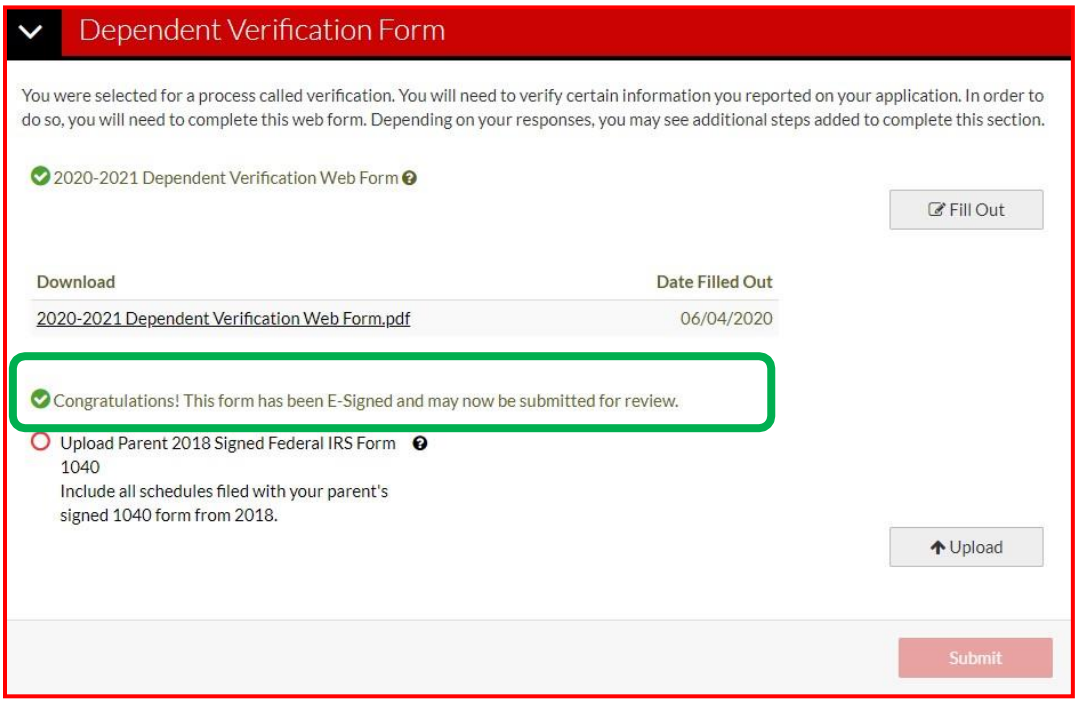
After reviewing the document, parent will E-Sign with their account password.



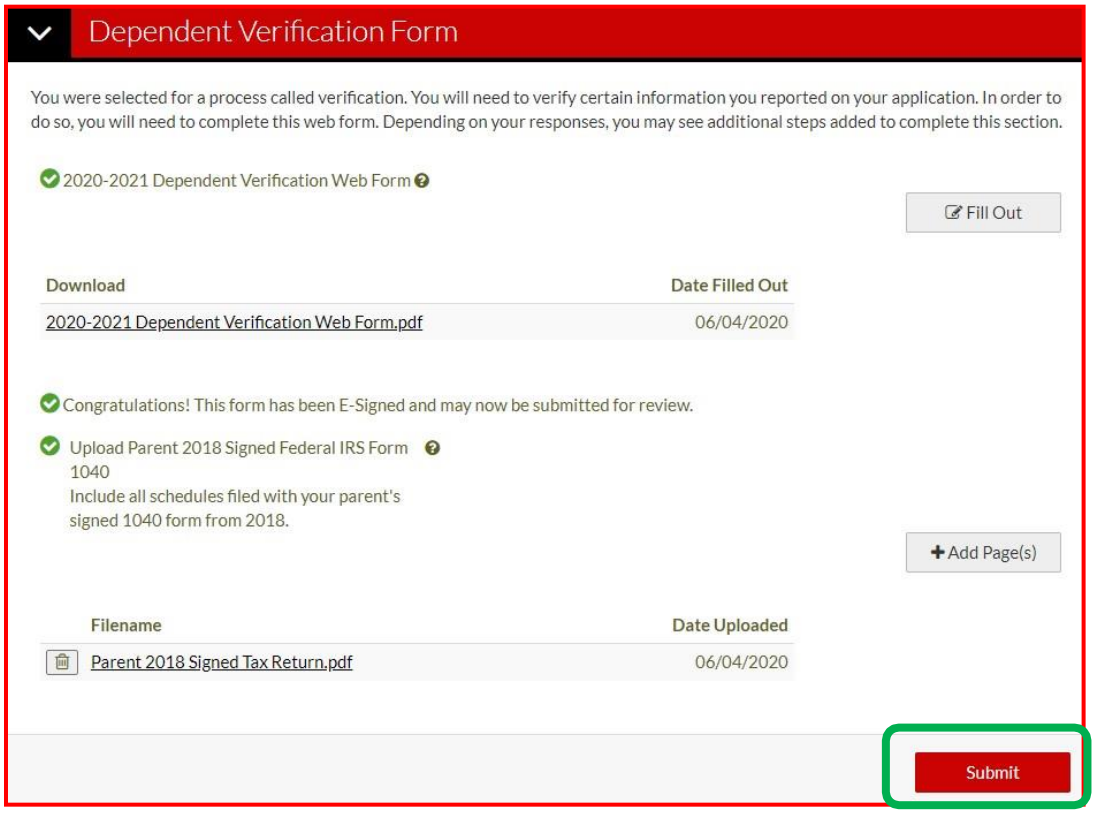




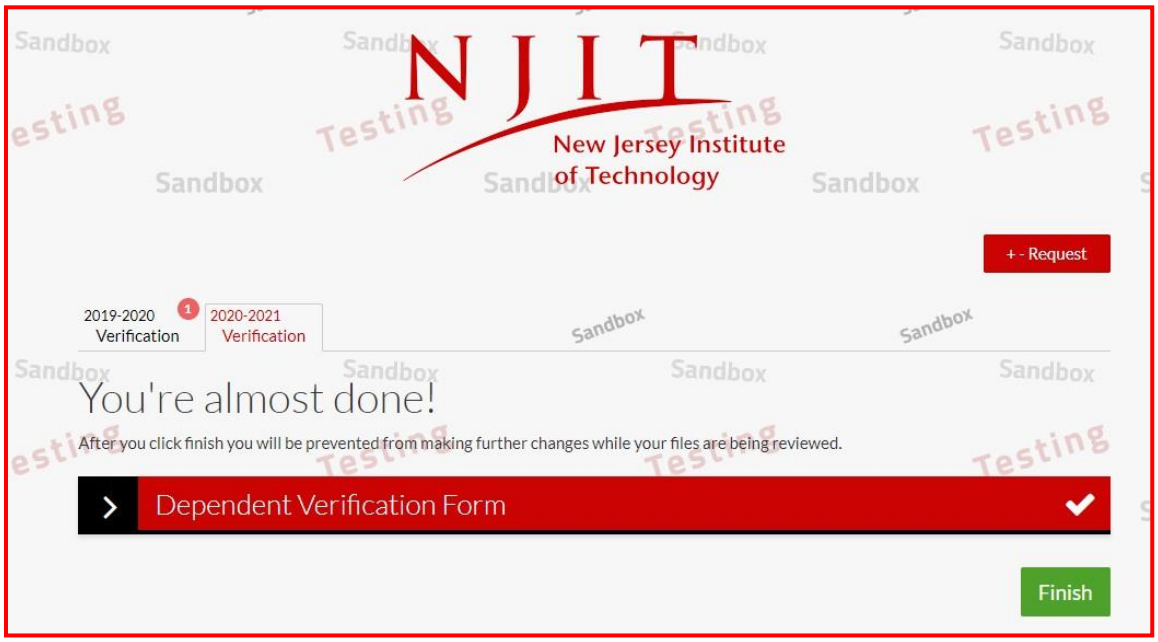
Student will log back into the portal and see that the form has been E-Signed by the parent.



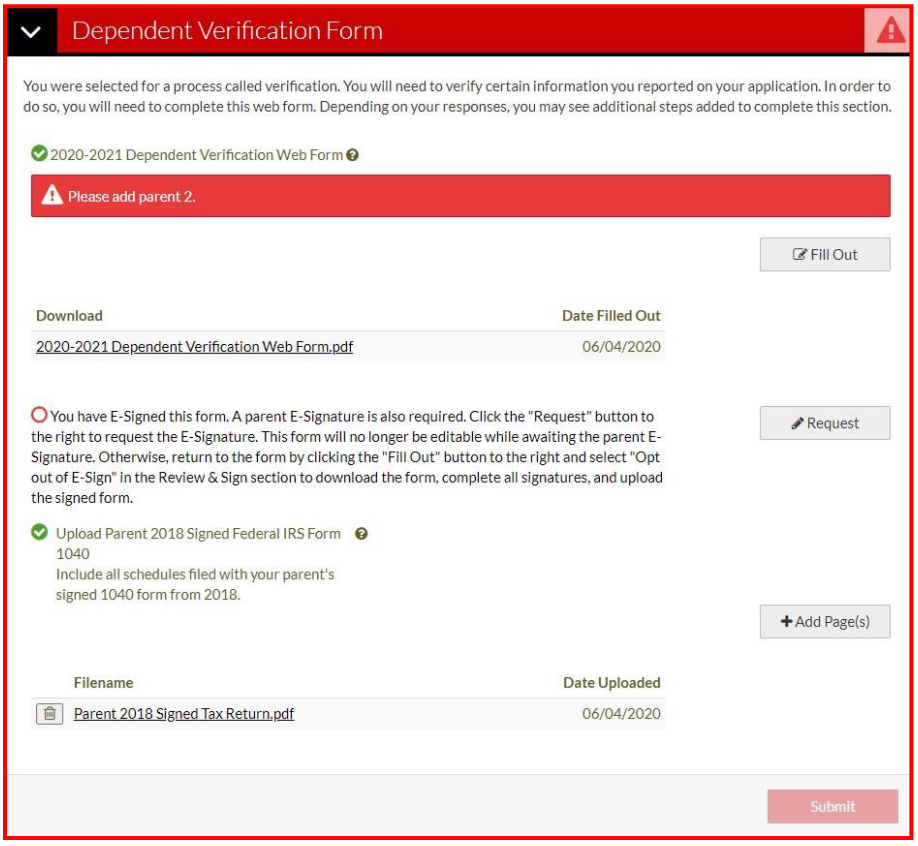
Student will upload any remaining documents and click Submit.



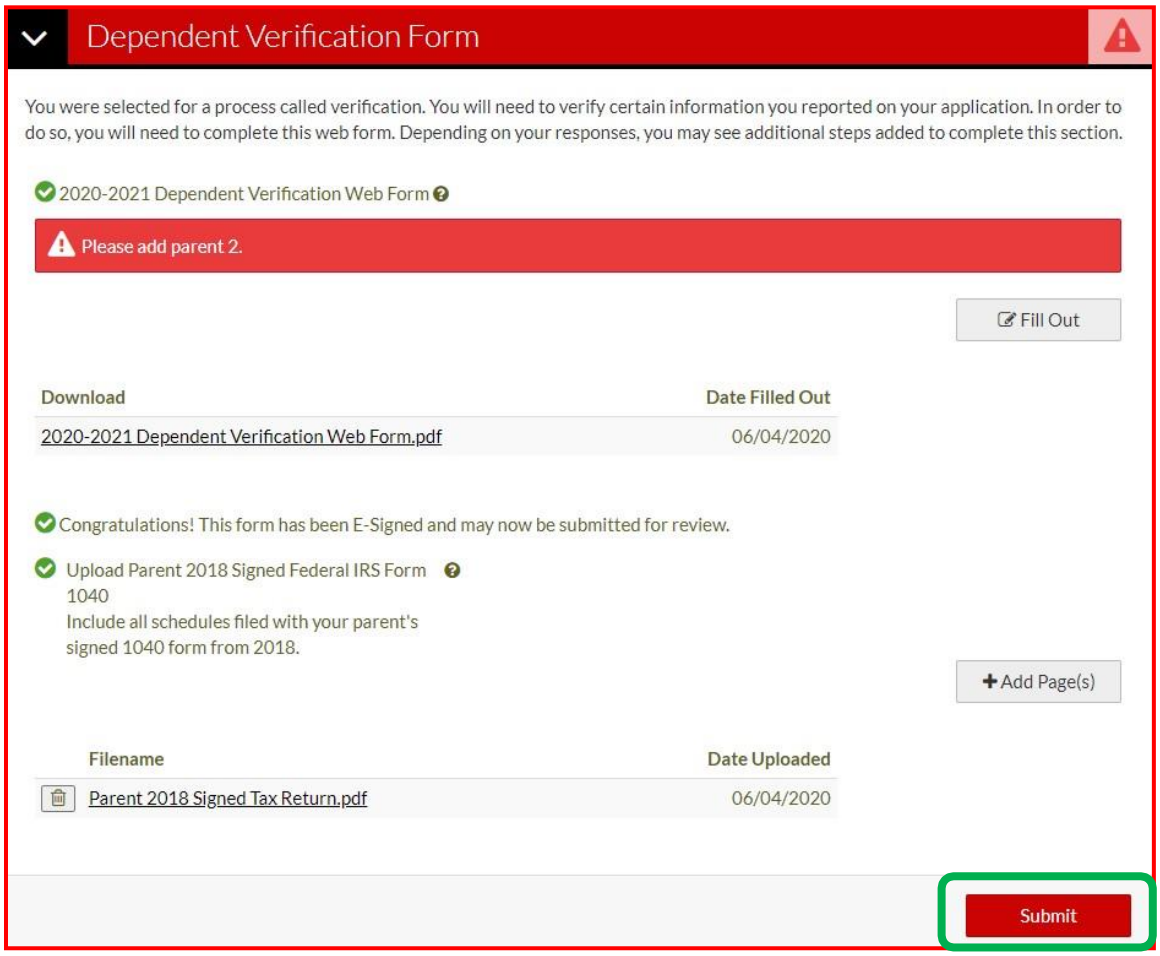
Click finish.

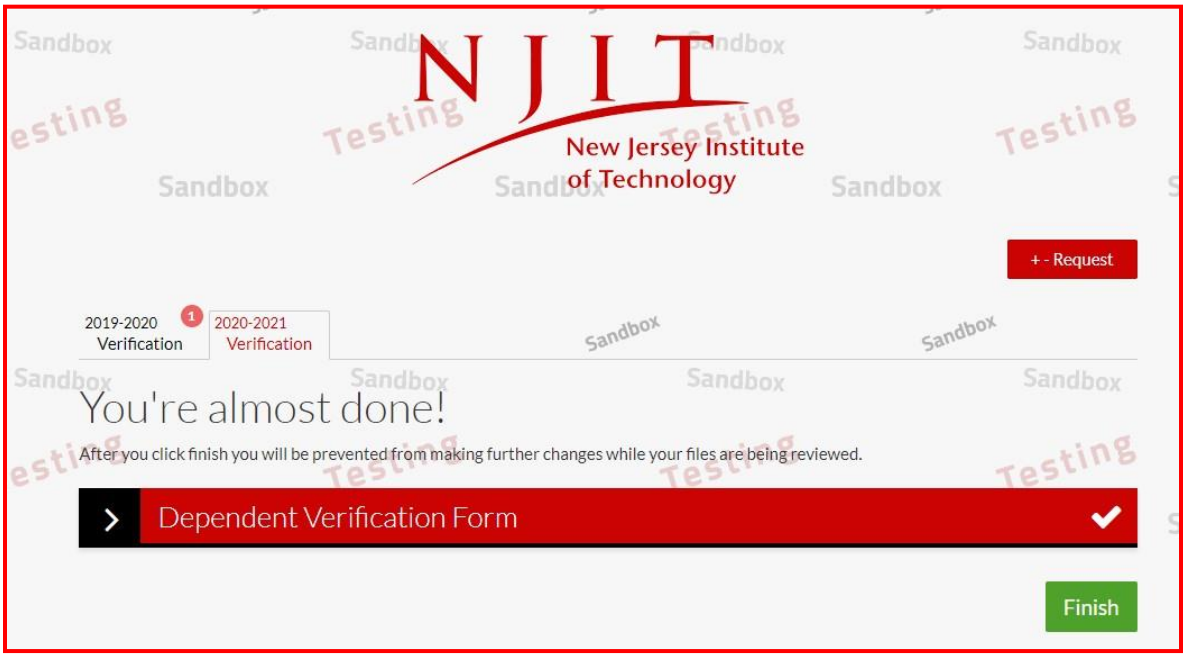


If correction is made to a form after initial submission, student will need to initiate a second Parent Signature request. Parents will need to E-Sign the revised form.



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





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

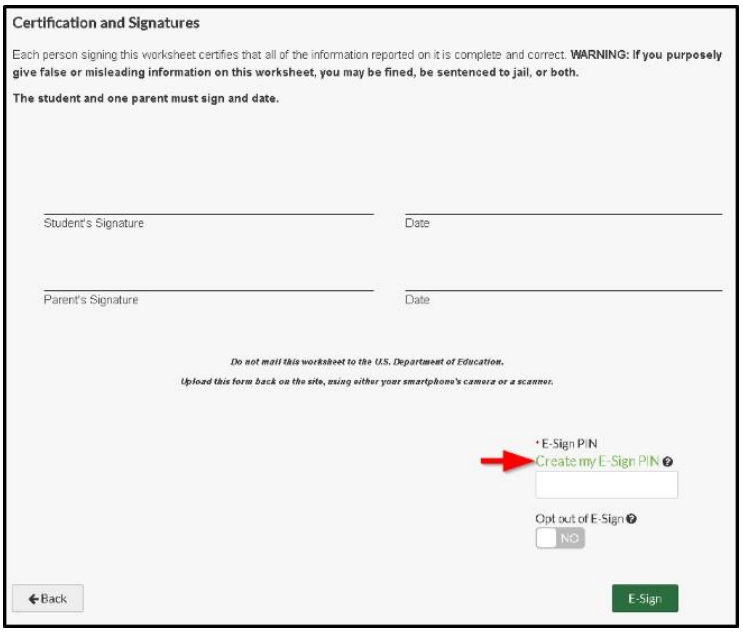
After 5 unsuccessful login attempts, the parent account is locked. The parent should send an email to finaid@njit.edu with subject Parent Account Locked.

- 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"***.

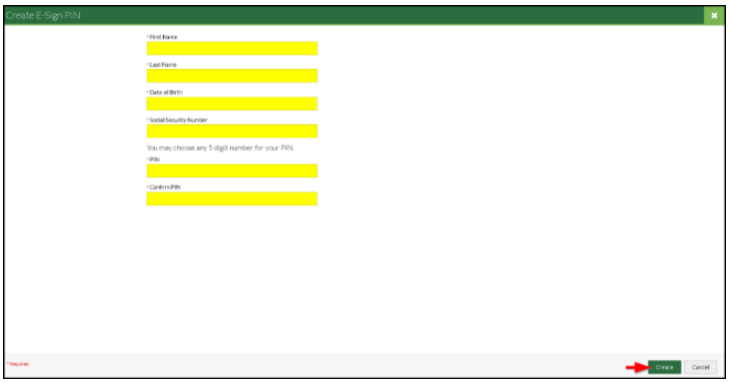


The student must provide the following required information:

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

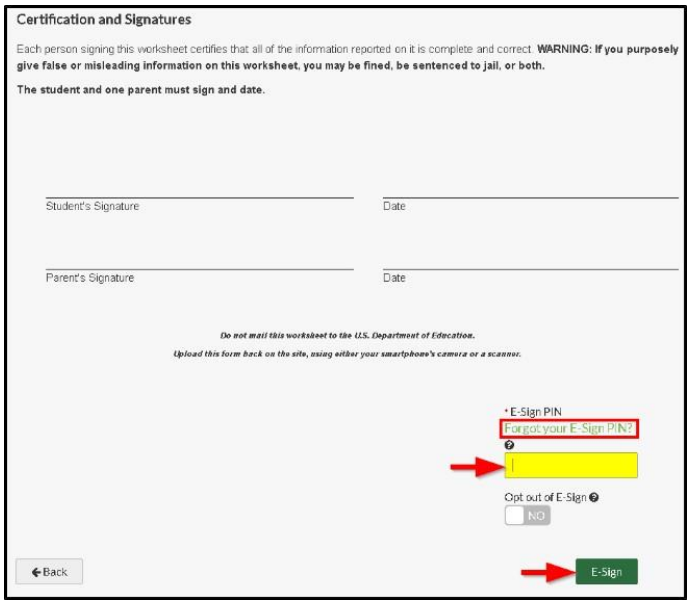
Note: Information must match exactly as it appears on the student's FAFSA, the same as when a student is registering their account.

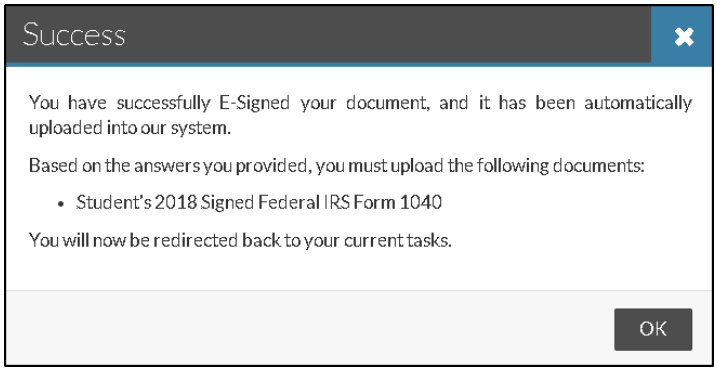
The student creates a 5-digit number for a PIN and confirms the 5-digit number. The student then selects create.



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.

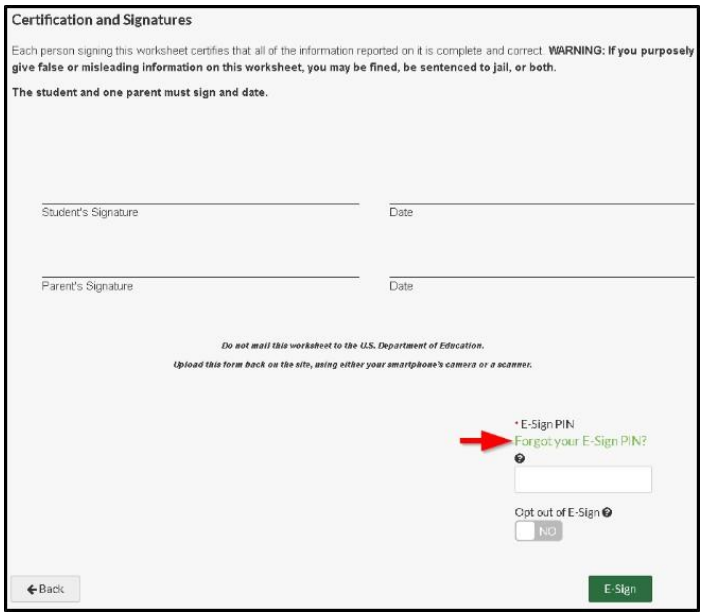
Enter the PIN in the E-Sign Password box and then select the E-Sign button.



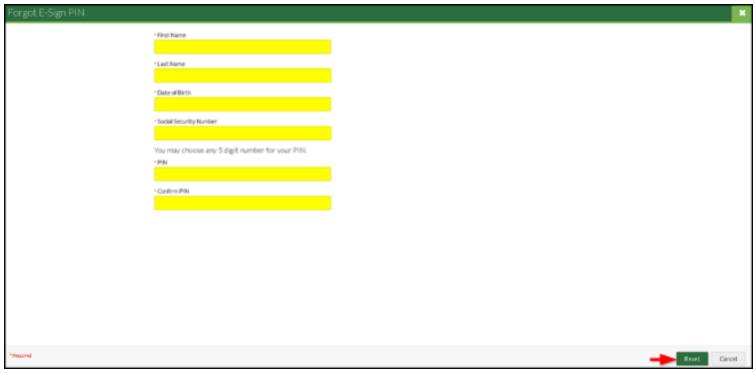


Reset E-Sign PIN

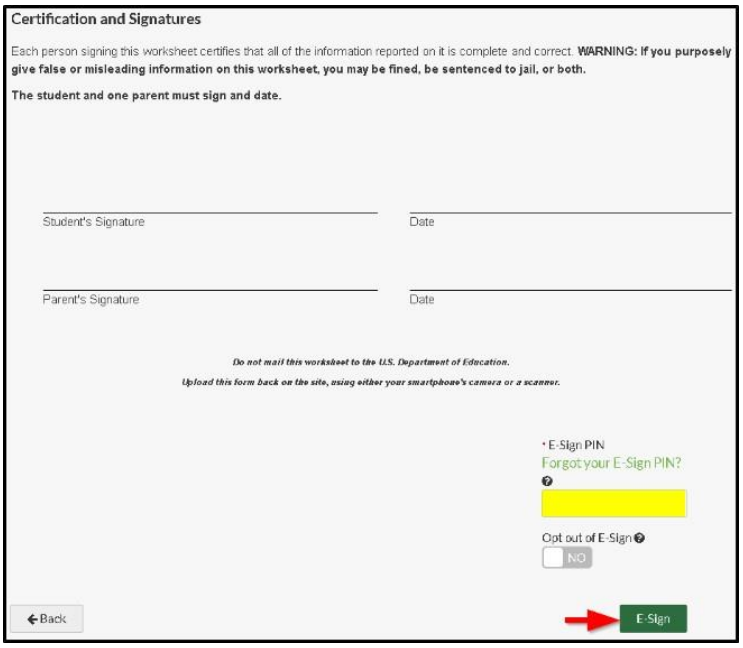
If a student has forgotten their E-Sign PIN, they can reset their PIN by selecting the Forgot your E-Sign PIN link above the E-Sign box on the review and sign screen of the web form.



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.



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.



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.