Creating an Account to View Outstanding Financial Aid Requirements

How do I create an account?

- Please log into your Highlander Pipeline at [http://my.njit.edu](http://my.njit.edu) (Chrome works best).
- Select Student Services.
- Look for My Financial Aid Account channel box (middle of screen), 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.
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.verifymyfafsa.com/) and E-Sign.
Click on Request to initiate Parent Signature request.
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.verifymyfafsa.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.

Sincerely,

Ivon Nunez
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.

![Secure Login](image)

By using the site, you agree to the Terms of Use.

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

![Parent E-Signature Forms](image)

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

2020-2021 Dependent Verification Web Form

Preview
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