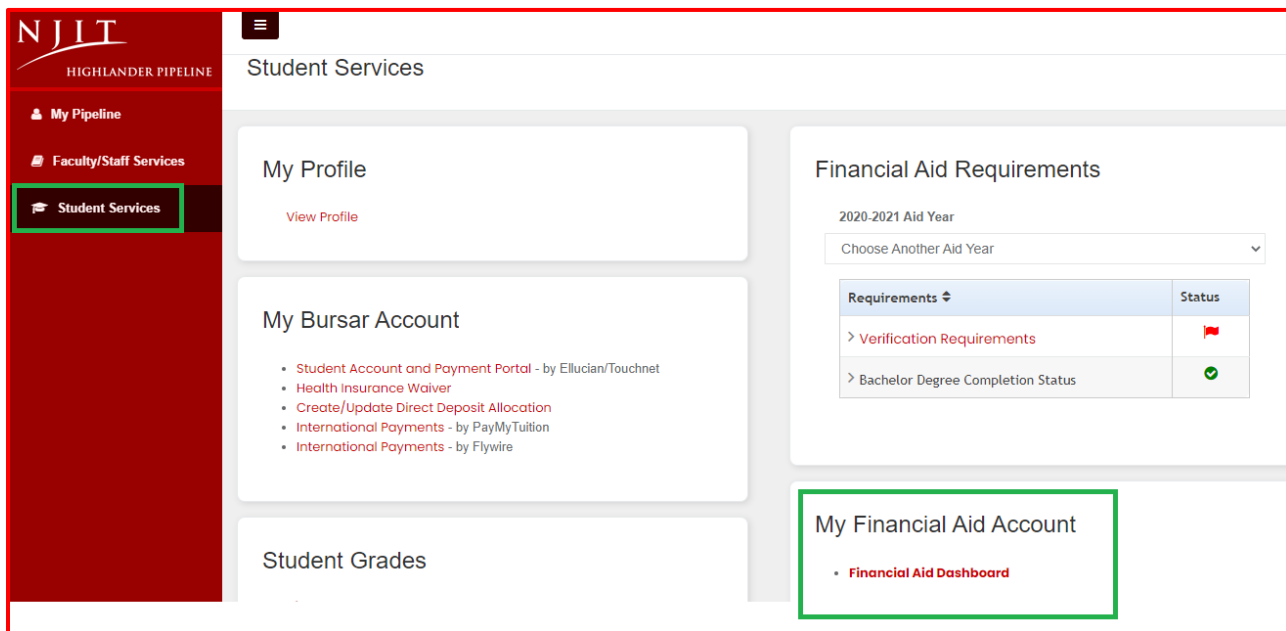


## Creating an Account to View Outstanding Financial Aid Requirements

### How do I create an account?

- Please log into your Highlander Pipeline at <http://my.njit.edu> (**Chrome works best**).
- Select **Student Services**.
- Look for **My Financial Aid Account** channel box (middle of screen), then
- Click on **Financial Aid Dashboard**

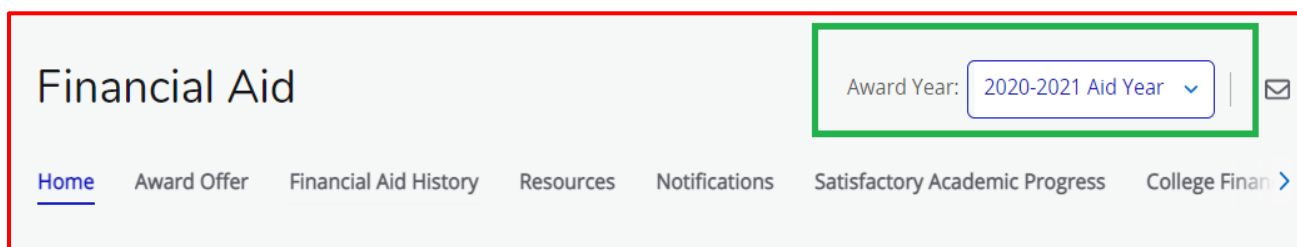


The screenshot shows the NJIT Highlander Pipeline Student Services dashboard. The left sidebar has a red background with the NJIT logo and navigation options: My Pipeline, Faculty/Staff Services, and Student Services (highlighted with a green box). The main content area is titled 'Student Services' and contains several sections: 'My Profile' with a 'View Profile' link, 'My Bursar Account' with a list of links (Student Account and Payment Portal, Health Insurance Waiver, Create/Update Direct Deposit Allocation, International Payments - by PayMyTuition, International Payments - by Flywire), and 'Student Grades'. On the right, the 'Financial Aid Requirements' section shows the '2020-2021 Aid Year' selected in a dropdown menu. Below this is a table with columns 'Requirements' and 'Status':

Requirements	Status
> Verification Requirements	🚩
> Bachelor Degree Completion Status	✅

At the bottom right, the 'My Financial Aid Account' section is highlighted with a green box and contains a link to the 'Financial Aid Dashboard'.

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



The screenshot shows the 'Financial Aid' Home page. The 'Award Year' dropdown menu is highlighted with a green box and shows '2020-2021 Aid Year' selected. Below the dropdown is a navigation menu with the following items: Home (underlined), Award Offer, Financial Aid History, Resources, Notifications, Satisfactory Academic Progress, and College Finan >

## 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	<b>NOT RECEIVED</b>	▼
 Verification Requirements Last update: 03/17/2021	<b>NOT RECEIVED</b>	▼

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?

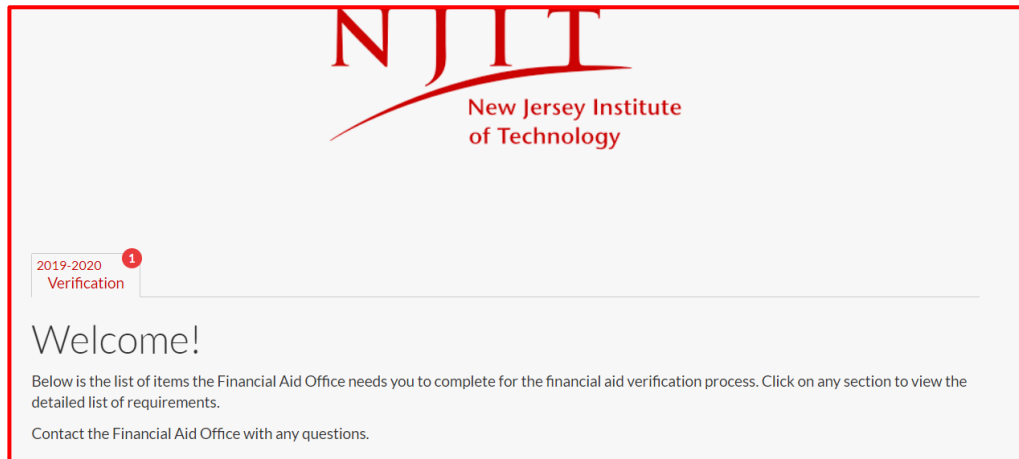
- \* First name
- \* Last name
- \* Date of birth
- \* Social security number
- \* Preferred email
- \* Confirm email

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.verifymyfafsa.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  YES

[← 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 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

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.

Download	Date Filled Out
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	06/04/2020

### 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
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	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.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](mailto:finaid@njit.edu) or at 973-596-3479.

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



New Jersey Institute  
of Technology

**Create Parent Account**

Not a parent? [Create Student Account](#)

Your student has requested your E-Signature on a form for student financial aid purposes. Please enter the following information to create an account to E-Sign the form. For the First Name enter the full legal first name. \* Required

- \* Preferred email
- \* Confirm email
- \* Choose username  [Username requirements](#)
- \* Create password  [Password requirements](#)
- \* Confirm password

### Confirm Parent 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?](#)

- \* Parent's first name
- \* Parent's last name
- \* Parent's date of birth
- \* Parent's social security number

### 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?](#)

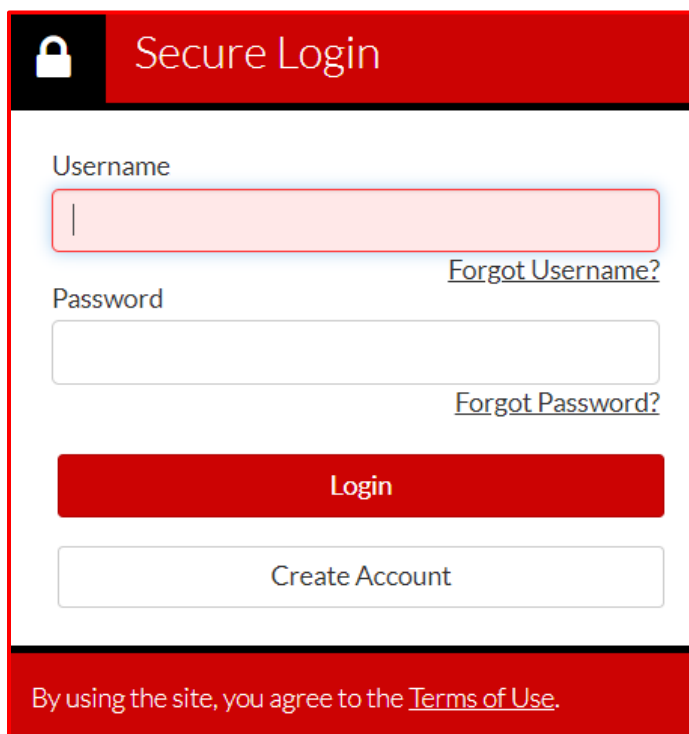
- \* Student's first name
- \* Student's last name
- \* Student's date of birth
- \* Student's social security number

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

By using the site, you agree to the [Terms of Use](#).  
Already have an account? [Login](#)

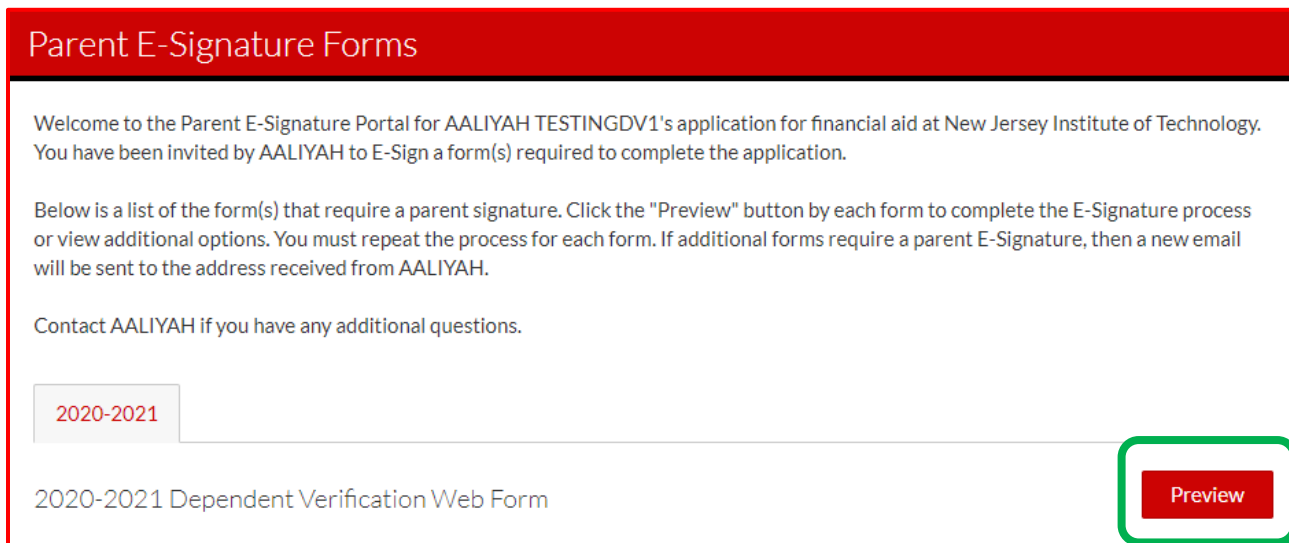


After creating the account, parent will be redirected to the login page.



The image shows a 'Secure Login' form with a red header. It contains two input fields: 'Username' and 'Password'. Below the 'Username' field is a link for 'Forgot Username?'. Below the 'Password' field is a link for 'Forgot Password?'. There are two buttons: a red 'Login' button and a white 'Create Account' button. At the bottom, there is a red bar with the text '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. The main content area is white and contains the following text:

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.

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
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	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
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	06/04/2020

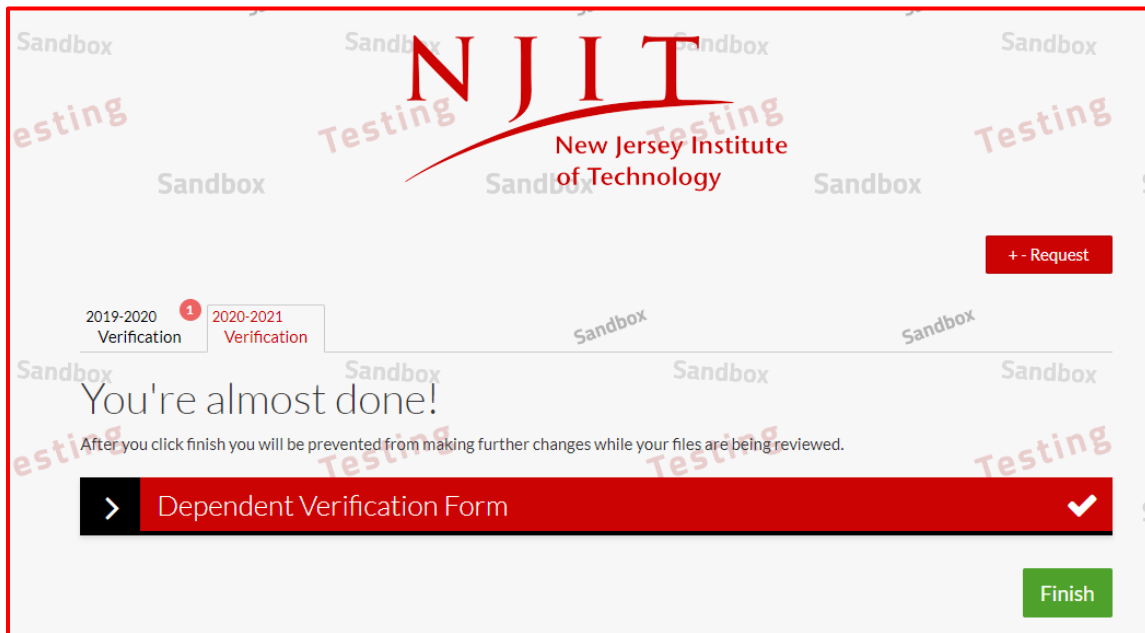
✔ Congratulations! This form has been E-Signed and may now be submitted for review.

✔ 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
 <a href="#">Parent 2018 Signed Tax Return.pdf</a>	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.

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
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	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.

Request

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
<a href="#">Parent 2018 Signed Tax Return.pdf</a>	06/04/2020

Submit

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
<a href="#">2020-2021 Dependent Verification Web Form.pdf</a>	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
<a href="#">Parent 2018 Signed Tax Return.pdf</a>	06/04/2020

Submit

# NJIT

New Jersey Institute of Technology

+ - Request

2019-2020 Verification 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 [finaid@njit.edu](mailto: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