Electronic Verification Worksheet Guide

After submitting the FAFSA, a student may be selected for a process called verification. If so, one step that must be completed is a Verification Worksheet. This is completed entirely online, but must be completed by the student and approved by a parent on the FAFSA.

Immediately after our office receives the FAFSA, and finds that a dependent student is selected for verification, the parent is sent an email with the subject line, “myZou Authorized Access Account Setup.” This email encourages them to create a login and password for Additional Authorized Access (AAA), which will allow them to electronically “sign” the Verification Worksheet once it has been completed by the student. It is important to note that the link provided in the email is only valid for 24 hours. If the parent does not use the link during this time, they will instead be directed to the login page and will need to follow the “Forgot Your Password?” link to regenerate a new link.

Student Instructions:

To start, the student should go to their myZou To Do List, and click on the “Verification Worksheet” item. Then, there will be a link to follow to complete the form electronically. The student will be prompted to login with their username and password. This will take you to the screen below:

Follow the link for the Verification Worksheet to begin entering information.

Be sure to enter the information for the parent(s) that are listed on the FAFSA.
The worksheet will also request information on those who can be included in the household size on the FAFSA. Be sure to carefully read the instructions and enter the information for each household member.

**Please note:** more questions may be required depending on the answers provided. Be sure to answer every question as it is appears.

As the form is completed, the student may choose to click “Save for Later” to return and edit the form at a later time.

However, the form will not be sent to the parent to review until the student checks the “Confirm and Submit” box.

Once the form is submitted, the parent will receive an email notifying them that the student portion is complete and that they should login to review and submit.
Parent Instructions:

After the student submits the Verification Worksheet, an email is sent to the parent instructing them to follow the link given to review and “sign” it.

The parent will first be asked to log in to Additional Authorized Access (AAA). The email address used for login should be the one the email was sent to, and the password should already have been set up. However, if the password has not been set up, or it was forgotten, follow the “Forgot Your Password?” link to reset.

Once logged in, the screen below will appear. The parent should click the link for “Financial Aid Verification.”

Then, the parent should follow the link given for review. It should look like this:
Next, review the information provided by the student. If anything appears to be incorrect, the parent will need to contact the student and have them return to the form to make edits. The parent cannot edit the form for the student.

If everything is correct, the parent should then click the “Confirm and Submit” button. This will send the completed Verification Worksheet to our office for review, and the Verification Worksheet item will be removed from the students To Do List in myZou.