

HOW TO CREATE A PARENT ACCOUNT

The student must first request that a parent e-sign their verification documents. This request will come via email and will direct you to our verification portal at Monmouth.verifymyfafsa.com, you will need to create a parent account, with a unique user ID and password. After that, each time you visit the portal – even in future academic years - you can sign in using that user ID and password. (Please note that if you have multiple students attending Monmouth you will need to create a unique parent account, with a unique username and password, for EACH student.) The following are instructions and screen shots for creating your account. If you need assistance, please do not hesitate to contact the Financial Aid Office at 732-571-3463.

The email you receive will give you a link to the “Secure Login” screen. Click on “Create Account”



When you click on the “Create Account” button you will be directed to the screen below.

TIP: If you have multiple students attending Monmouth, you may want to make some sort of indicator – like the student’s first initial and class year - in your username, so that you associate it with the correct student in the future.

TIP: Provide the required Parent Information, making sure that you enter **your** First Name, Last Name, Date of Birth, and Social Security Number **EXACTLY** the same way they appear on the FAFSA.

TIP: Provide the required Student Information, making sure that you enter the **student’s** First Name, Last Name, Date of Birth, and Social Security Number **EXACTLY** the same way they appear on the FAFSA.

Create Parent 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.

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

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



Once you have entered the correct information for yourself and the student, click "Create Account". A confirmation email will be sent to the address you provided. The email will contain a link to verify your email address. You must click the link and verify your email address in order to move forward with the verification process. Once you have verified your email address...**SUCCESS!!!**