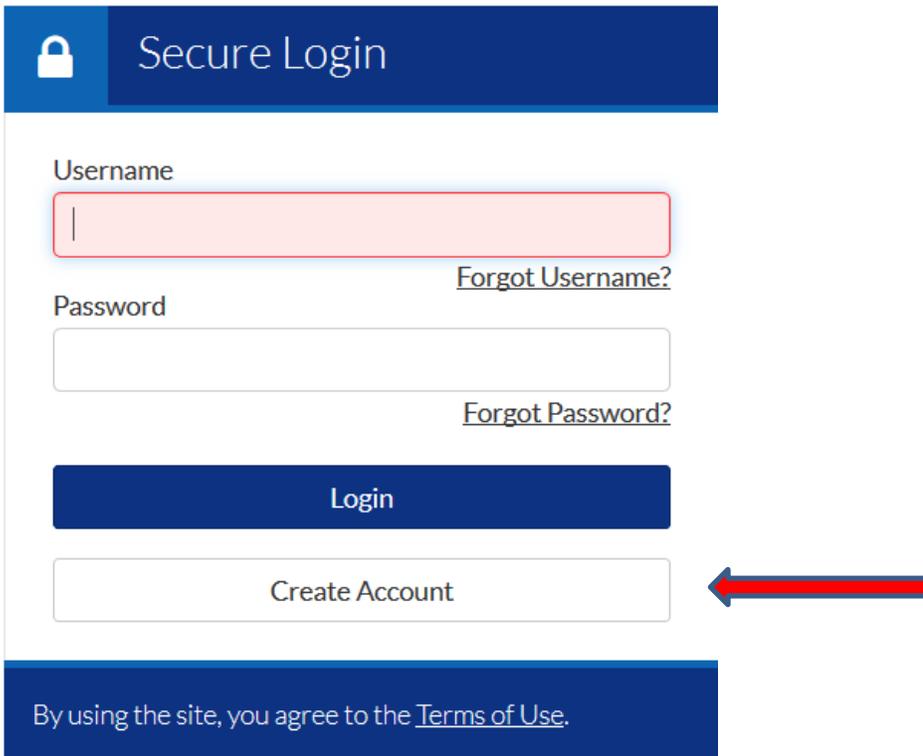# HOW TO CREATE A STUDENT ACCOUNT

The first time you visit our verification portal at Monmouth.verifymyfafsa.com, you will need to create a student 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. 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 first time you visit the portal, you will go to the "Secure Login" screen. Click on "Create Account"
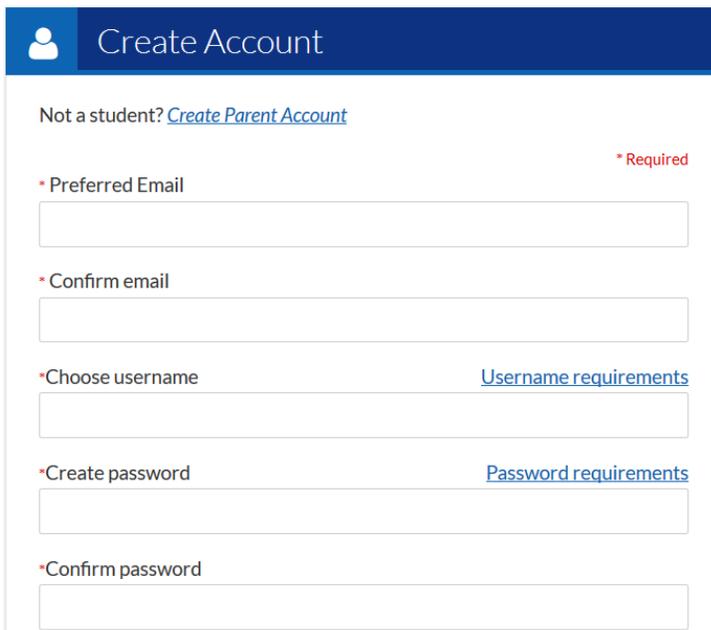
🔒 Secure Login

Username

Forgot Username?

Password

Forgot Password?

Login

Create Account ⬅

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

When you click on the "Create Account" button you will be directed to the following screen:

👤 Create Account

Not a student? *Create Parent Account*

* Required

* Preferred Email

* 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?

* First name

* Last name

* Date of birth

* Social security number

Student ID

☐ * I accept the privacy policy

Create Account

- Provide the required information, making sure that you enter your <u>First Name</u>, <u>Last Name</u>, <u>Date of Birth</u>, and <u>Social Security Number</u> **EXACTLY** the same way they appear on your FAFSA. (Note that although you are not required to provide a mobile phone number, we strongly encourage you to do so. This will allow you to receive text notifications regarding your file – we will be able to update you on the status of your file or notify you when we need additional documentation.)
- Check the "I accept the privacy policy" box
- Click the "Create Account" button

After you have completed the steps above, you should see the following screen and receive a confirmation email at the email address you provided. **SUCCESS!!!!**

Account Creation Success

You have successfully created an account. You will be redirected to the login page shortly — if this does not occur, please click here

By using the site, you agree to the Terms of Use.
Already have an account? Login.