



# FAFSA Completion Tool tips

VSAC is partnering with the U.S. Department of Education on a FAFSA Completion initiative. Once you've provided us with a list of your high school seniors, this online tool will provide you with real-time information on the FAFSA and Vermont Grant application status for each student. We encourage you to follow up with those students who plan to pursue higher education after high school, but haven't yet completed a FAFSA or a Vermont Grant application.

To access this tool:

## Sign in to your school's MyVSAC account.

1. Go to [vsac.org](https://vsac.org) and click on the MyVSAC button in the upper right corner.
2. Enter your myVSAC username and password, and click the Login button.
3. Access the FAFSA/VT Grant Completion Tool
  - Once logged in to MyVSAC, find the Tools heading on the right. Click the FAFSA/VT Grant Completion button.
  - Click on the "Upload Student Roster" link under the Main Menu to upload your senior class list.

*Note:* To ensure that the data you provide is in the correct format, download and use the CSV template provided in the Main Menu.
  - If you need help uploading your roster, click on the "Step by Step Instructions" link or "Help with CSV files" link in the Main Menu.

## Student Roster Tips

1. You need to upload (or individually add) your student roster only once. After loading the roster, you'll receive updated real-time FAFSA and Vermont Grant completion information each time you log in.
2. FAFSA completion is indicated by the population of the "FAFSA Submitted Date" and the "FAFSA Processed Date." (If these are blank, we haven't received a FAFSA for the student.) VSAC will begin receiving student FAFSA data for 2021–2022 by the end of October 2020.
3. Grant application completion is indicated by a "yes" or "no" in the column.
4. If there is no FAFSA/VT Grant completion information for a student whom you know to have completed the forms, check the Matching Criteria link. For accurate completion information, the student's last name, first name, and date of birth on the roster must match what the student provided on the FAFSA/Grant application.
5. The high school on the FAFSA must match VSAC's records. The best way to ensure this is by having students select their high school from the options presented in the search results on the FAFSA rather than manually typing the name.

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### myVSAC Username

Need help with your MyVSAC username? Call School Services at 888-307-8722.

### myVSAC Password

Don't remember your school's password? Enter the username and select the "Forgot Password" link. A temporary password will be sent to the e-mail address on record.