

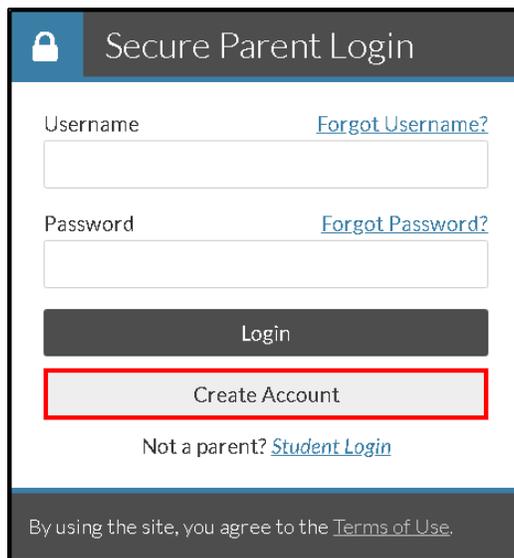
## Parent - Account Creation

The first time that a parent is requested to e-sign a document they must create an account. Subsequent documents that require e-signature, the parent may use the same username and password to login.

**Please note:** The parent cannot create an account or view documents for e-signature until the student sends the e-signature request. If the parent is unable to create an account, check the student view tab for the task requiring e-signature to make sure the student has sent the request. If you see the text "Student has not initiated a signature request.", the student has not sent the request to the parent.

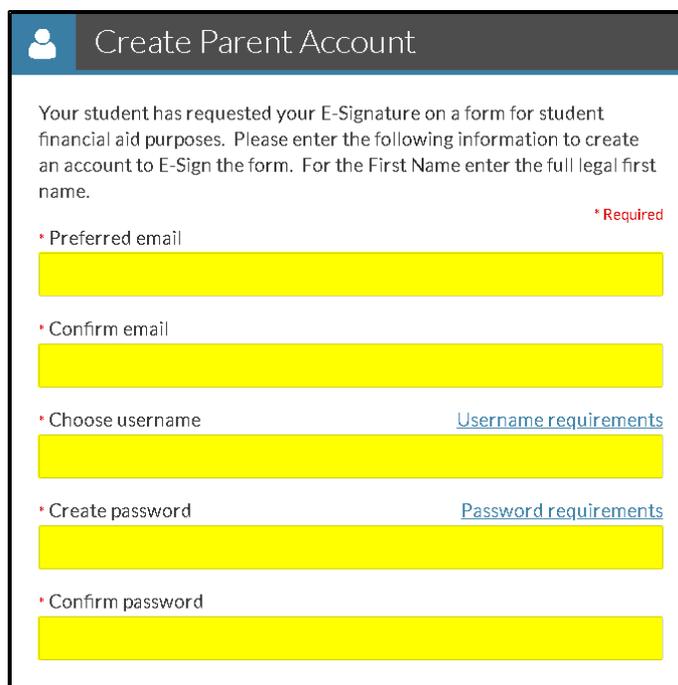
If the parent clicks on the link provided in the parent e-sign email request sent by the student, the parent is taken directly to the create account screen.

If the parent is directed to the Secure Parent Login screen, they would select the create account button.



The image shows a 'Secure Parent Login' form. At the top left is a lock icon. The title 'Secure Parent Login' is in a dark header. Below the header are two input fields: 'Username' with a 'Forgot Username?' link and 'Password' with a 'Forgot Password?' link. There are two buttons: a dark 'Login' button and a light 'Create Account' button, which is highlighted with a red border. Below the buttons is a link 'Not a parent? Student Login'. At the bottom, there is a footer: 'By using the site, you agree to the Terms of Use.'

**Please note:** The parent may only create one account per student. They do not need to create an account each time they e-sign a document for the same student. The school may want to review and edit the parent e-sign request to provide more detailed instructions for parents who have previously created an account.



The image shows a 'Create Parent Account' form. At the top left is a person icon. The title 'Create Parent Account' is in a dark header. Below the header is a paragraph: '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.' Below this is a list of required fields, each with a red asterisk and a yellow input field: '\* Preferred email' (with '\* Required' to the right), '\* Confirm email', '\* Choose username' (with a 'Username requirements' link), '\* Create password' (with a 'Password requirements' link), and '\* Confirm password'.

The parent is required to complete the following information:

- Preferred email
- Confirm email
- Choose username - See [Parent - Username Requirements](#) for more information
- Create password - See [Parent - Password Requirements](#) for more information
- Confirm password

**Please Note:** If the parent has multiple students attending the same institution, they are required to create a separate account for each student for whom they need to e-sign a document. The

account usernames **must** be different for each parent account. Parent accounts cannot be associated to more than one student. The parent user may want to put indicators in the username to differentiate which student the parent account is associated to, this may help avoid confusion for future award years.

The parent is required to confirm their information as it appears on the ISIR (FAFSA)

### 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

- Parent's first name or Parent's first name initial
- Parent's last name
- Parent's date of birth
- Parent's social security number

The information above must match the FAFSA exactly.

**Please Note:** The confirm parent information section contains the field labeled Parent's first name. StudentForms accepts both the parent's full first name or the parent's first name initial. Only the first character entered into the Parent's first name field is used to compare to the FAFSA.

The parent is also required to confirm the student's information.

### 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



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

The information above must match the FAFSA exactly.

Once all required information is entered, the parent may select the Create Account button.

If all confirm parent and student information matches the FAFSA, the parent is taken to the Parent E-sign screen.

Please see [Parent - E-sign Request](#) for information on how the parent e-signs a document.

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