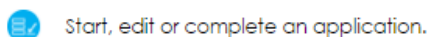


## Tips for Completing the ORSAA


### For All Students

- Students should keep a copy of their user name, password, and the special question used to create the student account! Students will need this information if they need to edit any of the ORSAA information – email address, adding a school, etc.
- Students who have already signed and completed an ORSAA, can add or update any information – e.g., add another school, change an email address – by selecting this icon:



- Students must have completed and signed the ORSAA and logged out before they can re-enter the ORSAA and edit any data. If a parent signature is required, the parent can edit the information the student provided in the ORSAA. Otherwise, the student must wait for the parent to sign the ORSAA before the student can go back in and edit ORSAA information or add/remove a school code.

### For Dependent Students – Process for Parent Signatures

- For dependent students, both the student and a parent must e-sign the ORSAA.
- The e-signature process for students and parents requires students to provide their parents' names and email addresses. The parent's email address cannot be the same as the student's email address. If the parent doesn't have an email address, the student should create a new parent email account for this purpose via a free service such as Gmail or Yahoo.
- Once the student has completed and signed the ORSAA, a new message and icon will appear in the application status box: "Incomplete – Parent Signature Pending." A new icon will appear in the action box so the student can "invite" a parent to sign the ORSAA:  

- After the student clicks the "invite parent" icon, the student will see a screen that asks the student to choose a parent to sign the ORSAA. The student can check to make sure parent email addresses are correct or enter a new email parent address, if necessary. The student then selects the parent who will receive the invitation.
- A minute or two after the student initiates the invitation to sign, the parent will receive an email inviting the parent to create an account. *The link is only active for 72 hours.* If the parent waits too long to create an account and sign the student's ORSAA, the student must go back to the ORSAA and re-invite the parent.
- The student must log out of the ORSAA *completely* before the parent can log in and create his/her own account. If the student is still logged in, the parent will see this message:

### ACTIVE SESSION

([student@emailprovider.com](#)) is currently logged into the application. This user must log out before you can access this website. Please, have them logout and click [here](#) to continue. If you continue and the user has not logged out, they will be automatically logged out.

- Even after the student has logged out while the parent is trying to create an account, it's best for the parent to completely exit the ORSAA screens and start over. Using the "click here to continue" link may take the parent to the wrong account setup screens.
- To sign the ORSAA, the invited parent must first create an account. The parent must provide the parent's date of birth, last 4 digits of the parent's SSN (or all zeroes if there's no SSN), and the student's birthdate. All of these must EXACTLY match what the student provided on the ORSAA.
- Once the parent has created an account, the parent will see the status info screen, which includes the current ORSAA year, the student's name, ORSAA status, and icons that indicate available actions.
- As was the case for the student, the parent must also view the final ORSAA summary and click the box that says, "I confirm and acknowledge that PARENT PARENT will be able to view and sign '2017-18 Oregon Student Aid Application (ORSAA).'"