FAFSA Completion Initiative and Portal

Portal Access: https://fortress.wa.gov/wsac/portal/default.aspx

Training Video: https://www.youtube.com/watch?v=Q6X9SZJHHbg

Publically available data: https://fortress.wa.gov/wsac/portal/fafsacompletion

Categories:

Processed: Student's FAFSA was processed with no errors!

Submitted (missing only student and/or parent signature): Student submitted a FAFSA via www.fafsa.gov but it wasn't able to be processed because either the student or parent (or both) didn't sign. To fix this, the student should log back into their FAFSA and confirm their PIN and parent PIN information is entered correctly.

Submitted (has other errors): Student submitted a FAFSA via www.fafsa.gov but has other errors than missing *only* missing a signature. Student should log back into their FAFSA to investigate.

Unmatched: Student has not submitted a FAFSA (likely) *or* student's OSPI and FAFSA data did not match (less likely). Reminder: You can match a student with a potential match if you know the student is the same in the students section of the portal.

Washington Application for State Financial Aid (WASFA): State Financial Aid for DREAMers at: http://www.readysetgrad.org/wasfa. Please note that at this time the FAFSA Completion Portal only shows FAFSA submission data.

Please note: Your district signed an agreement stating that you will use the data available in the portal for its intended purposes in working with students on completing the FAFSA. If you have any questions about the data usage agreement please contact your district's data receiver for the portal or Sarah Weiss, Assistant Director of College Access and Support at the Washington Student Achievement Council.

FAFSA Completion Initiative Contact:
Sarah Weiss
Assistant Director of College Access and Support
SarahWe@wsac.wa.gov
FAFSA@wsac.wa.gov (This is the give feedback button)
360-753-7630
Access to the Portal: https://fortress.wa.gov/wsac/portal/Home/Login
How to use the Portal:

Viewing your district's information:

1. Aggregate data by school is viewable in the graphs section of the portal.
2. Pulling student data
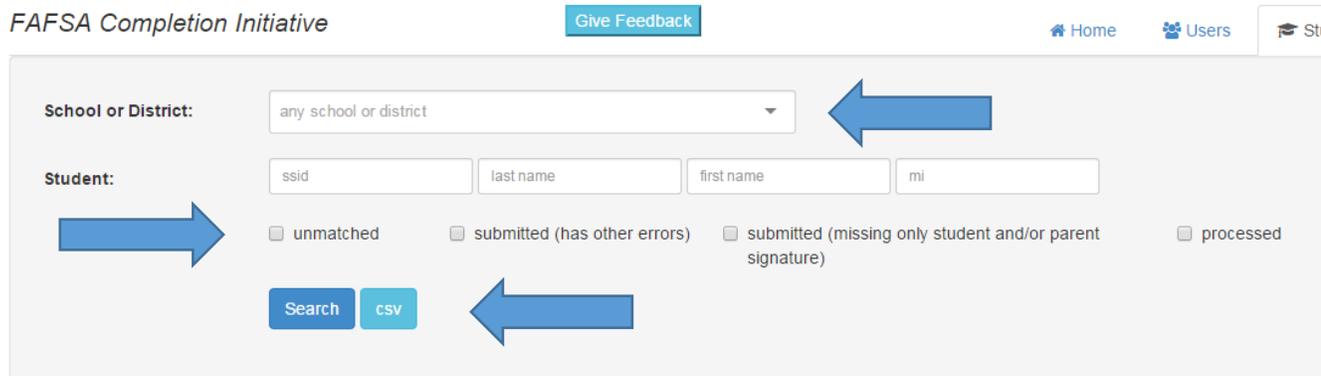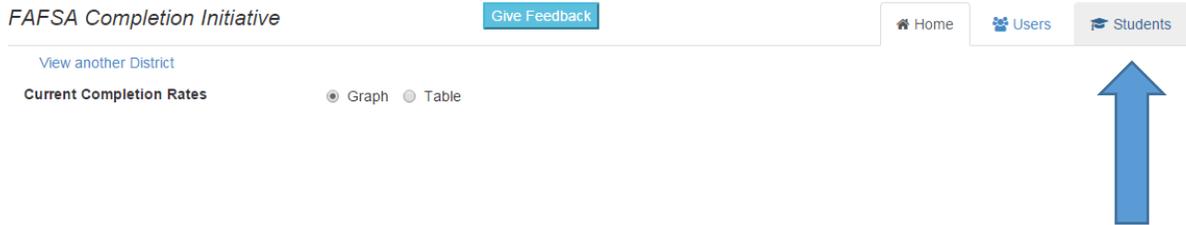
1. Choose which school and/or district you want to view
2. Choose which list of students you want to see (leave blank if all)
3. You can sort in the portal by different headers or…

School	SSID	Last Name	First Name	Birth Date	CBS App	Submitted	Processed	Comp Status	Match

Export data to a CSV file

3. Viewing an individual student's data and matching unmatched students
   1. Pull only unmatched students by checking the unmatched box. Sort by "match" in the headers" (click twice) to pull the students who are unmatched but have potential matches at the top.

   2. View the details of the student record:

Comp Status	Match	
unmatched	1	view details
unmatched	1	view details

3. Review potential matches

FAFSA Details

? We couldn't find a strong enough matching FAFSA record.

Help train our robots!   Review 1 possible FAFSA match(s)

4. Determine if the student is a match based upon your knowledge of your students and comparing their OSPI data and the FAFSA data. Click the appropriate button based on your decision.

OSPI Details   FAFSA Details

match strength: 20%   Is a Match   No Match

5. To return to your list of students:

Give Feedback   ⌂ Home   👥 Users   🎓 Students

Unmatched   return to student search
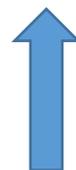
If you are a district administrator you can add individuals from your district and give them district access or specific school access (i.e. a counselor at X High School): User section.

FAFSA Completion Initiative   Give Feedback   ⌂ Home   👥 Users   🎓 Students

add new user   y administrator by name, email or district/school here

Currently there are no pending access requests or inactive users.

1. Enter their email address
2. If they already have an account for the WSAC Portal (perhaps from another system portal) then you can just grant them specific permissions by adding the school or district.

3. If they do not have an account it will prompt you to enter their contact information first and then add their permissions. You are expected to go over the confidentiality requirements as stated in the data usage agreement signed by your superintendent denoting you as the "Data Receiver".