

VERIFICATION INSTRUCTIONS

-Go to highlands.verifymyfafsa.com.

-Log in with your GHC username and password. If you don't know your username and password, you can retrieve it on the GHC ID Lookup link:

www.highlands.edu

- Click the Current Students link.
 - Click the SCORE link.
 - Click the link to look up your initial login information.
1. Answer Verification questions (answers must match information you provided on the FAFSA).
 2. Based on your answers, the system will add requirements to upload documents.
 3. Create e-sign pin and sign form (any corrections to the form requires another e-sign).
 4. For students who add parents to the FAFSA, the parent will also have to create an e-sign pin and sign the form.
 5. If you cannot create an e-sign pin, the student can opt out of e-sign by following the below instructions:
 - Go to highlands.verifymyfafsa.com and log in.
 - Click on Review and Sign tab on left-hand side of screen.
 - Scroll to bottom of page and student will click on opt out button.
 - Then they will click on download button underneath the opt out button.
 - Once the form downloads, print the form.
 - Student and parent (if applicable) will sign, date and then upload the form back to highlands.verifymyfafsa.com.

If you're unable to upload any requested forms, they can be submitted to the GHC Office of Financial Aid but this adds another layer to the Verification process and can make it take longer.

Verification can take up to two weeks once all final documents and information are received.

You should monitor the progress of your Verification by doing the following:

1. Monitor highlands.verifymyfafsa.com for any further requests for documents and/or information.
2. Monitor your SCORE account on the Check Financial Aid Status link for the appropriate aid year for Verification completion and any applicable financial aid offers. *An aid year encompasses fall, spring, and summer.*
3. Monitor your [Schedule/Bill](#) for the appropriate semester for any applicable financial aid offers.
4. You can also email finaid@highlands.edu for updates.