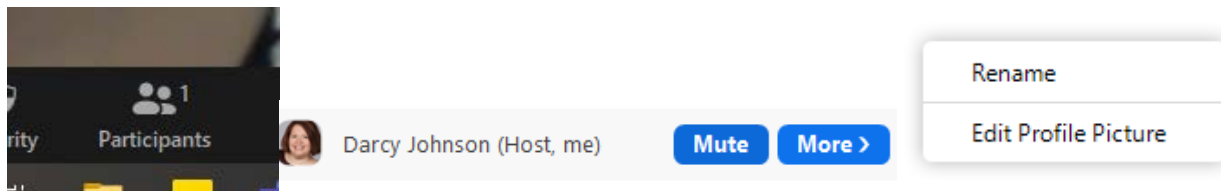


# Tips for Successful FAFSA Completion

1. Get prepared
  - a. Complete all steps and collect all information listed on FAFSA Completion Checklist
2. Attend FAFSA Completion Night Zoom event
  - a. On **October 5<sup>th</sup> between 6:00p-7:30pm**, log in to <https://emporiastate.zoom.us> (DO NOT share with others)
    - i. Only one device per FAFSA being completed (i.e. -either student or parent should be logged in, not both)
    - ii. Log in to Zoom from the device you will be completing your FAFSA on
      1. Will allow for screen share if you get stuck
    - iii. Change your Zoom Name to *Student Name – Name of school* (i.e. – Joe Smith – BHS)
  - b. You will enter a Zoom Lobby
    - i. When you have a question, use the Raise Hand feature in Zoom
      1. Host will place you in a secure breakout room with a financial aid professional, who will help you with your question
    - ii. Once your question is answered click “Leave Breakout Room” to return to the lobby
    - iii. When you have another question, use Raise Hand feature again to be placed into a secure breakout room again
  - c. Once you have submitted your FAFSA, you are free to leave the Zoom Lobby
  - d. Review After the FAFSA Checklist provided by your guidance counselor after the event

On Zoom

To Change Name: Click on Participants, Hover over your name, Click More, Click Rename



To Raise Hand: Click Participants, Click Raise Hand (at bottom of Participants box)

