

Electronic Parent Signature on Verification Worksheet

Step 1: Navigate to <u>www.usm.edu/SOAR</u> and Login with your Credentials Username: W+EMPLID and Password

Step 2: Click Student Dashboard on your Homepage and "Manage Guests"

	" =	Dashboard		Click on "Add Guest User" on the top	right of the page,
A Dashboard		Hello	General Academics §	accept terms and conditions, and g	irant permissions
My Advisors	~	Shopping Cart Summer 2022-2023	Z	Add Guest User	
Class Information	~	You have no classes in your shopping cart.			
Schedule				"View Financial Aid" permission m	ust be selected for
🗢 Enrollment	~	Wait List Summer 2022-2023		your parent to sign the verification	n worksheet online.
Academics	~	You have no wait listed classes.		Add Guest User	×
Student Account	~				
Financial Aid	~			User information	
Admissions	~			Name	
My Information	6 ~			Email	
My Profile	~			USER PERMISSIONS	SELECT ALL
22 Manage Guests	>			View Financial Aid	

Step 3: Parent Signs into SOAR with their Credentials (Capital "W")

Parent will receive two messages to the email address the student provided when granting access. One with their username, the student's ID number followed by "_001" or "_002" for example. The second with a link to retrieve the password. Unfortunately, the password for guests can't be changed, so keep it in a safe place for future use.

Step 4: Parent clicks on Student Dashboard and Clicks on "To Dos"

SOUTHERN MISSISSIPPI	=	To Dos	•			
f Dashboard	4	23-24 Dependent Verification	23-24 Dependent Verification	After clicking on the		
My Advisors		Institution: Univ or Southern Mississippi	Institution: Univ of Southern Mississippi	"Online Verification		
E Class Information	v	Due: 12/08/2022 Status: INITIATED	Aid Year : Fail 23, Spring 24, Summer 24 Status: INITIATED	Worksheet", you will		
Schedule		23-24 Parent Signature >	Contact Financial Aid Office	proceed to signature by		
Incolliment	×	Institution: Univ of Southern Mississippi Due: 12/08/2022	Email Enancial aid@usm.edu Due: 12/08/2022	vorifying your parantal		
Academics	~	Status: INITIATED	DESCRIPTION	verijying your purentur		
Student Account	v	Summer Financial Aid App >> Institution: Univ of Southern Mississippi	Please submit an online 2023-2024 Dependent Verification Worksheet. Access the Dependent Verification Worksheet at the following mix: Deline Verification Worksheet (mix) nk may only work in SCAR)	relationship to the		
Financial Aid	~	Due: 03/03/2023		student with personal		
Admissions	Ŷ	Status. INITIATED		identifiable information.		
To Dos	3 ~					



How to Print Verification Worksheet in SOAR

Step 1: Navigate to <u>www.usm.edu/SOAR</u> and Login with your Credentials Username: w+EMPLID and Password

Step 2: Click Student Dashboard on your Homepage and then Under Financial Aid, Verification Worksheet Print on the Left Side

	Dashboard	
✿ Dashboard	Hello	Academics
My Advisors 🗸 🗸	Advisors	
Class Information V		
Schedule		
🗢 Enrollment 🗸 🗸		
🚡 Academics 🗸 🗸	Champing Cart Summer 2002 2022	53
E Student Account ~	Shopping Cart Summer 2022-2023	
Financial Aid	You have no classes in your shopping cart.	
Apply for Financial Aid		
View Financial Aid	Wait List Summer 2022-2023	Z
Satisfactory Academic Progress	You have no wait listed classes.	
Financial Aid Summary		
Accept/Decline Awards		
Revise My Financial Aid		
Loans		
Verification Worksheet Print		

Step 3: Select "Click HERE to print worksheet" to Download the Form

		1 row (□) (□) (□) (□) (□) (□) (□) (□) (□) (□)
Aid Year 🗘	Print	
2024	Click HERE to print worksheet	
Exit Page		

On the left, you will see the aid year. Make sure you select the correct year. For example, if you are completing the process for the Fall 2023, Spring 2024, or Summer 2024 semesters, 2024 should be selected. Additionally, make sure your pop-up blocker is not on, as that will prevent the document from processing.