FAFSA® Partner Portal Training Resource

The FAFSA Partner Portal is a new website at **fafsa.partnerportal.ed.gov** for financial aid administrators available for the 2024–25 award year. This resource addresses common questions and answers about FAFSA Partner Portal corrections. To access 2023–24 student information, go to **faaAccess.ed.gov**.

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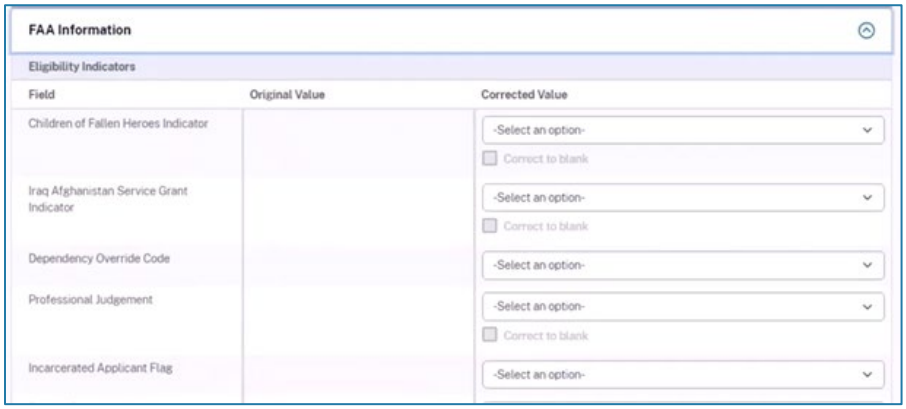
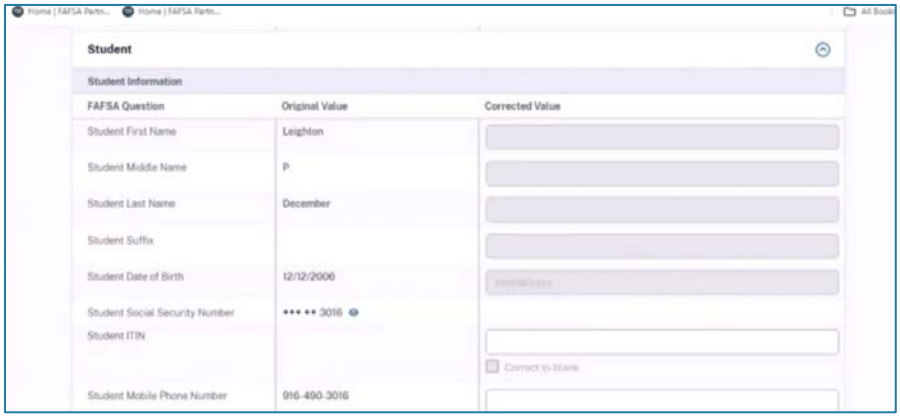
1. Which fields may be updated by a financial aid administrator, and which may not?

- (Reminder: federal tax information (FTI) received directly from the IRS Financial Aid Direct Data Exchange is not visible in the FAFSA Partner Portal; only the manually reported financial information fields are visible.)
- Fields that may **only** be updated under the "FAA Information":
  i) Children of Fallen Heroes Indicator
  ii) Iraq Afghanistan Service Grant Indicator
  iii) Dependency Override Code
  iv) Professional Judgment
  v) Incarcerated Applicant Flag
  vi) Resend Record to Matches



- Fields that **may not** be updated:
  i) Information under "Additional Processing Information."
  ii) Under the "Student," "Parent," or "Parent Spouse or Partner" sections, you **may not** update personal identifiable information (PII) attached to a StudentAid.gov account

(first name, middle name, last name, suffix, birth date, Social Security number—all of which will be grayed out).

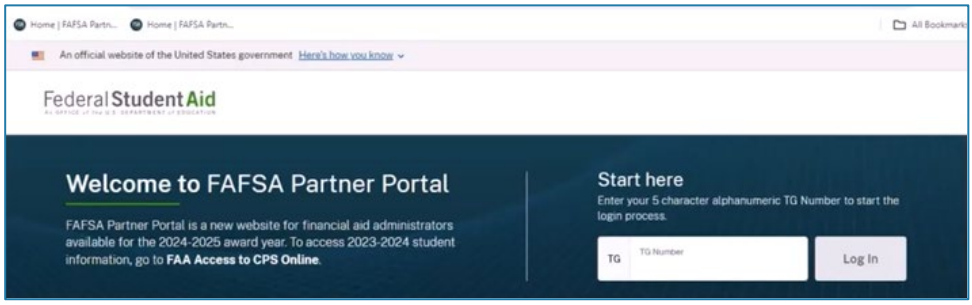


2. When should a financial aid administrator set a professional judgment flag?

- A professional judgment flag should be set,
  - i) due to special circumstances;
  - ii) to override FTI with manually reported financial information (may include situations where the financial aid administrator is resolving conflicting information, updated financial information due to an amended return, or accounting for dual tax filers)[1]; and
  - iii) to include foreign income exempt from taxation in the Student Aid Index calculation.

3. What steps must be followed to make updates to income by professional judgment?

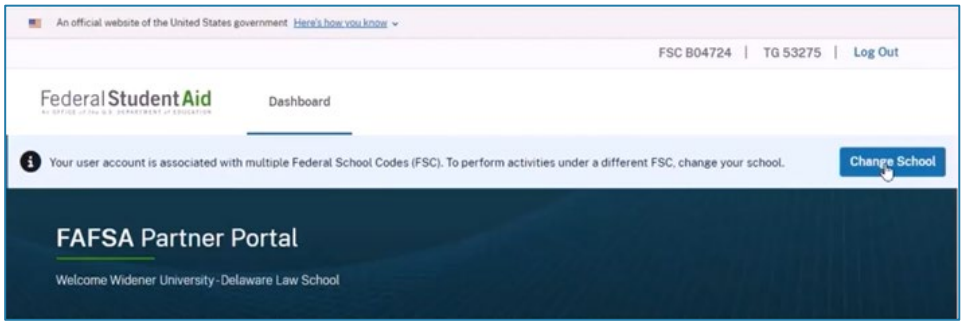
- From the FAFSA Partner Portal, enter the TG number (Student Aid Internet Gateway mailbox) for your Destination Point



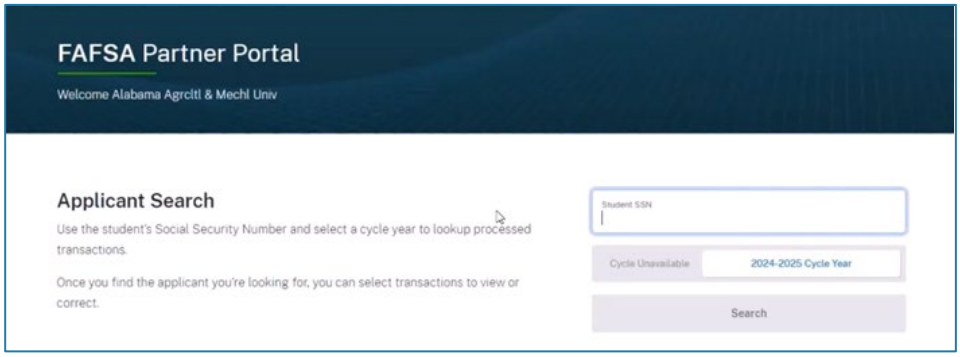
- Enter your FSA Access and Identity Management System—otherwise known as AIMS—username and password

[1]These professional judgment flag instructions reflect temporary guidance specific to the 2024–25 award year.

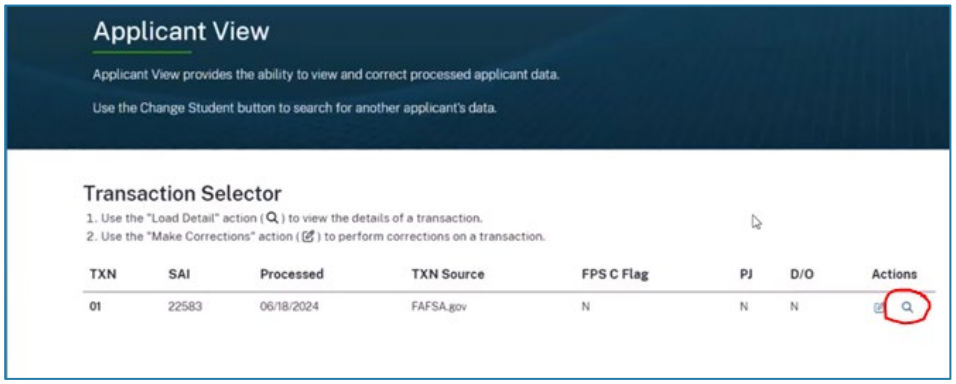
- If you are associated with more than one school, from the FAFSA Partner Portal Dashboard, indicate your federal school code and click “Change School.”



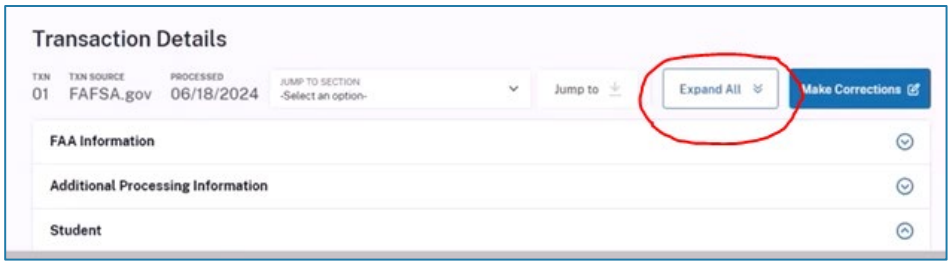
- Enter the applicant’s Social Security number and click “Search”



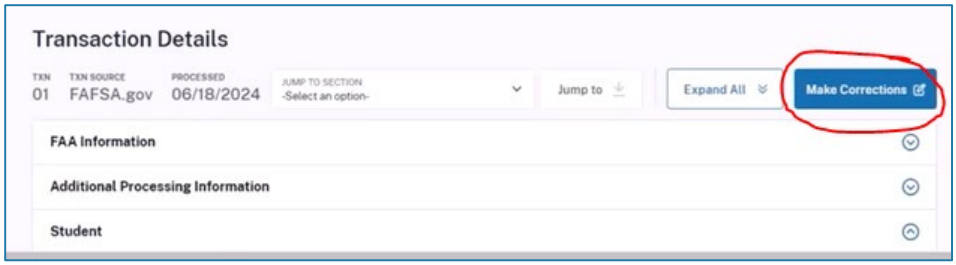
- From the “Applicant View,” locate the transaction number you with to view and click the magnifying glass icon.



- Select the section you want to view, or click “Expand All”



- Click the “Make a Correction” button to enter corrections mode.



- Make edits to the fields you wish to correct.
    i) If you are making corrections to a field value, you can override the data by entering changes in the “Corrected Value” column.
    ii) If a field’s value is unchanged, you do not need to enter the data again unless there is a specific edit on the *Institutional Student Information Record* that requires the financial aid administrator to confirm the value. See **Volume 5** of the *2024–25 FAFSA Specifications Guide* for additional information.
- Click the “Review and Submit” button and follow the prompts to submit.

4. What value should the financial aid administrator select in the Dependency Override field?

- Financial aid administrators (FAAs) may select either value 1 (Dependent to Independent Override) or value 2 (Override Canceled).
- FAAs should **not** set the field to value 3 (Failed Dependency Override).

5. What steps must be followed to complete a V1 Verification?

- From the FAFSA Partner Portal, enter the TG number for your Destination Point
- Enter your AIMs username and password
- If you are associated with more than one school, from the FAFSA Partner Portal Dashboard, indicate your federal school code and click “Change School.”
- Enter the applicant’s Social Security number and click “Search”

- From the “Applicant View,” locate the transaction number you with to view and click the magnifying glass icon.
- Select the section you want to view, or click “Expand All”
- Click the “Make a Correction” button to enter corrections mode.
- After reviewing the submitted verification documentation, make edits to the fields you wish to correct.
    i) If you are making corrections to a field value, you can override the data by entering changes in the “Corrected Value” column.
    ii) If a field’s value is unchanged, you do not need to enter the data again unless there is a specific edit on the *Institutional Student Information Record* that requires the financial aid administrator to confirm the value. See **Volume 5** of the *2024–25 FAFSA Specifications Guide* for additional information.
- Click the “Review and Submit” button and follow the prompts to submit.

6. Where can I find additional guidance about how and when to complete verifications to the FAFSA form?

- Refer to **chapter 4** in the *2024–25 Federal Student Aid Handbook* for additional guidance about making verification, updates, and corrections.

7. Where can I find guidance about interpreting processing codes and data fields on the *Institutional Student Information Record*?

- **Volume 5** of the *2024–25 FAFSA Specifications Guide* includes additional information about interpreting processing codes and *Institutional Student Information Record* data fields.

8. How quickly are FAFSA Partner Portal corrections processed?

- Corrections via the FAFSA Partner Portal are processed in 1-3 days.

Additional Tools and Resources

- **FSApartners.ed.gov/knowledge-center**
- **FinancialAidToolkit.ed.gov**
- **FSAtraining.ed.gov**

A demonstration about making corrections in the FAFSA Partner Portal (“Demo of FAFSA Partner Portal Corrections Live Webinar June 28, 2024”) is available on the FSA Training Center at **FSAtraining.ed.gov**. On the homepage, select the “Recorded Webinars and Training” tab, then select the “FAFSA Simplification” track. You must log in to view the recording.