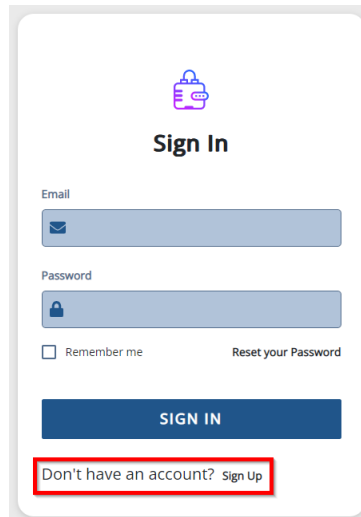


Create VASA Account - Student Applicant

Basic Flow

1. Go to the Student Experience portal at <https://schev.edu/index/tuition-aid/vasa/>
2. Click the "File the VASA Application" button
3. On the next screen, click on "Sign Up" to create an account




The screenshot shows a "Sign In" form with the following elements:

- A purple icon of a person with a lock at the top.
- The title "Sign In" in bold black text.
- An "Email" label above a light blue input field with an envelope icon on the left.
- A "Password" label above a light blue input field with a lock icon on the left.
- A checkbox labeled "Remember me" and a link "Reset your Password" to the right.
- A dark blue button labeled "SIGN IN".
- A link "Don't have an account? Sign up" at the bottom, which is highlighted with a red rectangular border.

4. Review the eligibility criteria and answer appropriately.
 - a. 'Yes' will direct the applicant to complete a FAFSA
 - b. 'No' will allow the applicant to continue with account creation
5. Click Continue
6. Complete Registration Step 1: Account Creation


Registration Step 1 of 3: Account Creation


Sign Up

Please fill out the form below to create your account.


All the information you provide is confidential. Once you complete the information, your account will be created and you will be able to access the Student Experience Portal.

Email

 Please ensure that this is a valid, permanent email address that you check regularly.


Confirm Email

Password

 New passwords must be at least 14 characters and meet the following:

- 1 upper case (A-Z) characters
- 1 lower case (a-z) characters
- 1 numeric characters (0-9)
- 1 special characters (e.g. !@#%&*')
- Not exceed 2 sequential numbers (e.g. 12, 456, 789)
- Not exceed 2 repeating characters numbers (e.g. AA, bb, 77, &&)
- Do not include common words or names.

Confirm Password

Please show you are not a robot
 I'm not a robot 

7. Click Continue

8. Complete Registration Step 2: Email Authentication

Registration Step 2 of 3: Email Authentication

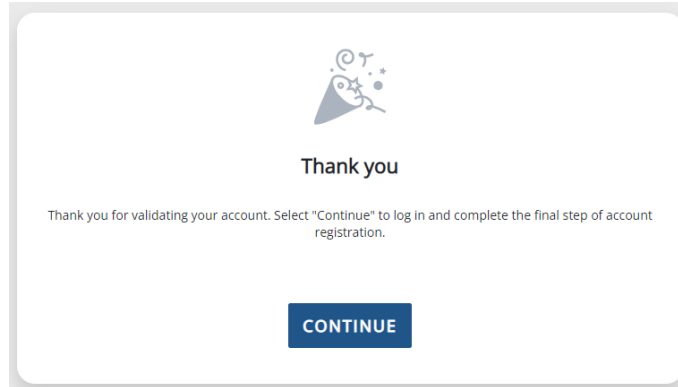
Please validate your email

We sent you a confirmation email with a link to activate your account.

Access your email account and click on the link provided in the confirmation email.

Click [here](#) to send a new confirmation email to [support@regent.ca@gmail.com](#).

a. Applicant logs into the email address used for account creation to validate.



9. Login into the Student Experience portal with the email and password used in Step 1

A screenshot of a "Sign In" form. At the top center is a purple icon of a briefcase. Below the icon, the text "Sign In" is displayed in a bold, black font. The form contains two input fields: "Email" with a light blue border and a small envelope icon on the left, containing the text "alrchet.regent@sigmail.com"; and "Password" with a light blue border, a small lock icon on the left, and a series of dots representing a masked password. Below the password field, there is a checkbox labeled "Remember me" and a link that says "Reset your Password". At the bottom of the form is a dark blue rectangular button with the text "SIGN IN" in white, uppercase letters. Below the button, there is a link that says "Don't have an account? sign up".

10. Complete Registration Step 3: Student Account Validation questions

Registration Step 3 of 3: Student Account Validation



Financial Aid Account

Please complete the following registration form.

First Name

i If you have a Social Security, DACA, or ITIN Card, your first/last name should match that document. If you don't have a Social Security, DACA, or ITIN Card, your first/last name should match the name you provided to your colleges.

Last Name

i If you have a Social Security, DACA, or ITIN Card, your first/last name should match that document. If you don't have a Social Security, DACA, or ITIN Card, your first/last name should match the name you provided to your colleges.

Social Security, DACA, or ITIN Number

i Provide the exact number listed on your Social Security, DACA, or ITIN Card excluding the dashes. Please use the format 123456789. If you do not have a Social Security, DACA, or ITIN Number, leave blank.

Confirm Social Security, DACA, or ITIN Number

i Reenter your Social Security, DACA, or ITIN Number entered above.

Date of Birth (mm/dd/yyyy):

i Please enter a valid date of birth (MM/DD/YYYY).

Institution Issued Student Identification Number

i Indicate the ID number issued by the institution you plan to attend, otherwise leave blank.

[LOGOUT](#) [DONE](#)

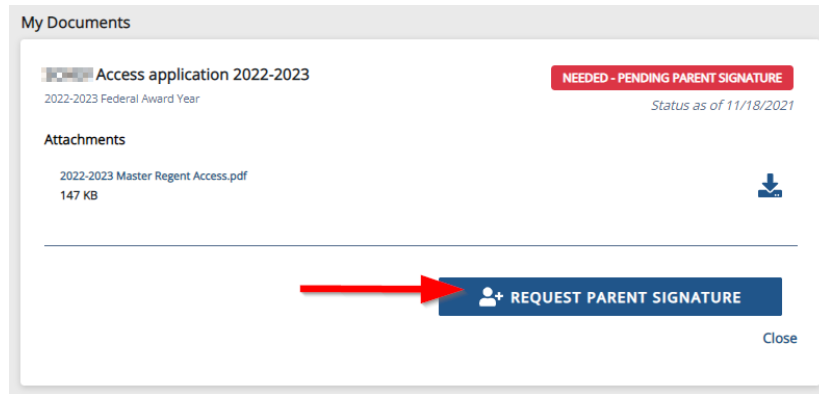
Post-condition

- Applicant has successfully created an account.

5.1 Create Your VASA Account – Applicant’s Parent

Basic Flow

1. Applicant logs into the Student Experience portal
2. Applicant clicks ‘Request Parent Signature’ on the Regent Access



3. Applicant selects the parent and enters that parent's email address to which the invitation will be sent
4. Applicant clicks SEND INVITATION
 - a. NOTE: Parent is required to create an account to access and e-sign the application

Please choose parent to sign:

PARENT TESTER

And enter his/her e-mail for invitation.

Email

allchat.regent@3@gmail.com ✓

SEND INVITATION

CANCEL

5. Parent receives an email invitation to create an account
6. Parent clicks Create an Account link in the email

Dear **Parent**,

Parent has requested your signature on the **Access** application 2022-2023.

Log In To Your Account

You can log into the application website by clicking on the link below.

[\[Redacted Link\]](#)

Enter your email address and password to sign the form.

Note: If you are unable to remember your password, please click the 'Reset your Password' option on the login page.

Create an Account

If you need to create an account, please click on the website link below and you will be prompted to create your account.

[\[Redacted Link\]](#)

Please note that if you do not take any action, this link will expire in 72 hours.


If you have any questions about your account or the signature process, please contact the **IT Help** at it.help@regent.edu or temp.

Sincerely,

[Redacted Signature]

7. Parent completes Registration Step 1: Account Creation

Registration Step 1 of 3: Account Creation


Sign Up

Please fill out the form below to create your account.

All the information you provide will be kept in strictest confidence. Once you complete setting up your account, you will gain access to the Student Portal.

Email

Please ensure that this is a valid, permanent email address that you check regularly.

Confirm Email


Password

New passwords must be at least 14 characters and meet the following:

- 1 upper case (A-Z) characters
- 1 lower case (a-z) characters
- 1 numeric characters (0-9)
- 1 special characters (e.g. !@#%&*)
- Not exceed 2 sequential numbers (e.g. 12, 456, 789)
- Not exceed 2 repeating characters numbers (e.g. AA, bb, 77, 88)
- Do not include common words or names.

Confirm Password

Please show you are not a robot

I'm not a robot 

8. Parent clicks Continue

9. Parent completes Registration Step 2: Email Authentication

Registration Step 2 of 3: Email Authentication

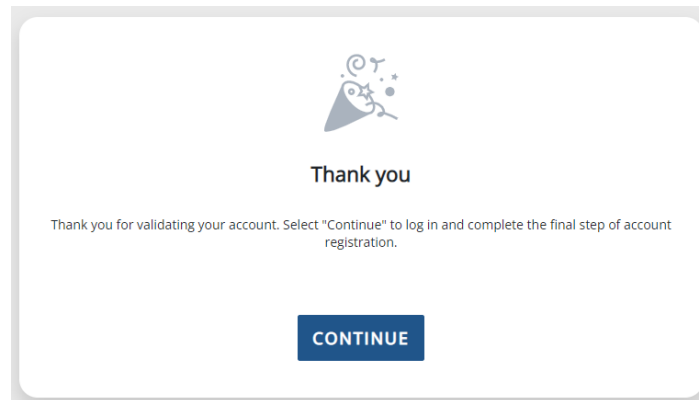
Please validate your email

We sent you a confirmation email with a link to activate your account.

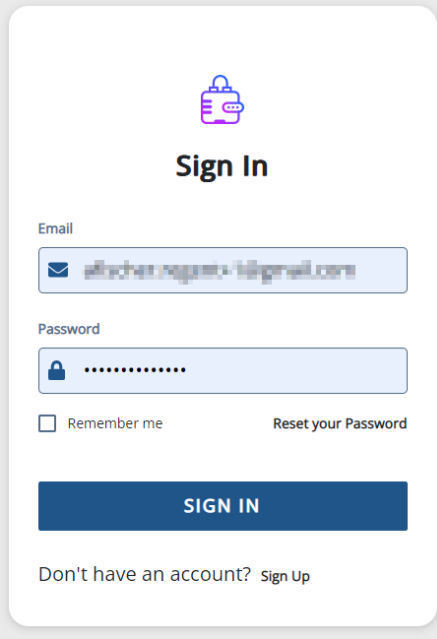
Access your email account and click on the link provided in the confirmation email.

Click [here](#) to send a new confirmation email to afkchat.registration@tsgmail.com.

10. Parent logs into the email address used for account creation to validate.



11. Parent logs into the Student Experience portal with the email and password used for account creation



The screenshot shows a sign-in form with a light blue background. At the top center is an icon of a briefcase with a lock. Below the icon, the text reads "Sign In". Underneath that, there are two input fields: "Email" and "Password". The "Email" field contains the text "afkchat.registration@tsgmail.com". The "Password" field contains a series of dots. Below the "Email" field, there is a checkbox labeled "Remember me" and a link labeled "Reset your Password". At the bottom center is a dark blue button with the text "SIGN IN". Below the button, there is a link that says "Don't have an account? Sign Up".

12. Parent completes Registration Step 3: Parent Account Validation

Registration Step 3 of 3: Parent Account Validation



Financial Aid Account

Please complete the following registration form using your name as it is listed in the email invitation you received.

First Name

Last Name

Last 4 digits of your SSN

Date of Birth (mm/dd/yyyy):

LOGOUT

DONE

13. Parent clicks Done and is taken to the Student Experience portal home page

Filter By: Status: Needed (1) Received (0) Satisfied (0) Unsatisfied (0) [Show All Documents](#)

Documents

My Documents

Access application 2022-2023
2022-2023 Federal Award Year

NEEDED - PENDING PARENT SIGNATURE

Status as of 11/18/2021

[Review and Update](#)

Post-condition

- Parent has successfully created an account and can log into the Student Experience portal