

2014-2015 FAFSA INSTRUCTIONS

1. GET YOUR FEDERAL PIN.

In order to complete the FAFSA, both the student and a parent (for dependent students) must have a PIN.

If you do not have a Federal PIN:

- Go to www.pin.ed.gov to **Apply for a PIN**.
- Enter all of the information requested, such as SSN, name, date of birth, address, email address, etc.
- You may create your own PIN. Be sure to write your PIN down in a safe location for future use.

If you do not know your PIN:

- Go to www.pin.ed.gov to request a **Duplicate PIN**.
- Enter your SSN, the first two characters of your last name, and your date of birth. You are certifying that you are the person identified by those items.
- Answer the challenge question and select **SUBMIT REQUEST**. Click **DISPLAY NOW** to receive instant PIN.

2. COMPLETE YOUR FAFSA.

- Go to www.fafsa.ed.gov

For First Time Users:

- Click on **Start A New FAFSA**.
- Enter all information requested.
- Select **2014-2015 FAFSA** and select **Next**.
- You must enter a password for your FAFSA. Remember this password in order to access your saved FAFSA.
- Proceed through each step using **2013 tax information**.

*****It is strongly suggested that you use the IRS Data Retrieval Tool. Please see separate instructions for this tool.*****

- **Sign and Submit.** You and your parent (for dependent students) will enter your PIN number(s), agree to the Terms of Agreement, and Sign the FAFSA. Click on **Submit My FAFSA Now** once the FAFSA is signed.
- Print your confirmation page and **EXIT FAFSA**.

For Returning Users:

- Click on **Login**.
- Enter the **Student Information** requested then click **Next**.
- Select **2014-2015 FAFSA Renewal** then click **Next**.
- Enter your **PIN** and **Password** then click **Next**.
- Review **Introduction Page** then click **Next**.
- Proceed through each step using **2013 tax information**.

*****It is strongly suggested that you use the IRS Data Retrieval Tool. Please see separate instructions for this tool.*****

- **Sign and Submit.** You and your parent (for dependent students) will enter your PIN number(s), agree to the Terms of Agreement, and Sign the FAFSA. Click on **Submit My FAFSA Now** once the FAFSA is signed.
- Print your confirmation page and **EXIT FAFSA**.

3. REVIEW YOUR STUDENT AID REPORT

- If you provided an email address, within 3-5 days you should receive an email to inform you that your FAFSA has been processed.
- If an email address is not provided, you will receive a Student Aid Report (SAR) by mail within 5-10 days.
- Review your FAFSA information carefully and make any necessary corrections.

Check your Pathway Account for Requested Documents and Award Status!

If after checking your Pathway account, additional assistance is needed, please contact the financial aid office at (864) 941-8365:

- Last name beginning with A-D—Kim Chalmers chalmers.k@ptc.edu
- Last name beginning with E-H—Amelia Fricks fricks.a@ptc.edu
- Last name beginning with I-L/ Work Study Coordinator—DeShawn Morgan morgan.d@ptc.edu
- Last name beginning with M-Q – Grace Warner warner.g@ptc.edu
- Last name beginning with R-Z—Dianne Partlow partlow.d@ptc.edu
- VA Administrator—Charlie Bouknight bouknight.c@ptc.edu

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