



# **Global Financial Aid Services**

## **GlobalCORE™** **Release Notes** **Ver. 16.1**

10467 Corporate Drive  
Gulfport, Mississippi 39503  
228.523.1000 (Main Line)  
228.523.1707 (Help Desk)  
[www.globalfas.com](http://www.globalfas.com)

---

---

## **MODIFICATIONS / IMPROVEMENTS**

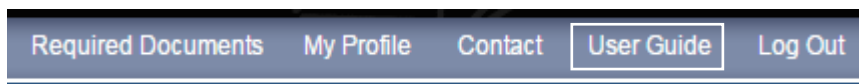
- GlobalCORE's New Look and Feel! (GCORE-522)
- Student/Parent User Guide in web portal updated to reflect New Look/Feel of site (GCORE-964)

## **CORRECTIVE ACTIONS**

- Fixed ISIR import allowing more than 500 records at a time (GCORE-942)
- 

## **MODIFICATIONS / IMPROVEMENTS**

- **NEW LOOK AND FEEL:** The new look and feel of the student/parent site has student milestones displayed to the student and parents of where they are in the process and what they still need to complete. The pages display a more dynamic way and makes instructions to the student/parent more clearly. Attached to these notes is an addendum of the new features/changes that have been incorporated in the enhanced student/parent web portal.
- **STUDENT/PARENT USER GUIDE UPDATED TO REFLECT NEW LOOK\_FEEL OF SITE:** Updated user guide accessible in student/parent portals to reflect new look/feel enhancements.




## **CORRECTIVE ACTIONS**

- **FIXED ISIR IMPORTS ALLOWING IMPORT OF MORE THAN 500 RECORDS AT A TIME:** Previously when importing ISIR records more than 500 at one time, the system timed out and an error message appeared. This has been fixed and now allows ~2000 records to be imported error free and with timeouts.

# **STUDENT SITE ADDENDUM**

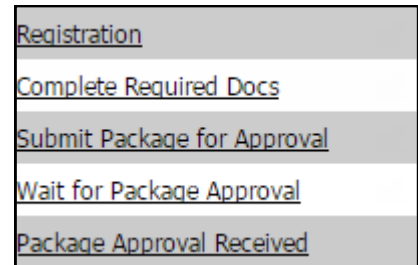
Version 16.1.0.X

## WHAT'S NEW?

- **Document Screens:** Additional screenshots were added showing several required documents as they went through completion, beginning on page 6.
  - **View Documents:** Once a document has been uploaded/faxed a magnifying glass icon  will appear to the right of the required document link that will allow users to view the attached documents. (See page 8)
  - **New Milestone Screenshots:** Screenshots have been added for the Submit Package for Approval (page 15), Wait for Package Approval (page 16), and Package Approval Received (page 20) milestones.
  - **Need Additional Info:** Beginning on page 17 several screens were added that show how reject messages will be displayed and how the student will progress through the site when they submit documentation to resolve them.
- 

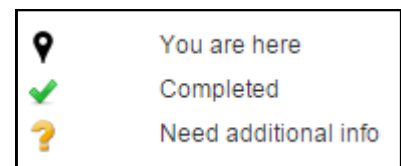
### ☒ Milestones

- **Registration:** The initial page the student/parent is taken to the first time they log in to CORE.
- **Complete Required Docs:** The list of all required verification and/or c-flag documents requiring information from the student/parent.
- **Submit Package for Approval:** The process of submitting a parent file for inclusion in the student file, or the process of submitting the student file for compliance review.
- **Wait for Package Approval:** The student file is in compliance review.
- **Package Approval Received:** The student file has successfully passed compliance review.



### ☒ Icons

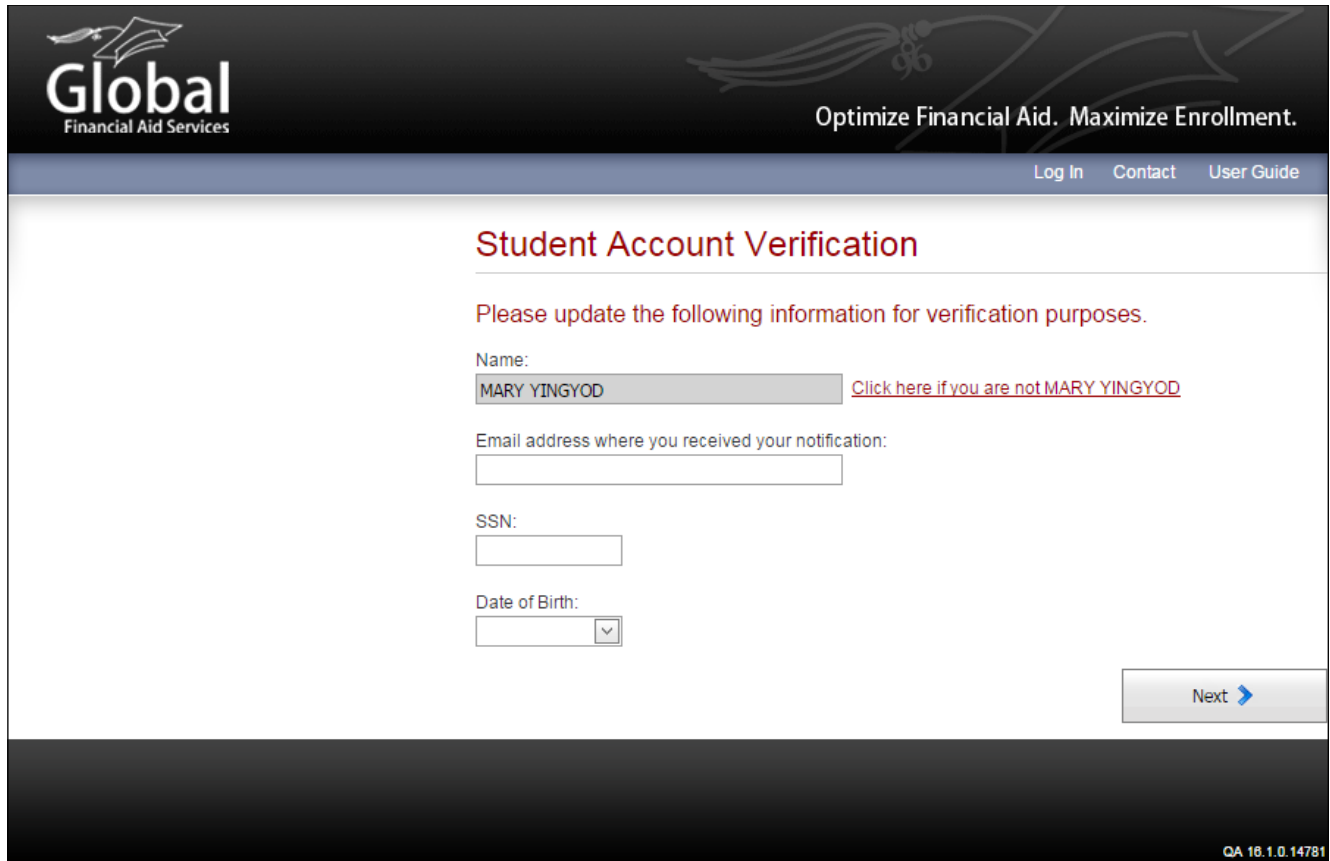
- **You are here:** The current milestone that the student/parent is in the process of completing.
- **Completed:** The milestone has successfully been completed.
- **Need additional info:** The document requires additional action after a compliance review.



## INFORMATION ON EACH MILESTONE

### Authentication:

There are no changes to the authentication process.



The screenshot shows the 'Student Account Verification' page of the Global Financial Aid Services website. The header features the 'Global Financial Aid Services' logo on the left and the tagline 'Optimize Financial Aid. Maximize Enrollment.' on the right. A navigation bar contains links for 'Log In', 'Contact', and 'User Guide'. The main content area is titled 'Student Account Verification' in red. Below the title, a message states: 'Please update the following information for verification purposes.' The form includes fields for 'Name' (pre-filled with 'MARY YINGYOD' and a link to click if not the user), 'Email address where you received your notification:', 'SSN:', and 'Date of Birth:'. A 'Next' button with a blue arrow is located at the bottom right of the form area. The footer of the page displays the code 'QA 16.1.0.14781'.

Global Financial Aid Services

Optimize Financial Aid. Maximize Enrollment.

Log In Contact User Guide

### Student Account Verification

Please update the following information for verification purposes.

Name:  
MARY YINGYOD [Click here if you are not MARY YINGYOD](#)

Email address where you received your notification:

SSN:

Date of Birth:

Next >

QA 16.1.0.14781

## GLOBALCORE STUDENT SITE

### Registration:

There has been a milestone indicator added to the left hand side of the screen.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

✓

Completed

?

Need additional info

Verify Information

Please verify the below information or update the information where necessary.  
All below information is required.

Name and Address

First Name:

MARY

Last Name:

YINGYOD

Address:

10467 Corporate Drive

City, State, Zipcode:

Gulfport

MS

39503

Contact Information

Home:

2285231000

Cell:Other:

Phone:

2285231000

Default Email:

maryyingyod@training.globalfas.com

Notification Email:

Email-Format:

Text

Security

Create Username:

Create Password:

Verify Password:

Security Question 1:

What was your childhood nickname?

Answer:

Security Question 2:

What is the name of your favorite childhood friend?

Answer:

Security Question 3:

What school did you attend for sixth grade?

Answer:

Next

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

During the Registration process, the Registration milestone will have the 'You are here' icon next to it. The user is not able to move to any future milestone until the current milestone has a 'Completed' icon next to it.

(See page 2 for a breakdown of each milestone.)

4

Ver 16.1.0.x

© Copyright Global Financial Aid Services, Inc.

## GLOBALCORE STUDENT SITE

### Complete Required Documents:

Complete Required Documents will show in an RDL screen.

The screenshot shows the 'Complete Required Documents' page. At the top, there is a navigation bar with links: 'Required Documents', 'My Profile', 'Contact', 'User Guide', and 'Log Out'. Below the navigation bar, the page is titled 'Complete Required Documents' in red. On the left side, there is a sidebar with a list of milestones: 'Registration' (with a green checkmark), 'Complete Required Docs' (with a location pin icon), 'Submit Package for Approval', 'Wait for Package Approval', and 'Package Approval Received'. Below the sidebar, there is a legend: a location pin icon for 'You are here', a green checkmark for 'Completed', and a yellow question mark for 'Need additional info'. The main content area on the right contains the following text: 'You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.' Below this, it says: 'Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.' There are three links: 'Tax Information', 'Household Size / Number in College', and 'Other Untaxed Income'. At the bottom right, there is a 'Next' button with a blue arrow.

Registration will have a 'Completed' icon next to it and Complete Required Docs will have a 'You are here' icon next to it. The student will be required to complete each document in the Required Document List (RDL) before moving on to the next milestone.

This is a cropped version of the screenshot above, focusing on the sidebar and legend. It shows the milestones: 'Registration' (Completed), 'Complete Required Docs' (You are here), 'Submit Package for Approval', 'Wait for Package Approval', and 'Package Approval Received'. The legend below shows the icons: a location pin for 'You are here', a green checkmark for 'Completed', and a yellow question mark for 'Need additional info'.

The student will not be able to move forward from Complete Required Docs until all individual documents have been completed. The student may return to their profile by clicking the Registration milestone or the My Profile link at the top of the page.

The next few pages will show the completion of the three required documents listed above.

Clicking the 'Next' button will take the student to the pages where they can enter their responses and upload any supporting documentation required.

## GLOBALCORE STUDENT SITE

### Tax Information

At the beginning of each required document there will be an attestation page where the student will confirm the accuracy of the information and documents they are providing.

Notice that the student remains at the 'Complete Required Docs' milestone as they proceed.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

### Tax Information

#### Tax Return Filers

Please click the "I Attest" button at the bottom of the screen to electronically sign and confirm the accuracy of the information provided on this document.

Previous

I Attest

Once the student attests to the information and documents they are providing, they are taken to the main document page. For the Tax Information page instructions are included on what the correct documents are to provide, and how to obtain that documentation if the student has not already.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

### Tax Information

#### Tax Return Filers

**Important Note:** If an individual filed an amended IRS income tax return for tax year 2014, provide both of the following:

- A signed copy of the original 2014 IRS income tax return that was filed with the IRS or a 2014 IRS Tax Return Transcript (signature not required) for the 2014 tax year; and
- A signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

You have the option to return to FAFSA on the Web (FOTW) to perform the IRS Data Retrieval action and wait on your updated SAR to complete the verification process, or you may upload the appropriate tax transcript. If you have not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log into your FAFSA record, select 'Make FAFSA Corrections', and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into your FAFSA. If you choose to return to FAFSA on the Web, you will be notified when your subsequent SAR is received.

**NOTE:** You may have already performed the IRS Data Retrieval; however, we have not received your subsequent SAR. Once we receive your subsequent SAR, we will send a notification to your email address to return to the site and complete the process.

To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the 'Order a Return or Account Transcript' link, or call 1-800-908-9946. Make sure to request the 'IRS tax return transcript' and not the 'IRS tax account transcript'. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2014 tax returns, you must submit tax return transcripts for both you and your spouse



## GLOBALCORE STUDENT SITE

At the bottom of the page there is an area where the student can upload documents or print a fax coversheet which can be used to send the documents via fax. The first screen below shows the Attach Document section prior to any supporting documents being uploaded. The second screen shows a document has been uploaded and the student is ready to continue.

### Attach Document

Please attach a copy of your 2014 IRS Tax Return Transcript.

☒ I wish to upload the document(s) now.

☒ Use SilverLight (preferred)  

Browse...

Allowed types: bmp, gif, jpg, jpeg, pdf, tif, tiff  
Maximum file size: 10Mb

Upload

☐ I will upload the document(s) later.  
☐ I will fax the document(s).  
☐ I already uploaded the document(s).

### My Documents

Previous

Save & Continue

### Attach Document

Please attach a copy of your 2014 IRS Tax Return Transcript.

☐ I wish to upload the document(s) now.  
☐ I will upload the document(s) later.  
☐ I will fax the document(s).  
☒ I already uploaded the document(s).

The document(s) that you have sent will be reviewed. You will not be considered for financial aid until you have submitted all documents.

### My Documents

File	Document	Type	Delete
<a href="#">Tax Transcript.jpg</a>	Tax Information	Student Tax Return Transcript	

Previous

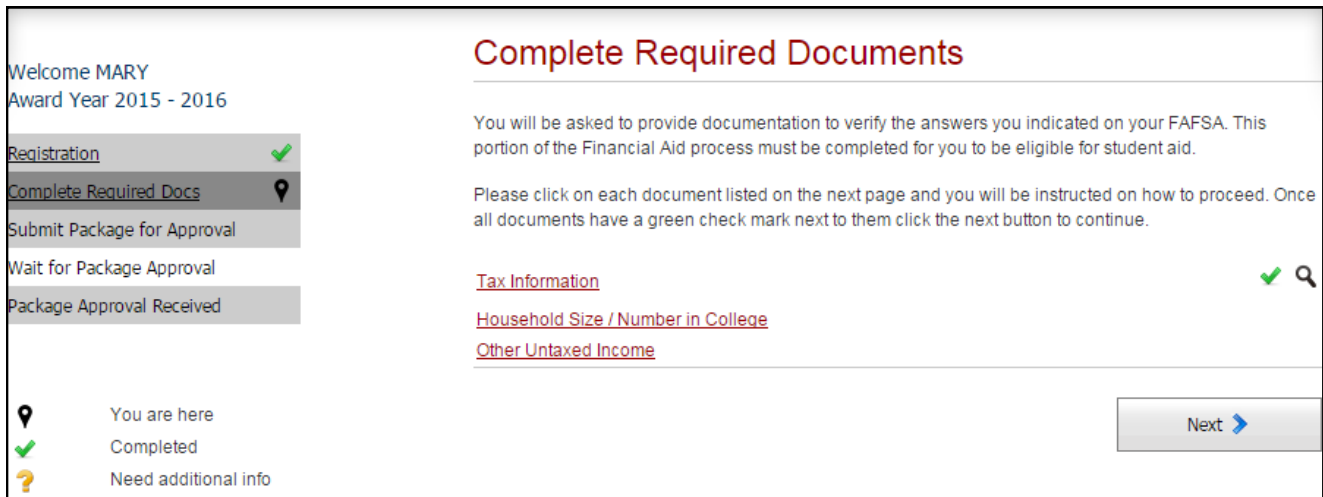
Save & Continue

Selecting 'Save and Continue' will return the student to the Required Documents page.

## GLOBALCORE STUDENT SITE

### Complete Required Documents:

At the Complete Required Documents screen the Tax Information doc will now have a green checkmark next to it indicating the document is now complete. There is also a magnifying glass to the right of the document that will allow the user to view any documents have been uploaded for that specific required document.



Welcome MARY  
Award Year 2015 - 2016

Registration

**Complete Required Docs**

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

[Tax Information](#)

[Household Size / Number in College](#)

[Other Untaxed Income](#)

You are here

Completed

Need additional info

Next

At the View Documents page, the File Name that is displayed is a clickable link that will open the document that was uploaded.



Welcome MARY  
Award Year 2015 - 2016

Registration

**Complete Required Docs**

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### View Documents - Tax Information

File Name	Document Type
<a href="#">Tax Transcript.jpg</a>	Student Tax Return Transcript

You are here

Completed

Need additional info

Next

Clicking 'Next' will return the user to the Complete Required Documents page.

## GLOBALCORE STUDENT SITE

### Complete Required Documents:

Once again at the Complete Required Documents page the user has the choice to click the specific link for the document they would like to complete or the user can click 'Next' to move on to the next required document, Household Size / Number in College.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

[Tax Information](#)

[Household Size / Number in College](#)

[Other Untaxed Income](#)

You are here

Completed

Need additional info

Next

### Household Size / Number in College

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### Household Size/Number in College Worksheet

Please click the "I Attest" button at the bottom of the screen to electronically sign and confirm the accuracy of the information provided on this document.

Previous

I Attest

You are here

Completed

Need additional info

Once the student attests to the information and documents they are providing, they are taken to the main document page.

# GLOBALCORE STUDENT SITE

## Household Size / Number in College

On the Household Size / Number in College worksheet instructions are given on who should be included in the user's household and an area where family members can be added is at the bottom of the page.

The student is always listed automatically and cannot be deleted.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Data

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

### Household Size/Number in College Worksheet

Your application has been selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm information you (and your parent or spouse, if applicable) reported on your FAFSA (Free Application for Federal Student Aid). The people in the household should be listed on the document and include the name of any post secondary educational institution that any member of the household is attending, except in the case of a dependent student and your parent is attending college.

#### Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2015 through June 30, 2016, or if the child would be required to provide your information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015 and June 30, 2016.

Please do not add yourself as you are already listed. Also, be sure to click "Add" after you have entered each household members' information.

Last NameFirst NameAge

Relationship to Student

College (blank if none)

☐ Enrolled at least half time?

Add Family Member

Name	Age	Relationship to Student	College	Delete
YINGYOD, MARY	24	Self	Training	

Previous

Save & Continue

## GLOBALCORE STUDENT SITE

Name	Age	Relationship to Student	College	Delete
YINGYOD, MARY	24	Self	Training	
YINGYOD, One	1	Daughter		✗
YINGYOD, Two	1	Son		✗

[< Previous](#) [Save & Continue >](#)

As members are added they will be included in the list at the bottom of the page.

Clicking the red X in the Delete column will let the user remove any members that were added in error.

Selecting 'Save & Continue' will return the user to the Complete Required Documents page, where two documents are now complete.

Welcome MARY

Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

Tax Information

Household Size / Number in College

Other Untaxed Income

Next >

The user can then proceed to the final document by clicking the last remaining link, or by clicking the 'Next' button.

### Other Untaxed Income

Welcome MARY

Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

### Other Untaxed Income

Please click the "I Attest" button at the bottom of the screen to electronically sign and confirm the accuracy of the information provided on this document.

< Previous

I Attest >

## Other Untaxed Income: Page 1

On the first page of the Other Untaxed Income document, the user will follow the instructions and list any amounts as it applies to them/their spouse. If the student has no other untaxed income, they will simply leave each amount as \$0.

Welcome MARY  
Award Year 2015 - 2016

- Registration ✔
- Complete Required Data 📍
- Submit Package for Approval
- Wait for Package Approval
- Package Approval Received

📍 You are here  
✔ Completed  
? Need additional info

### Other Untaxed Income

**The instructions and certifications below apply to the student (and spouse, if married for verification of Other Untaxed Income for 2014.**

**Student/Spouse:** Please check each item in table below as it applies to the student (and the student's spouse, if married) and the amount (enter the combined amounts for you and your spouse)

**To determine the correct annual amount for each item:** If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014 you paid or received it. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month.

Untaxed Income Item	Description	Total Amount
(A) Payments to tax-deferred pension and retirement savings	List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S	0.00
(B) Child support received	List the actual amount of any child support received in 2014 for the children in your household. Note: Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.	0.00
(C) Housing, food, and other living allowances paid to members of the military, clergy, and others	Include cash payments and/or the cash value of benefits received. Note: Do not include the value of on-base military housing or the value of a basic military allowance for housing.	0.00
(D) Veteran's non-educational benefits	List the total amount of veteran's non-educational benefits received in 2014. Include Disability, Death Pension, dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. Note: Do not include federal veteran's educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill	0.00
(E) Other untaxed income	List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.	0.00

## GLOBALCORE STUDENT SITE

### Other Untaxed Income: Page 1 continued...

(F) Money received or paid on the student's behalf	List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere in this table. Enter the total amount of cash support the student received in 2014. Include support from a parent whose information was not reported on the student's 2015–2016 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions unless the person is the student's parent whose information is reported on the student's 2015–2016 FAFSA. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.	0.00
--	--	------

[< Previous](#) [Save & Continue >](#)

Selecting 'Save & Continue' will take the user to the Additional Information page of the Other Untaxed Income document.

### Other Untaxed Income: Page 2—Additional Information

Welcome MARY  
Award Year 2015 - 2016

- Registration
- Generate Required Docs
- Submit Package for Approval
- Wait for Package Approval
- Package Approval Received

You are here  
 Completed  
 Need additional info

## Other Untaxed Income

### Additional Information

So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans education benefits, military housing, SNAP, TANF, etc. .

Name of Recipient

Type of Financial Support

Amount Received  
0.00

Add Additional Information

Name of Recipient	Type of Financial Support	Amount Received	Delete
No data to display			

[< Previous](#) [Save & Continue >](#)

Following the on screen instructions the user will list any additional benefits received by the student's household, including who received the benefits, what type of benefits were received, and also how much was received.

Selecting Save & Continue will take the student to the final page of the Other Untaxed Income document.

## Other Untaxed Income: Page 3—Certification & Signature

On the final page the student will be instructed to provide W-2s for each source of employment income for the tax year being requested. The page below shows that a document has already been uploaded and is now listed under the My Documents section.

Welcome MARY  
Award Year 2015 - 2016

- Registration
- Complete Required Docs
- Submit Package for Approval
- Wait for Package Approval
- Package Approval Received

You are here
 Completed
 Need additional info

### Other Untaxed Income

#### Certification and Signature

Please provide a copy of IRS Form W-2 for each source of employment income received for tax year 2014. By providing, you certify that all of the information reported on this form is complete and correct.

**WARNING:** If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.

#### Attach Document

Please attach copies of all 2014 W-2

☐ I wish to upload the document(s) now.  
☐ I will upload the document(s) later.  
☐ I will fax the document(s).  
☒ I already uploaded the document(s).

The document(s) that you have sent will be reviewed. You will not be considered for financial aid until you have submitted all documents.

#### My Documents

File	Document	Type	Delete
<a href="#">Tax Transcript.jpg</a>	Tax Information	Student Tax Return Transcript	
<a href="#">W-2.jpg</a>	Other Untaxed Income	Other Untaxed Income Student W-2	

Previous

Save & Continue

Selecting 'Save & Continue' will return the user to the Complete Required Documents page, where all documents are now complete.



### Complete Required Documents:

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

[Tax Information](#)

[Household Size / Number in College](#)

[Other Untaxed Income](#)

Next

Once all documents are complete the user milestone will be updated to 'Submit Package for Approval'.

Clicking 'Next' will take the user to the 'Submit Package for Approval' page.

### Submit Package for Approval:

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Submit Package for Approval

You have provided your required documents and will need to submit them to proceed. For your documents to be processed you must attest that they are accurate to the best of your knowledge and click on the next button.

Previous

Next

On the 'Submit Package for Approval' page the user will have the option to return to their required documents using the 'Previous' button, or submit their package using the 'Next' button.

### Wait for Package Approval

At the 'Wait for Package Approval' page the 'Next' button will be disabled.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### Wait for Package Approval

We are currently reviewing the documents you previously provided. Please allow up to 10 business days while we review your file.

If additional actions are needed you will be notified via email to return to the site.

Previous

Next

You are here  
 Completed  
 Need additional info

Clicking the 'Previous' button will return the user to the Complete Required Documents page, but the document links will be disabled as they are pending review.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

Tax Information

Household Size / Number in College

Other Untaxed Income

Next

You are here  
 Completed  
 Need additional info

Once the user's documents have been reviewed they will either be accepted or rejected. If the user's file is rejected they will receive a notification to return to the site, and upon entering the site, will be taken to the Complete Required Documents page.

### Complete Required Documents: Post Rejection

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

**Complete Required Documents**

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

[Tax Information](#)

[Household Size / Number in College](#)

[Other Untaxed Income](#)

You are here  
 Completed  
 Need additional info

Next

Once the user's package has been rejected, any documents that were rejected will be marked by a yellow question mark; this icon indicates that additional information is needed before the document can be accepted.

Clicking the 'Next' button or the link for a specific document will allow the user to access any rejected documents and review the reject reasons as well as provide any statements/additional documentation needed for the required document to pass review.

### Tax Information: Rejected Document

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

**Reject Notice - Tax Information**

Please submit a copy of your tax return transcript for verification.

Next

You are here  
 Completed  
 Need additional info

Clicking the 'Next' button will take the user to the Attestation page for the document they are currently completing.

### Tax Information: Rejected Document

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Tax Information

Please click the "I Attest" button at the bottom of the screen to electronically sign and confirm the accuracy of the information provided on this document.

Previous

Once the user attests to the information and documents they are providing, they are taken to a new page where they can select the method they wish to use to resolve the reject message they received.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Tax Information

This document was rejected during the verification process

☐ Submit a signed statement.  
☐ Submit new documentation.

Previous

If the user selects the option to 'Submit new documentation' then they will access the same pages they did when they initially completed the document, but they will be able to upload/fax in additional documents to resolve their reject.

If the user selects the option to 'Submit a signed statement' a text box will open that will allow the user to enter a statement to resolve their reject.

## GLOBALCORE STUDENT SITE

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Tax Information

This document was rejected during the verification process

☒ Submit a signed statement.

Please type your statement here:  
Transcript has been attached.

☐ Submit new documentation.

[< Previous](#) [Save & Continue >](#)

Selecting 'Save & Continue' will return the user to the Complete Required Documents page, where the rejected Tax Information doc is now showing as complete.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here  
 Completed  
 Need additional info

### Complete Required Documents

You will be asked to provide documentation to verify the answers you indicated on your FAFSA. This portion of the Financial Aid process must be completed for you to be eligible for student aid.

Please click on each document listed on the next page and you will be instructed on how to proceed. Once all documents have a green check mark next to them click the next button to continue.

[Tax Information](#)

[Household Size / Number in College](#)

[Other Untaxed Income](#)

[Next >](#)

Now that all documents are complete the user milestone will be updated to 'Submit Package for Approval' again.

Clicking 'Next' will take the user to the 'Submit Package for Approval' page.

On the 'Submit Package for Approval' page the user will have the option to return to their required documents using the 'Previous' button, or submit their package using the 'Next' button.

After the user resubmits their package using the 'Next' button they will be taken to the 'Wait for Package Approval' page to await their file review.

### Package Approval Received

If the user returns to the site prior to their file being reviewed they will reenter at the 'Wait for Package Approval' page. Once their package has been reviewed and accepted they will receive a notification and if they choose to return to the site they will now be at the 'Package Approval Received' milestone. Selecting 'Previous' will return the user to the Complete Required Documents page but the document links will be disabled as they have already been reviewed and accepted.

Welcome MARY  
Award Year 2015 - 2016

Registration

Complete Required Docs

Submit Package for Approval

Wait for Package Approval

Package Approval Received

You are here

Completed

Need additional info

## Package Approval Received

Congratulations. You have successfully completed the Verification process. Nothing further is needed from you at this time.

Previous