

# Student Account: How to create a Student Forms account

**NEW STUDENT:** Complete the **Register Account** screen the first time you log in.

**Please note:** some of the information in this form may be pre-populated. You may need to update this information to **MATCH YOUR FAFSA EXACTLY** for first and last name.

**RETURNING STUDENT:** You will be taken directly to your task list.

## Confirm Student Information

You must exactly match the following information as it appears on your FAFSA:

- \* First Name
- \* Last Name
- \* Date of Birth
- \* Social security number
- \* Preferred email
- \* Confirm email
- Phone number (optional)

**Please note:** The first four fields are required to verify your identity and link your account with the FAFSA that was imported. These fields **MUST MATCH YOUR FAFSA EXACTLY** for an account to be created. You will not be able to create an account if you did not sign the FAFSA, if you have an SSN match error, or if a comment code appears for not passing the checks with the Social Security Administration for any of the four identity fields.

**Please note:** the email must be your Kirkwood student email:

**Phone Number:** Enter a phone number in this field to opt in to receive text messages.

## Create Your Account

Once you have completed all required information, click the **Create Account** button. You will be redirected to the **landing page** of your account.

The screenshot shows the 'Register Account' form with the following elements:

- Header:** 'Register Account' with a user icon.
- Alerts:** 'This page will automatically close and log you out in 02:31' and '\* Required'.
- Title:** 'Confirm Student Information'.
- Instructions:** 'Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information below matches the information your school has on file.'
- Fields:**
  - \* First Name: Text input field.
  - \* Last Name: Text input field.
  - \* Date of Birth: Date picker (month/day/year).
  - \* Social security number: Text input field.
  - \* Preferred Email: Text input field with pre-filled text '@student.kirkwood.edu'.
  - \* Confirm Email: Text input field with pre-filled text '@student.kirkwood.edu'.
  - Phone Number: Text input field with a placeholder '( ) \_ - \_'.
- Buttons:** 'Register Account' button.
- Footer:** 'By using the site, you agree to the [Terms of Use](#)'.