



WSAC State Financial Aid Workshops

WASFA Corrections

May 2021

WSAC Presenter

Victor Fernandez

Customer Interface Manager

victorf@wsac.wa.gov



Spring Training Session Technology

- Due to the number of registered participants, the chat function will be disabled as a group tool.
- Please post all questions in the Q & A during the session.
- Sessions will be recorded for later viewing.



Agenda

Washington Application for State Financial Aid (WASFA)

- Access
- How to submit a correction
- How to approve special circumstances
- Demo
- Questions?



PORTAL ACCESS

Accessing WASFA Applicants

- FAAs can access applicants via the WSAC Portal.
- You must have WASFA permissions in the Portal to access applicant information.
- New permissions group specifically for WASFA corrections.
- Contact your institutional administrator if you need WASFA permissions.

Add Groups

Program Name Organization Name 1010 - University of Washington

Group Name	Description	
Institution staff	have access to institution features	<input type="button" value="add"/>
Institution staff lead	Institution staff with expanded capabilities	<input type="button" value="add"/>

WASFA Interface

- Use the WASFA interface in the WSAC Portal to access your institution's WASFA applicants and make corrections.
- Access the WASFA interface under Programs > WASFA.
- View results onscreen or download results in .csv or ISIR format.
- Option to select all applicants for a particular year and/or only new transactions.
 - Transactions are considered new until downloaded in ISIR format.
- Many ways to search for individual students:
 - SSN/DACA/ITIN, WASFA ID, Name, DOB, etc.

WASFA Interface Search Options



Home | Programs | WASFA

Search WASFA Applications

Must Select Academic Year

Academic Year:

School:

Last Name:

First Name:

Email:

SSN/DACA:

Applicant ID:

Date Of Birth:

Transaction Date - from:

to:

Only show new transactions*

Show New transactions only

*Transactions are considered **NEW** until downloaded in ISIR format

page size: All Data Residency Data Only

ISIR or .csv download option

- ### Search Tips:
- Leave fields blank to search for all applicants
 - When searching, ensure you have correct Academic Year selected



WASFA Corrections

WASFA Corrections

On the WASFA Interface, search for your student and click on the name:

Home ▾ | Programs ▾ | WASFA

Search WASFA Applications

Academic Year

School

Last Name

First Name

Email

SSN/DACA ⓘ

Applicant ID ⓘ

Date Of Birth

Transaction Date - from

to

Only show new transactions*
*Transactions are considered **NEW** until downloaded in ISIR format

page size: All Data Residency Data Only

Click on the student's name

Showing 1-10 of 96 results

First Previous **1** 2 3 4 5 6 7 8 9 10 Next Last

Name last ↕ first ↕ email ↕	SSN/App ID ↕	DOB ↕	Year ↕	School ↕
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] College

WASFA Corrections

On the WASFA Application Detail Page look for the recent transaction and click on the Edit button.

Home ▾ | Programs ▾ | WASFA Choose a menu i

WASFA Application Detail [REDACTED]

Student Demographics	2019-2020 Transaction 52 Edit	2019-2020 Transaction 51	2019-2020 Transaction 50
User Name	[REDACTED]	[REDACTED]	[REDACTED]
Applicant Id	[REDACTED]	[REDACTED]	[REDACTED]
SSN, DACA or Applicant ID ⓘ	[REDACTED]	[REDACTED]	[REDACTED]
Students Name	[REDACTED]	[REDACTED]	[REDACTED]
Address	[REDACTED]	[REDACTED]	[REDACTED]
Students Date of Birth	[REDACTED]	[REDACTED]	[REDACTED]
Students Permanent Phone Number	[REDACTED]	[REDACTED]	[REDACTED]
Students Drivers License (State)	[REDACTED]	[REDACTED]	[REDACTED]
Students Email Address	[REDACTED]	[REDACTED]	[REDACTED]
Students Marital Status	[REDACTED]	[REDACTED]	[REDACTED]
Students Marital Status Date			
Male Or Female	Male	Male	Male
Have Children You Support			
Have Legal Dependents Other Than Child Or Spouse			
Students Number In College	1	1	1
Born before 01-01-1996	no	no	no
Students Number Of Family Members	1	1	1
Special Circumstances			

WASFA Corrections

Locate the field you want to change by navigating through each tab across the top.

The screenshot displays a web form for editing student information. At the top, a blue horizontal line is followed by a black redaction box and the number "#52". Below this is a navigation bar with six tabs: "Student Details", "Residency", "Education", "Dependency", "Income", "Parent", and "Review/Submit". The "Student Details" tab is highlighted with a red oval. The form contains several input fields: "First name" (redacted), "Middle initial" (placeholder text), "Last name" (redacted), "Date of Birth" (redacted), "Gender" (dropdown menu with "Male" selected), "Address" (labeled "Mailing Address", redacted), "City" (redacted), "State" (dropdown menu with "Washington" selected), and "Zip" (redacted).

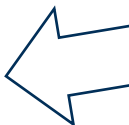
WASFA Corrections

Click into the field you want change and proceed to the Review/Submit tab to save your corrections.

Student Details Residency Education Dependency **Income** Parent Review/Submit

Students 2018 Income and Tax Return Information

Students income earned from work	<input type="text" value="\$0"/>
Spouses income earned from work	<input type="text" value="\$0"/>
Students tax return completed	<input type="text" value="Will not file"/>
Students tax filing status	<input type="text" value="— Select —"/>
Students type of tax form used	<input type="text" value="— Select —"/>
Eligible to file 1040 A or EZ	<input type="text" value="— Select —"/>
Students adjusted gross income	<input type="text" value="\$0"/>



WASFA Corrections

The Review/Submit tab displays the changes made. Double check for accuracy and click on the Submit Corrections button.

[REDACTED] #51

Student Details Residency Education Dependency Income Parent Review/Submit

Field	Original value	New value
Middle Initial		J
Parents Email Address	[REDACTED]	
Parents Secondary Email Address	[REDACTED]	
Student Or Spouse Dislocated Worker		No
Students Adjusted Gross Income From IRS Form		8000
Students Eligibility To File Schedule 1		Don't know
Students Income Earned From Work	0	9000
Students Tax Filing Status		Single
Students Tax Return Completed	Will not file	Already completed
Students Typeof Tax Form Used		IRS 1040
Students US Income Tax Paid		1000

Submit Corrections Cancel Corrections and Return

WASFA Corrections

You have successfully submitted your corrections.

Corrections Submitted

Your corrections were submitted successfully.
A new transaction should be created overnight with the corrections applied.

[Return to application](#)

WASFA Corrections

The application detail screen will now display your pending correction. Please note that a new transaction will be created overnight and the Edit button will remain locked till the following day.

Home ▾ | Programs ▾ | WASFA Choose a menu item

WASFA Application Detail

Corrections for this application have been submitted and are listed below. A new transaction should be created overnight with these corrections applied.

Student Demographics	Pending Correction ⓘ	Edit
User Name		
Applicant Id		
SSN, DACA or Applicant ID ⓘ		
Students Name		
Address		
Students Date of Birth		
Students Permanent Phone Number		
Students Drivers License (State)		
Students Email Address		
Students Marital Status		
Students Marital Status Date		
Male Or Female		
Have Children You Support		

WASFA Corrections

Correction Process Date	2021-04-22T18:52:01-07:00



Approving Special Circumstances

Approving Special Circumstances

On the WASFA Interface, search for your student and click on the name:

Home ▾ | Programs ▾ | WASFA

Search WASFA Applications

Academic Year: [Redacted] ▾

School: [Redacted] ▾

Last Name: [Redacted]

First Name: [Redacted]

Email: [Redacted]

SSN/DACA ⓘ: [Redacted]

Applicant ID ⓘ: [Redacted]

Date Of Birth: [Redacted] MM/dd/yyyy

Transaction Date - from: [Redacted] MM/dd/yyyy

to: [Redacted] MM/dd/yyyy

Only show new transactions*
*Transactions are considered **NEW** until downloaded in ISIR format

🔍 search CSV 📄 ISIR 📄 page size: [Redacted] ▾ All Data Residency Data Only

Showing 1-10 of 96 results

First Previous **1** 2 3 4 5 6 7 8 9 10 Next Last

Name last ↕ first ↕ email ↕	SSN/App ID ↕	DOB ↕	Year ↕	School ↕
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted] College

Click on the student's name


Approving Special Circumstances

On the WASFA Application Detail Page, search for the Special Circumstances Approved field and click on the Approve special circumstance button.

Home ▾ | Programs ▾ | WASFA

WASFA Application Detail [REDACTED]

Student Demographics	2021-2022 Transaction 50	Edit
User Name	[REDACTED]	
Applicant Id	[REDACTED]	
SSN, DACA or Applicant ID ⓘ	[REDACTED]	
Students Name	[REDACTED]	
Address	[REDACTED]	
Students Date of Birth	[REDACTED]	
Students Permanent Phone Number	[REDACTED]	
Students Drivers License (State)	[REDACTED]	
Students Email Address	[REDACTED]	
Students Marital Status	[REDACTED]	
Students Marital Status Date	[REDACTED]	
Male Or Female	[REDACTED]	
Have Children You Support	[REDACTED]	
Have Legal Dependents Other Than Child Or Spouse	[REDACTED]	
Students Number In College	[REDACTED]	
Born before 01-01-1998	[REDACTED]	
Students Number Of Family Members	[REDACTED]	
Special Circumstances	yes	
Special Circumstances Approved	no	<input type="button" value="Approve special circumstances"/>



Approving Special Circumstances

WASFA Application Detail



Student Demographics	2021-2022 Transaction 52	Edit
User Name		
Applicant Id		
SSN, DACA or Applicant ID ⓘ		
Students Name		
Address		
Students Date of Birth		
Students Permanent Phone Number		
Students Drivers License (State)		
Students Email Address		
Students Marital Status		
Students Marital Status Date		
Male Or Female		
Have Children You Support		
Have Legal Dependents Other Than Child Or Spouse		
Students Number In College		
Born before 01-01-1998		
Students Number Of Family Members		
Special Circumstances		yes
Special Circumstances Approved	yes	

A large, multi-story brick building with a central arched entrance. The building has several windows on both floors. In the foreground, there is a green lawn with a white picnic table and two benches. To the left, there is a paved walkway and a black lamppost with multiple white globe lights. The scene is framed by trees with green and yellow leaves, suggesting an autumn setting.

Demo



Questions?

Thank you for joining us!