A Financial Aid night is an important event for helping high school juniors and seniors, and their families, learn about ways to pay for college. Help students and families take the next steps to apply for financial aid.

Time: 60-70 minutes

Audience: high school juniors, high school seniors, and their families.

Scheduling: Schedule in the spring of junior year or fall of senior year.

### Before the event:

* **Let students and families know that this is a financial aid night that will include setting up FAFSA & ORSAA emails and IDs.**
* Let students and families know that a Social Security Number is required to set up an FSA ID. Bring/know your numbers!
* Parents without a SSN will be verified online via TransUnion or similar service.
* Everyone will need a unique email address to complete the FAFSA or ORSAA. The event should include time for setting those up, if needed.
* Line up a speaker to provide a Financial Aid presentation if you don’t want to give it yourself. You can request a presentation through [OSAC](https://oregonstudentaid.gov/resources/outreach-request/) or [Oregon Goes To College](https://oregonstate.qualtrics.com/jfe/form/SV_9BNnIynujwDL6Zf).

Agenda:

*5 minutes*

General Welcome

* Format for the event.
* Introduce guests.

*30 minutes*

Financial Aid presentation

* Given by school staff or invited guest.
* Oregon Goes To College has a presentation on paying for college: [6 Ways to Pay for College](https://oregongoestocollege.org/resources/6-ways-pay-college-presentation)
* At the end of the presentation, let attendees know that FAFSA and ORSAA are 2 applications that help students get money for college and you are going to help them take the next steps to get set up to fill out the application that they are eligible for.
* Allow time for Q & A

*30 minutes*

Setting up email for FAFSA/ORSAA and FSA ID setup

* It may make sense to break attendees up into 2 groups (keeping families together) based on who needs to set up an email and who does not.
* There is no need to break up families based on which form they are completing.
* Students and parents will each need unique emails to set up FSA ID and to fill out the ORSAA.
* Students should not use school email.
* Assist students and families with setting up email before they move on to creating an FSA ID. Students filling out the ORSAA can stop here.

Creating an FSA ID:

* Go to <https://studentaid.gov/fsa-id/create-account/launch> and follow the steps to create an FSA ID.
* Encourage students and families to keep track of college and financial aid-related passwords and security questions on the [Passwords & Log Ins Doc](https://oregongoestocollege.org/resources/passwords-and-log-ins)

Be aware of your school’s limitations. If you are using a school computer lab or school Chromebooks, can students and families access the website needed to set up emails and FSA IDs, or will they be blocked? Are the school computers set up so private information will not be saved and auto-populate when the next person uses the machine?

Consider making this a mobile friendly event by using the QR code created by Oregon Goes To College. It will take students and families directly to the FSA ID website.

*5 minutes*

Closing

* Thank participants for attending.
* Let students and families know when you will be hosting FAFSA/ORSAA completion events and invite them to attend.