

FAFSA Online Portal User Guide



How to access and use your data

Logging In

- Go to <https://sled.osse.dc.gov/>
- Click on “Log in”
- Enter your username
- Enter your password
- Click on Programs
- Select FAFSA/DC OneApp Web Portal

Navigating the Site

- Once you have logged in you will land on the Summary page, which displays the following:
 - A pie chart showing the percentage of DCPS and DC public charter school seniors who have completed the FAFSA
 - A pie chart showing the percentage of DCPS and DC public charter school seniors who have completed the DC OneApp
 - A table showing your high school, with the size of the senior cohort, number of completed applications, and percentage of completed applications for both FAFSA and DC OneApp
- The menu at the top of the page will allow you to access a calendar of District FAFSA and Financial Aid Events
 - Click on FAFSA and Financial Aid Events Calendar to access this feature

Accessing Student-level Data

- Click on your school name in the list below the pie charts
- The page that opens begins with two charts
 - Stacked bar chart showing your schools FAFSA and DC OneApp completion rates
 - Horizontal bar chart showing how your school, organization, and/or LEA's rate of FAFSA and DC OneApp completion compares to the District level
- You will now see a list of your school's seniors with the following information for each:
 - First Name, Last Name, Date of Birth
 - FARMS, CEP, Direct Cert status
 - FAFSA Status – complete or incomplete
 - Number of days with this FAFSA status
 - Error Code for incomplete applications
 - Click error code to access definition for each
 - DC OneApp Status – Accepted or Not Accepted
 - Error Code for applications that have not been accepted

Accessing Student-level Data

- Clicking on the FAFSA Error Code will reveal the definition
 - e.g., 15: this code means that the student's FAFSA or SAR is missing the parent signature
- All data, including student roster, FAFSA and DC OneApp, will be updated thrice weekly
- There is a two-week lag between student FAFSA submission and change in FAFSA status

How can I use these data?

- Targeted interventions for students with incomplete FAFSA or DC OneApp
 - Students whose FAFSA or DC OneApp is not listed as complete should submit the missing information
- Conversations with students who have not begun their FAFSA or DC OneApp
 - Encourage students who have yet to submit to begin the FAFSA and/or DC OneApp process.
- Make a FAFSA completion goal for your school, use the portal to track it
 - e.g., if you have a goal of 75%, keep track of your progress throughout each week with the summary page

What to do if information is incorrect

- If you come across school or student-level information that is incorrect
 - Send an email to Michael Longaro (Michael.Longaro@dc.gov) and CC Melissa McKnight (Melissa.McKnight@dc.gov)
 - Make the subject line “Incorrect FAFSA or DC OneApp information”
 - Email should include the following:
 - Name of high school, Local Education Agency (LEA), or community-based organization
 - Name of high school representative and their contact phone number
 - Statement of issue (i.e., what information is incorrect on the site)
 - Location on platform (i.e., where on the site is the issue)

Have any questions?

Contact the OSSE staff

Michael Longaro
(Michael.Longaro@dc.gov)

Melissa McKnight
(Melissa.McKnight@dc.gov)

