

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 all of your LEA's high schools, with the size of the senior cohort, number of completed applications, and percentage of completed applications for both FAFSA and DC OneApp for each
- 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 School and Student -Level Data

- Click on the name of the school that you would like to access in the list below the pie charts
- The page that opens begins with two charts
 - Stacked bar chart showing your school's 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 the 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

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