

**Business Process 01 - Name: Fill Out A FAFSA**

Step	Step Description	Expected Response	Comments
1	Go to <a href="http://perf.fotw.sfa.ed.gov/">http://perf.fotw.sfa.ed.gov/</a>	Enter Network Password box appears.	
2	Enter "fafsa" in the User Name field.	"fafsa" is displayed.	
3	Enter the Password	"*****" is displayed.	
4	Click the "Ok" button.	FAFSA Home Page appears.	
5	Click on the "Fill Out a FAFSA" tab.	The "Fill Out Your FAFSA " page appears.	Under Step 2 "Filling Out a FAFSA" on the home page.
6	On the "Which FAFSA do you wish to file?" dropdown, choose the "2003-2004 FAFSA".	The "2003-2004 FAFSA" choice is selected.	
7	Click the "Next" button.	The "Electronically Sign Your Application" page appears.	
8	For the "Do you want to sign your application now by using your PIN?" drop down list, choose "No".	"No" is selected.	
9	Click the "Next" button.	The "Fill Out a FAFSA" page is displayed.	
10	In the "What is your Social Security Number?" field, type "447452441".	The number "447452441" displays in the field.	A login information screen appears.
11	In the "What are the first two (2) letters of your last name?" field, type "TE".	The letters "TE" are displayed in the field.	
12	In the "What is your Date of Birth?" field, type "10311983".	The date "10311983" is displayed.	
13	In the "Enter password (4 - 8 characters; case sensitive):" field, enter "test".	The symbols "*****" will be displayed.	
14	In the "Re-enter password:" field, enter "test".	The symbols "*****" will be displayed.	
15	Click the "Next" button.	The introduction to FAFSA page appears with instructions for filling out FAFSA.	
16	Click the "Skip introduction and begin filling out FAFSA on the Web >>" link.	The 508 Compliance page appears with the "Will you be using a screen reader (special software for the visually impaired) to access this site?" drop box.	
17	In the "Will you be using a screen reader (special software for the visually impaired) to access this site?:" drop box, enter "No".	The first "Info About the Student" page appears.	
18	In the "Last Name (question 1):" field enter "Tester".	"Tester" is displayed.	
19	In the "First Name (question 2):" field enter "Ted".	"Ted" is displayed.	
20	In the "Middle Initial (question 3):" field enter "T".	"T" is displayed.	

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21	In the "Permanent Street Address (question 4):" field enter "120 FAFSA Drive".	"120 FAFSA Drive" is displayed.	
22	In the "City (question 5):" field enter "Washington".	"Washington" is displayed.	
23	In the "State (question 6):" field enter "District of Columbia".	"District of Columbia" is displayed.	
24	In the "Zip Code (question 7):" field enter "22222".	"22222" is displayed.	
25	In the "student's state of legal residence" field enter "District of Columbia".	"District of Columbia" is displayed.	
26	Pre-populated "Student's Social Security Number (question 8):"	Student's Social Security Number appears.	
27	Pre-populated "Student's date of birth (question 9):"	Student's date of birth is displayed.	
28	For the "What is the student's state of legal residence (question 24)?" drop down list, select "District of Columbia".	"District of Columbia" is displayed.	
29	In the "Student's permanent telephone number (question 10):" field enter "3333333333".	"3333333333" is displayed.	
30	In the "Driver's license number (if any) (question 11):" field enter "447452441".	The Driver's License number "447452441" is displayed.	
31	Select the "District of Columbia" state in the "Driver's license state (question 12):" drop down list.	"District of Columbia" is displayed.	
32	For the "Is the student a U.S. Citizen (question 13)?" question, select "US Citizen" from the drop box.	The "US Citizen" is selected.	
33	Click the "Next" button.	The second "Info about the Student" page appears.	
34	For the "What is the student's marital status as of today (question 15)?" drop down list, select "Single, divorced, or widowed".	"Single, divorced, or widowed" is selected.	
35	In the "Month and year the student was married, separated, divorced, or widowed (question 16):" field, leave blank.	Field is blank.	
36	For the "Is the student an "early analysis" student?" drop down list, select "No".	"No" is selected.	
37	Click the "Next" button.	The third "Info about the Student" page appears.	

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38	In the "Expected enrollment status for Summer 2003 (question 17):" drop down, select "Not Attending."	"Not Attending" is displayed.	
39	In the "Expected enrollment status for Fall 2003 (question 18):" drop down, select "Full Time/Not Sure".	"Full Time/Not Sure" is displayed.	
40	In the "Expected enrollment status for Winter 2003 - 2004 (question 19):" drop down, select "Full Time/Not Sure".	"Full Time/Not Sure" is displayed.	
41	In the "Expected enrollment status for Spring 2004 (question 20):" drop down, select "Not Attending."	"Full Time/Not Sure" is displayed.	
42	In the "Expected enrollment status for Summer 2004 (question 21):" drop down select "Not Attending".	"Not attending" is displayed.	
43	In the "Highest school the student's father completed (question 22):" drop down list, select "College or Beyond".	"College or Beyond" is displayed.	
44	In the "Highest school the student's mother completed (question 23):" drop down select "College or Beyond".	"College or Beyond" is displayed.	
45	In the "Did the student become a legal resident of the student's state of legal residence before January 1, 1998 (question 25)? " drop down, select "Yes".	"Yes" is displayed.	
46	Click the "Next" button.	The fourth "Info about the Student" page appears.	
47	For the "Is the student male? (Most male students must register with the Selective Service to get federal aid.) (question 27)" drop down list, select "No".	"No" is selected.	
48	Click the "Next" button.	The fifth "Info about the Student" page appears.	
49	In the "What degree or certificate will the student be working on during 2002 - 2003 (question 29)?" drop down list, select "1st bachelor's degree".	"1st bachelor's degree" appears in the field.	
50	In the "What will be the student's grade level when he/she begins the 2003-2004 school year (question 30)?" drop down list, select "Never attended college/1st year".	"Never attended college/1st year" appears in the field.	

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51	In the "Will the student have a high school diploma or GED before he/she enrolls (question 31)?" drop down list, select "Yes".	"Yes" is displayed.	
52	In the "Will the student have his/her first bachelor's degree before July 1, 2003 (question 32)?" drop down list, select "No".	"No" is selected.	
53	For the "In addition to grants, is the student interested in student loans (which he/she must pay back) (question 33)?" question, select "Yes" in the drop down list.	"No" is selected.	
54	For the "In addition to grants, is the student interested in "work-study" (which he/she earns through work) (question 34)?" question, select "No" from the drop down list.	"No" is selected.	
55	In the "Has the student ever been convicted of possessing or selling illegal drugs (question 35)?" drop down list, select "No".	"No" is selected.	
56	Click the "Next" button.	The first "Student Status" page appears.	
57	For the question "Was the student born before January 1, 1980 (question 52)?" select "No" from the drop down list.	"No" is selected.	
58	For the question "During the school year 2003-2004, will the student be working on a master's or doctorate program (such as an MA, MBA, MD, JD, Ph.D., graduate certificate, or Doctorate of Education, etc.) (question 53)?" select "No" from the drop down list.	"No" is selected.	
59	For the question "As of today, is the student married? (Answer "Yes" if he/she is separated, but not divorced.) (question 54)" select "No" from the drop down list.	"No" is selected.	
60	For the question "Does the student have children who receive more than half of his/her support from them (question 55)?" select "No" from the drop down list.	"No" appears in the field.	

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61	For the question "Does the student have dependents (other than your children or spouse) who live with him/her and who receive more than half of his/her support from the student, now and through June 30, 2004 (question 56)?" select "No" in the drop down list.	"No" appears in the field.	
62	For the question "Is the student an orphan, or is he/she or was he/she (until age 18) a ward/dependent of the court (question 57)?" select "No" in the drop down list.	"No" appears in the field.	
63	For the questions "Is the student a veteran of the U.S. Armed Forces (question 58)?" select "No" from the drop down list.	"No" is selected.	
64	Click the "Next" button.	The second "Student Status" page appears.	
65	In the "For 2002, has the student completed his/her IRS income tax return or another tax return (question 36)?" drop down list select "Will file".	"Will file" is displayed in the field.	
66	Click the "Next" button.	The third "Student Status" page appears.	
67	For the "What type of income tax return did the student file or will the student file for 2002 (question 37)?" question, select "IRS 1040".	"IRS 1040" is displayed in the field.	
68	For the "If the student has filed or will file a 1040, was he/she eligible to file a 1040A or 1040EZ (question 38)?" question, select "Don't Know" from the drop down list.	"Don't Know" is displayed in the field.	
69	Click the "Next" button.	The fourth "Student Status" page appears.	
70	In the "What is the student's parents' marital status as of today (question 59)?" drop down list, select "Married/Remarried".	"Married/Remarried" is selected.	
71	For the field "Month and year the student's parents were married, separated, divorced, or widowed (question 60):" enter "051979".	"051979" is displayed in the field.	
72	For the question "For 2002, have the student's parents completed their IRS income tax return or another tax return (question 71)?" select "Will file".	"Will file" is displayed in the field.	

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73	Click the "Next" button.	The fifth "Student Status" page is displayed.	
74	For the question "What type of income tax return did the student's parents file or will they file for 2002 (question 72)?" select "IRS 1040EZ" from the drop down list.	"IRS 1040EZ" is displayed in the field.	
75	For the question "If the student's parents have filed or will file a 1040, were they eligible to file a 1040A or 1040EZ (question 73)?" select "Don't Know" from the drop down list.	"Don't Know" is displayed in the field.	
76	Click the "Next" button.	The sixth "Student Status" page appears.	
77	For the question "What was the student's parents' adjusted gross income for 2002 (question 74)?" enter "49000" in the field.	"49000" is displayed in the field.	
78	For the question "How much did the student's father earn from working (wages, salaries, tips, etc.) in 2002 (question 77)? Answer this question whether or not the student's father filed a tax return." enter "24500".	"24500" is displayed in the field.	
79	For the question "How much did the student's mother earn from working (wages, salaries, tips, etc.) in 2002 (question 78)? Answer this question whether or not the student's mother filed a tax return." enter "24500".	"24500" is displayed in the field.	"Parents' Income Estimator" page opens.
80	Click the "Next" button.	The seventh "Student Status" page appears.	
81	For the first question of Parents Income Estimator page "Wages, salaries, tips, etc." enter "49000".	"49000" is displayed in the field.	
82	For the "Interest Income" field enter "0".	"0" is displayed in the field.	
83	For the "Dividends" field enter a value of "0".	"0" is displayed in the field.	
84	For the field corresponding to the statement "Other taxable income (alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, Social Security, Railroad Retirement, and all other taxable income)" enter the value of "0".	"0" is displayed in the field.	

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85	For the field corresponding to the statement "IRS-allowable adjustments to income (payment to IRA and Keogh Plans, one half of self employment tax, self-employed health insurance deduction, interest penalty on early withdrawal of savings, alimony paid, and student loan interest deduction)" enter a value of "0".	"0" is displayed in the field. The "Total" field will now show "49000".	
86	Click the "Next" button.	Instructions page appears advising student that certain income information can be skipped, such as Worksheets A, B, C.	
87	Click on the "Return to Full FAFSA" button.	The first "Student's Finances" page is displayed.	
88	For the field associated with the question "What is the student's (and his/her spouse's) adjusted gross income for 2002 (question 39)?" enter "12000".	"12000" appears in the field.	
89	For the field corresponding to the question "What is the student's (and his/her spouse's) adjusted gross income for 2002 (question 39)?" enter "12000".	"12000" appears in the field.	
90	For the field "Enter the student's (and his/her spouse's) exemptions for 2002 (question 41):" enter the value of "0".	"0" is displayed in the field.	
91	For the question "How much did the student earn from working (wages, salaries, tips, etc.) in 2002 (question 42)? Answer this question whether or not the student filed a tax return:" enter "12000".	"12000" appears in the field.	
92	Click the "Next" button.	"Worksheet A" page is displayed.	
93	Leave all field blank in "Worksheet A"	"0" is displayed for the "Total of Student's Worksheet A (question 44):" field.	
94	Click the "Next" button.	"Worksheet B" page appears.	
95	Do not enter values in any of the fields in "Worksheet B".	"0" appears in the field corresponding to "Total of Student's Worksheet B (question 45):" statement.	
96	Click the "Next" button.	"Worksheet C" page appears.	
97	Do not enter values in any of the fields in "Worksheet C".	"0" is displayed in field corresponding to the statement "Total of Student's Worksheet C (question 46):"	

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98	Click the "Next" button.	The fourth "Student's Finances" page is displayed.	
99	For the question "Do you want to skip questions about the student's (and spouse's) assets?" select "Yes" from the drop down list.	"Yes" is displayed.	
100	Click the "Next" button.	The fifth "Student's Finances" page appears.	
101	For the field corresponding to the question "If the student receives veterans' education benefits, for how many months from July 1, 2003, through June 30, 2004, will they receive these benefits (question 50)?" enter the value of "0".	"0" appears in the field.	
102	For the question "What amount of veterans' education benefits will the student receive per month? (Do not include his/her spouse's veterans education benefits.) (question 51):" enter the value of "0" in the field provided.	"0" appears in the field.	
103	Click the "Next" button.	The first "Parents' Info" page is displayed.	
104	In the field designated to the question "What is the student's father's/stepfather's Social Security Number (question 61)?" enter "22222222"	"22222222" is displayed in the field.	
105	In the field designated to the question "What is the student's father's/stepfather's last name (question 62)?" enter "Tester".	"Tester" is displayed in the field.	
106	For the question "What is the student's mother's/stepmother's Social Security Number (question 63)?" enter "22222221" .	"22222221" appears in the field.	
107	For the question "What is the student's mother's/ stepmother's last name (question 64)?" enter an answer of "Tester".	"Tester" is displayed in the field.	
108	Click the "Next" button.	The second "Parents' Info" page appears.	
109	For question "Parents' number of family members in 2003-2004 (question 65):" enter "3".	"3" appears in the field.	

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110	For the question "How many in question 65 (exclude the student's parents) will be college students between July 1, 2003 and June 30, 2004 (question 66)?" enter "1".	"1" appears in the field.	
111	Click the "Next" button.	The third "Parents' Info" page appears.	
112	For the question "What is the student's parents' state of legal residence (question 67)?" enter "District of Columbia".	"District of Columbia" is displayed.	
113	For the question "Did the student's parents become legal residents of the state in question 67 before January 1, 1998 (question 68)?" enter "Yes".	"Yes" is displayed.	
114	For the question "What is the age of the student's older Parent (question 70)?" enter "55".	"55" is displayed.	
115	Click the "Next" button.	The fourth "Parents' Info" page appears.	
116	For the statement "Enter the total amount of the student's parents' income tax for 2002 (question 75):" enter "49000" in the corresponding field.	"49000" is displayed in the field.	
117	For the statement "Enter the student's parents' exemptions for 2002 (question 76):" enter "0" in the corresponding field.	"0" is displayed in the field.	
118	Click the "Next" button.	"Worksheet A" page appears.	
119	Do not enter values in any of the fields in "Worksheet A".	"0" is displayed for the "Total of Student's Worksheet A (question 79):" field.	
120	Click the "Next" button.	"Worksheet B" page appears.	
121	Do not enter values in any of the fields in "Worksheet B".	"0" appears in the field corresponding to "Total of Student's Worksheet B (question 80):" statement.	
122	Click the "Next" button.	"Worksheet C" page appears.	
123	Do not enter values in any of the fields in "Worksheet C".	"0" appears in the field corresponding to "Total of Student's Worksheet C (question 81):" statement.	
124	Click the "Next" button.	The fifth "Parents' Info" page appears.	
125	For the question "Do you want to skip questions about the student's parents' assets?" enter "Yes".	"Yes" is displayed.	

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126	Click the "Next" button.	The first "Schools To Receive Results" page appears.	
127	For the field "School Code (question 87):" enter "002803".	"002803" is displayed in the field.	
128	Click the "Next" button.	"002803 is the Federal School Code for: RENSSELAER POLYTECHNIC INSTITUTE" text is displayed.	
129	Click the "Next" button.	The second "Schools To Receive Results" page appears.	
130	For question "Housing Plan (question 88): " enter "On Campus".	"On Campus" is displayed.	
131	Click the "Next" button.	The third "Schools To Receive Results" page appears.	
132	Click the "Next" button.	The fourth "Schools To Receive Results" page appears.	
133	For the field requesting "Student E-mail Address (if any) (question 99):" enter "abc@xyz.com".	"abc@xyz.com" is displayed.	
134	For the field corresponding to the statement "Please re-enter to confirm the student's E-mail Address:" re-enter "abc@xyz.com".	"abc@xyz.com" is displayed.	
135	Click the "Next" button.	The fifth "Schools To Receive Results" page appears.	
136	Do not enter values in any of the fields.	Fields are blank.	
137	Click the "Next" button.	The first "Review FAFSA Info" page appears.	
138	Click the "Next" button.	The second "Review FAFSA Info" page appears with text "Your application data has passed the final check successfully. "	
139	Click the "Next" button.	The first "Signature" page appears.	
140	For the question "How do you want to provide your signature?" enter "Wait for SAR to come in the mail".	"Wait for SAR to come in the mail" is displayed.	
141	For the question "How does your parent want to provide his or her signature?" enter "Wait for SAR to come in the mail".	"Wait for SAR to come in the mail" is displayed.	
142	Click the "Next" button.	"Print a Copy of your FAFSA for your Records" text is displayed.	
143	Click the "Next" button.	"Electronic Filing Instructions" text is displayed.	
144	Click the "Next" button.	The first "Submit Student's FAFSA" page appears.	

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145	Click the "Submit My FAFSA Now" button.	The "FAFSA on the Web Submission Confirmation" page appears with text "Your estimated Expected Family Contribution (EFC) is: 2800".	
146	Click the "Exit to FAFSA Home" button.	Return to FAFSA Home Page.	