

**Business Process 07 - Name: School Code Search**

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.	User may need to enter a User ID and Password
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 "Find my school codes" tab	The "Federal School Code Search" page appears.	Under Step 1 "Before Beginning a FAFSA" on the home page
6	On the "Which school year are you applying for?" dropdown, choose the "2003-2004" school year.	The "2003-2004" school year is selected.	
7	On the "Do you want to Search or Verify a Federal School Code?" dropdown, choose the "Search" option.	The "Search" option is selected.	
8	Click the "Next" button	Another "Federal School Code Search" page appears.	User will see two fields (College Name, City) and one dropdown (State).
9	Enter "Uni" in the School Name (key word) field.	The word "Uni" is displayed in the field.	
10	Select "Delaware" in the State field.	The word "Deleware" is displayed in the field.	
11	Click the "Next" button	"Delaware" is selected.	
12		The Results of College Search page appears.	015335 , COMPUTER COMMUNICATIONS INSTITUTE 001428 , DELAWARE STATE UNIVERSITY G01428 , DELAWARE STATE UNIVERSITY E00391 , UNIV OF DELAWARE 001431 , UNIVERSITY OF DELAWARE G01431 , UNIVERSITY OF DELAWARE 001427 , WIDENER UNIV DELAWARE CMPS-UNDRGRAD B04724, WIDENER UNIV SCHOOL OF LAW - DE E00460, WIDENER UNIVERSITY, LAW SCHOOL