

1. Compile your list of high schools seniors in the proper format. Your list must be saved as a .csv file with no commas.

	16 characters max	12 characters max		5 characters max	150 characters max	
	A	B	C	D	E	F
1	Student Last Name	Student First Name	Student Date of Birth	Student Zip Code	Special Use Field	
2	Last	First	mm/dd/yyyy	12345	987654	

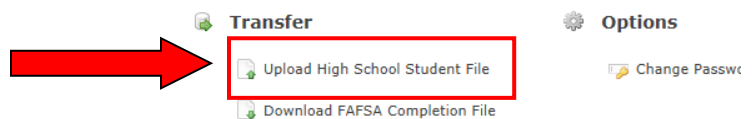
New Special Use Field, 150 characters max and can be blank. →

2. Login to the AZGrants website at <https://finaid.azgrants.az.gov/AZGrants/login.aspx>.

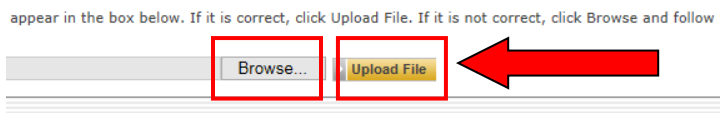
3. Ensure you are uploading your list of seniors into the correct year. The correct year is 2018-2019. To change the year use the drop down menu arrow on the home screen.



4. On the home screen click "Upload High School Student File".

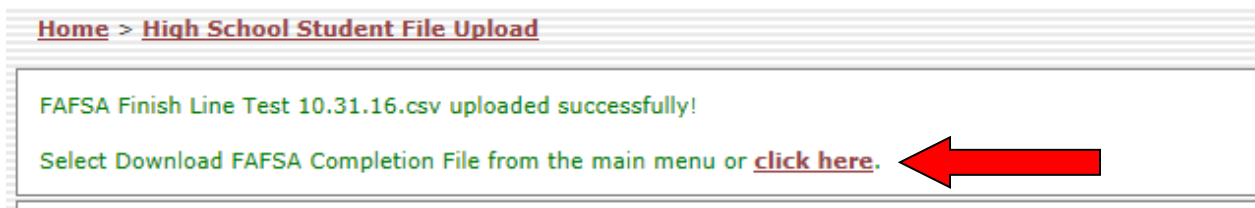


5. Click "Browse" and select your list of students from Step 1. Then click "Upload File".

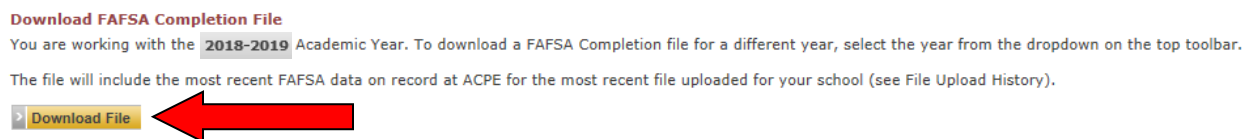




6. After your file is successfully uploaded, select the “click here” link.



7. Next click the “Download File” button to see FAFSA Completion results for your seniors.



8. For Completion status definitions see pages 6 and 7 of the guide.

9. Next steps: Follow up with students who haven't submitted a FAFSA or have an incomplete FAFSA that is missing a signature.

For more detailed instructions, reference the full guide.