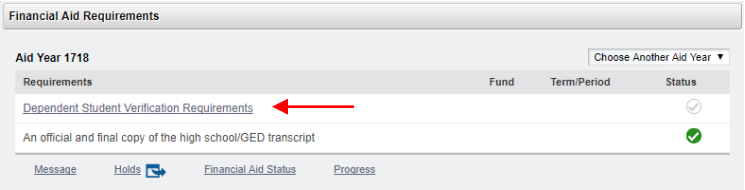
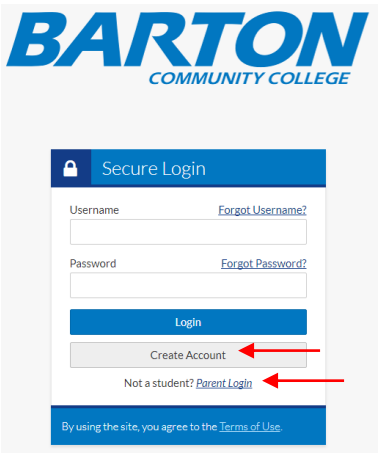
Creating Your Online Verification Account

1. Log into your **MyBarton portal** and go to the "Financial Aid" tab.

2. Locate the "Financial Aid Requirements" box and look for the link to "Student Verification Requirements."

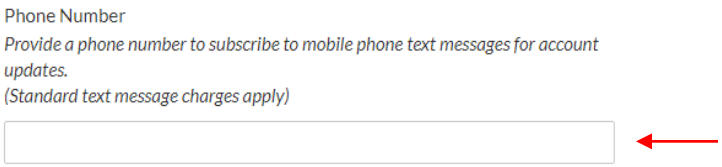




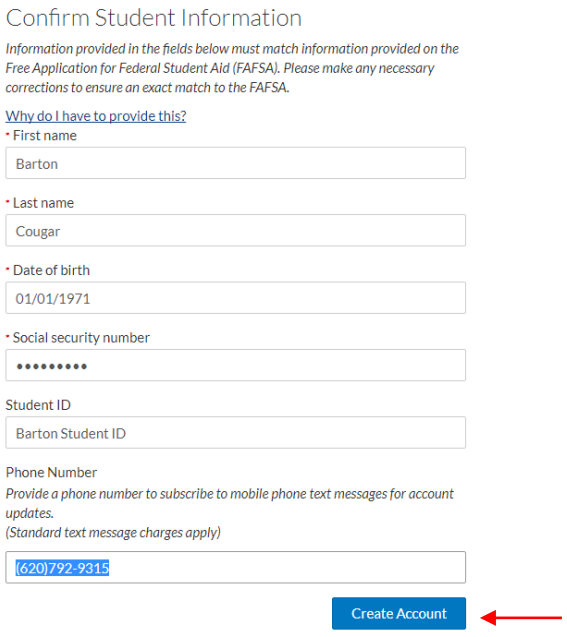
3. When you come to the web forms log-in screen click on the **"Create Account"** option.
   (Note that if you are logging in as a parent, you will use the "Parent Login" option.)

4. Enter all required fields. **Name, Date of Birth and Social Security Number MUST** match the information provided on your FAFSA application.

5. Enter your phone number that you wish to receive text messages and updates from. This is not required but if you do not provide a phone number you will only receive updates on your status via the email address that you provide.



6. Once all required information is provided, click the **"Create Account"** button.



7. Once you have created your account you will be sent an email to the address that you provided. You must follow the link within that email to verify your email account.