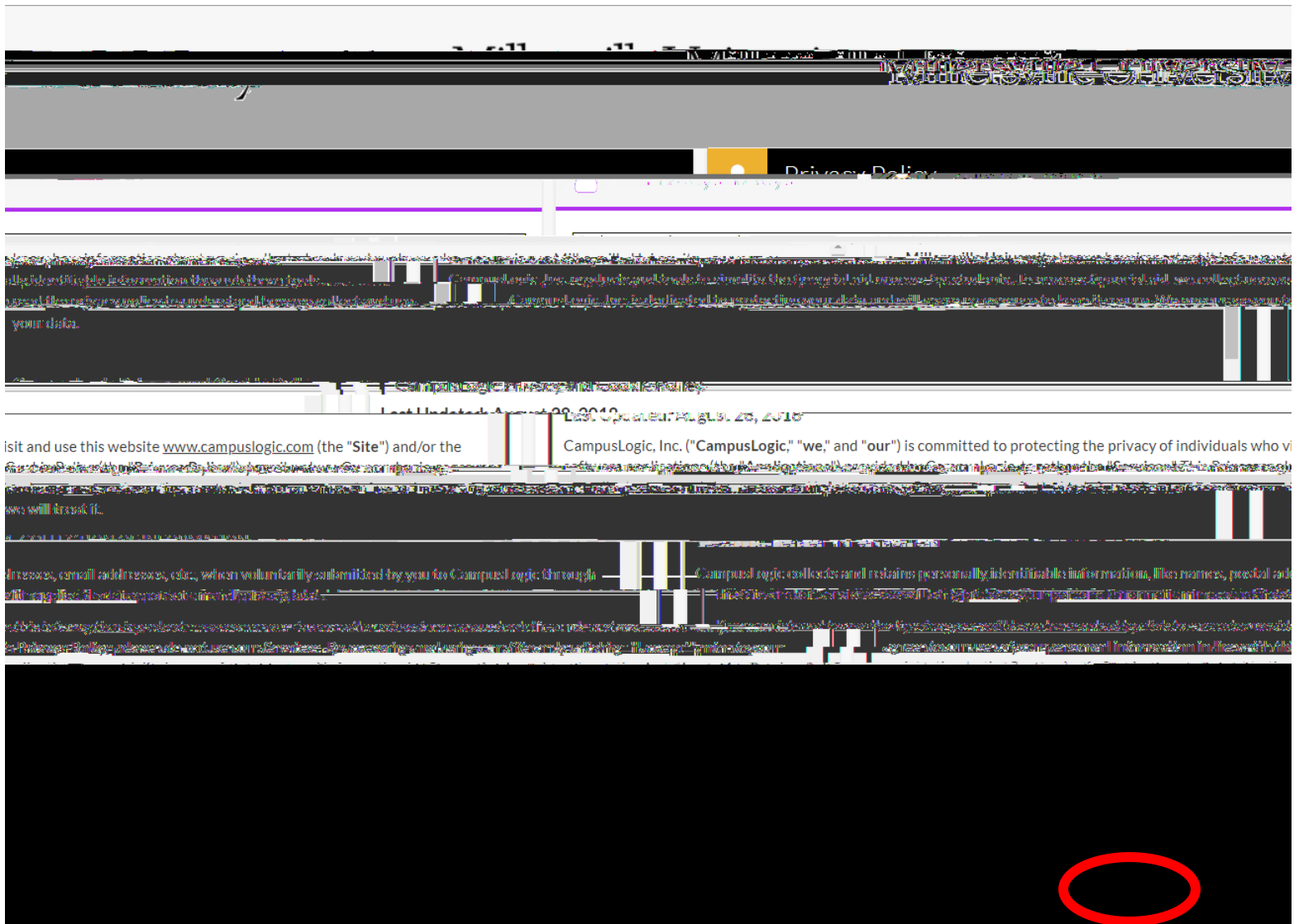## How To Set Up Your FinAid EZDocs Account (Student)

You must submit a Free Application for Federal Student Aid (FAFSA) for the appropriate aid year to Millersville University (school code 003325). *If you do not have a FAFSA on file, you cannot set/link up your FinAid EZDocs student account.*
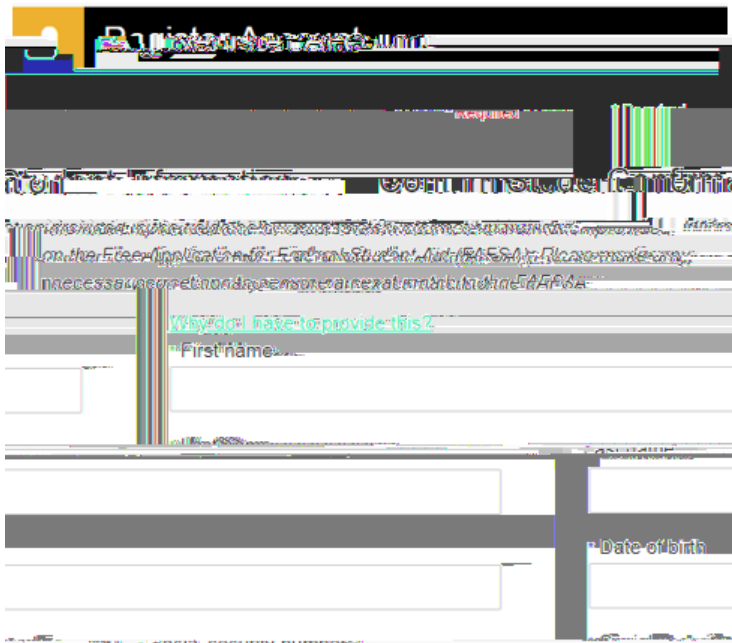
2. Go to millersville.verifymyfafsa.com (https://millersville.verifymyfafsa.com)

   Enter your MU myVILLE login (username and password). *If you're already logged into an MU system like the myVILLE or MAX, it may not ask you to do this.*

   The first time you log in, you will be presented with a privacy policy. Please read and accept.

5. After you accept the privacy policy, you will be asked to fill out some information to link up your MU student account to your FAFSA information. This is also presented only the first time you log in.

   a. Your first and last name will prepopulate from your records at MU. However, to validate with your FAFSA record in FinAid EZDocs, your name must be entered **exactly** as it appears on your FAFSA.
   b. Enter your date of birth (as listed on your FAFSA)
   c. Enter your social security number (as listed on your FAFSA)
   d. Your email will prepopulate from your records at MU. You must use your Millersville email.
   e. Enter your cell phone number if you would like to receive text messages regarding the status of your documents.
   f. Click on Register Account. The Register Account screen should be similar to this:

_____ If the information in the fields does not match your FAFSA or if there is not a FAFSA on file, you will receive an error message when trying to set up your account.