Using WebAdvisor to Complete the Verification Process

Log into My Wor-Wic at http://my.worwic.edu

Once logged in, access the WebAdvisor section on the right hand side and click on Current Credit Students. Then click on Communication.

From the Communication menu, click on My Documents. The items requested by the Financial Aid office are necessary to finalize your financial aid application.

Using the IRS Data Retrieval Tool

Step 1: Access the FAFSA website at https://fafsa.ed.gov and click on the green icon to login:

Step 2: Enter your FSA ID and password or create a FSA ID by using the option on the left OR enter your personal information and choose the blue link that says Make FAFSA Corrections. Please note that if you have not already established a FSA ID and password, you will be required to do so before making FAFSA corrections.

Step 3: Navigate to the Financial Information Section of the FAFSA and choose “Already completed” from the drop-down menu that requests tax filing status.

Step 4: You will be prompted to answer a few questions to determine your eligibility for the IRS Data Retrieval Tool. Enter your FSA ID and password and click on the blue icon to Link to IRS if you are eligible:

Step 5: You will be directed to the IRS.gov website. Click OK when notified that you are Leaving FAFSA on the Web.

Step 6: Provide your Federal Income Tax information EXACTLY as it appears on your tax return. All information (spelling, capitalization, etc.) must match in order to link. Click Submit.

Step 7: When your tax information has been validated, your information will be displayed. After checking on the box to confirm this information is correct, click the Transfer Now icon:

Step 8: Return to the FAFSA website using the links provided.

Step 9: Repeat steps for transferring Student Financial Information (parent information will be requested first if you are considered a dependent student).

Step 10: Sign with your FSA ID and password and submit the FAFSA corrections. Please note that if you a dependent student, one parent reported on the FAFSA must also sign the FAFSA with his/her FSA ID and password.