# Getting Started with the Oklahoma FAFSA Data Portal

The **Oklahoma FAFSA Data Portal (OK-FDP)** lets counselors, principals and educators provide targeted assistance to their students, which is instrumental in increasing FAFSA completion rates – especially for first-generation students pursuing postsecondary education.

☐ Superintendent / School Board President / Chief Executive must **complete and electronically sign** the **FAFSA COMPLETION AGREEMENT FORM**. In this form, the Superintendent will name a primary point of contact and authorized users.

☐ The signed **FAFSA COMPLETION AGREEMENT FORM** should be submitted to the Oklahoma State Regents for Higher Education (OSRHE).

**Email to:** 
| Kelli Kelnar kkelnar@ocap.org | or | Irala Magee imagee@osrhe.edu |

☐ OSRHE will email each authorized user:
- a **PRIVACY CERTIFICATION** which must be signed and returned.
- instructions to set up their **OK-FDP** account.
- instructions for uploading their list of seniors to the **OSRHE SECURE FILE SITE** using the **FORMAT GUIDELINES** and **TEMPLATE** provided.

☐ OSRHE will email the user who uploaded senior information when the file has been processed.

☐ See the next page for instructions and tips for using the Oklahoma FAFSA Data Portal.

**For more information, visit https://www.okhighered.org/ok-fdp/.**

**Irala Magee**
Assistant Vice Chancellor for Scholarships & Grants
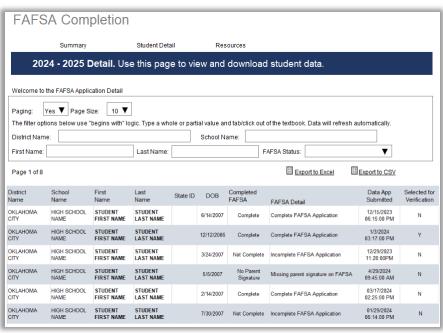imagee@osrhe.edu
405-225-9100

**Kelli Kelnar**
Assistant Director of Outreach Services
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# Using the FAFSA Data Portal

☐ The primary point of contact may upload lists of seniors through the **SECURE UPLOAD PAGE**, using the **FORMAT GUIDELINES** and **TEMPLATE** provided. This list can be uploaded only once. If a school needs to add or remove students after the initial upload, please email imagee@osrhe.edu.

☐ Authorized users should check **THE PORTAL** periodically to see which seniors have completed the FAFSA. FAFSA transactions are matched on the system twice a week.

☐ **DETAILED INSTRUCTIONS** about how to check student information, how to download a list, and how to interpret the output will be provided when your school's FAFSA Completion Agreement has been submitted.

☐ It can take a week or longer for a submitted FAFSA to process and appear in the Oklahoma FAFSA Data Portal. If it has been longer than a week and you believe a student has filed the FAFSA and does not show up on your list, contact imagee@osrhe.edu for assistance.

☐ By submitting specific demographic data for high school seniors, users will be able to view each FAFSA applicant's name, date of birth, FAFSA status, and date the FAFSA was submitted.

☐ Reports can be exported into Excel or a CSV file.

## FAFSA Completion

| | Summary | | Student Detail | | Resources | | | | |

**2024 - 2025 Detail.** Use this page to view and download student data.

Welcome to the FAFSA Application Detail

Paging: Yes ▼  Page Size: 10 ▼
The filter options below use "begins with" logic. Type a whole or partial value and tab/click out of the textbook. Data will refresh automatically.

District Name: _____  School Name: _____
First Name: _____  Last Name: _____  FAFSA Status: _____ ▼

Page 1 of 8                                    ⊞ Export to Excel    ⊞ Export to CSV

| District Name | School Name | First Name | Last Name | State ID | DOB | Completed FAFSA | FAFSA Detail | Data App Submitted | Selected for Verification |
|---|---|---|---|---|---|---|---|---|---|
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 6/14/2007 | Complete | Complete FAFSA Application | 12/15/2023 06:15:00 PM | N |
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 12/12/2006 | Complete | Complete FAFSA Application | 1/3/2024 03:17:00 PM | Y |
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 3/24/2007 | Not Complete | Incomplete FAFSA Application | 12/29/2023 11:28:00PM | N |
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 5/5/2007 | No Parent Signature | Missing parent signature on FAFSA | 4/29/2024 09:45:00 AM | N |
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 2/14/2007 | Complete | Complete FAFSA Application | 03/17/2024 02:25:00 PM | N |
| OKLAHOMA CITY | HIGH SCHOOL NAME | STUDENT FIRST NAME | STUDENT LAST NAME | | 7/30/2007 | Not Complete | Incomplete FAFSA Application | 01/29/2024 06:14:00 PM | N |