


BCPS Student Portal Instructions



Atlantic Technical College

Atlantic Technical College has partnered with Anthology to help students navigate the financial aid process. Features include secure student portal, real-time status bar and convenient communications through email and text. Need help navigating the portal? Please select the desired action below. anthology

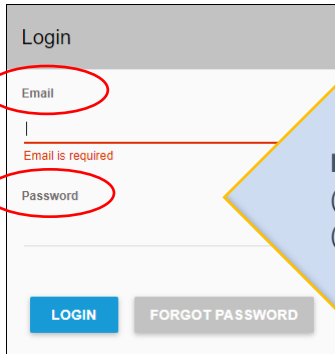
Questions? Click on desired instructions.

1. [Create a BCPS Student Portal Account](#)
2. [Add a Parent to a Form that Requires Parent Signature](#)
3. [Parent Verification & Consent \(Parent Instructions\)](#)
4. [Free Scanner App Resources](#)



Create a BCPS Student Portal Account

1. Visit <https://verify-browardschools.educationpartners.com> and log-in to your BCPS Verification Portal. The initial invitation to create your account will be sent to the email address on your Workforce Education Registration Application. The email will come from STC_finaid@browardschools.com and is titled “Financial Aid Pending Documents Notification”, so check your spam or junk folder. You cannot create an account without the initial invitation.



Login

Email

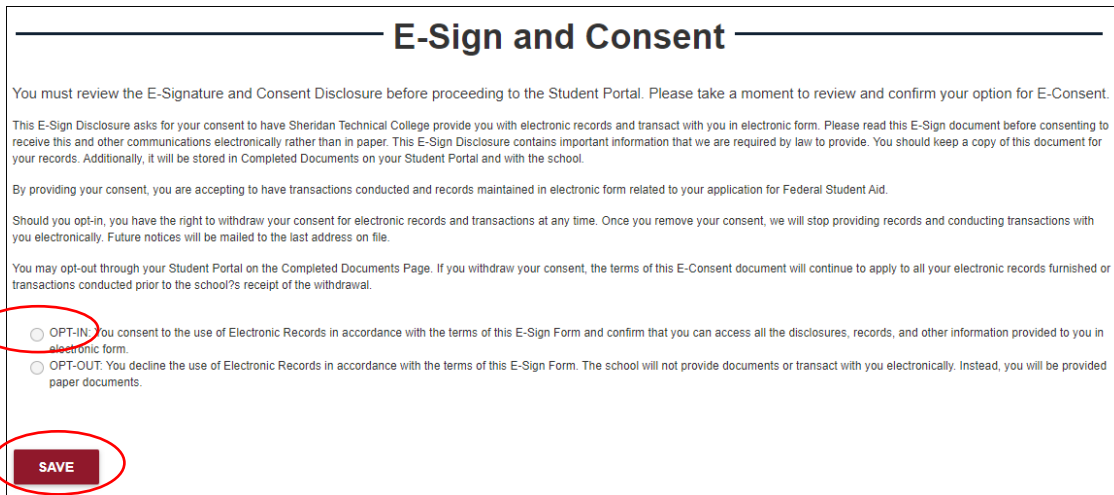
Email is required

Password

LOGIN FORGOT PASSWORD

New user: Initial password is first letter of last name (uppercase), second letter of last name (lowercase), last 4 digits of Social Security number, and an exclamation point and “at” symbol (!@). **Example:** John Doe (name) and 555-11-8787 (SS#) = **Do8787!@** (password)

2. If logging-in for the first time, you will be prompted to “Opt-in” to e-Sign to consent and select “Save” button.



E-Sign and Consent

You must review the E-Signature and Consent Disclosure before proceeding to the Student Portal. Please take a moment to review and confirm your option for E-Consent.

This E-Sign Disclosure asks for your consent to have Sheridan Technical College provide you with electronic records and transact with you in electronic form. Please read this E-Sign document before consenting to receive this and other communications electronically rather than in paper. This E-Sign Disclosure contains important information that we are required by law to provide. You should keep a copy of this document for your records. Additionally, it will be stored in Completed Documents on your Student Portal and with the school.

By providing your consent, you are accepting to have transactions conducted and records maintained in electronic form related to your application for Federal Student Aid.

Should you opt-in, you have the right to withdraw your consent for electronic records and transactions at any time. Once you remove your consent, we will stop providing records and conducting transactions with you electronically. Future notices will be mailed to the last address on file.

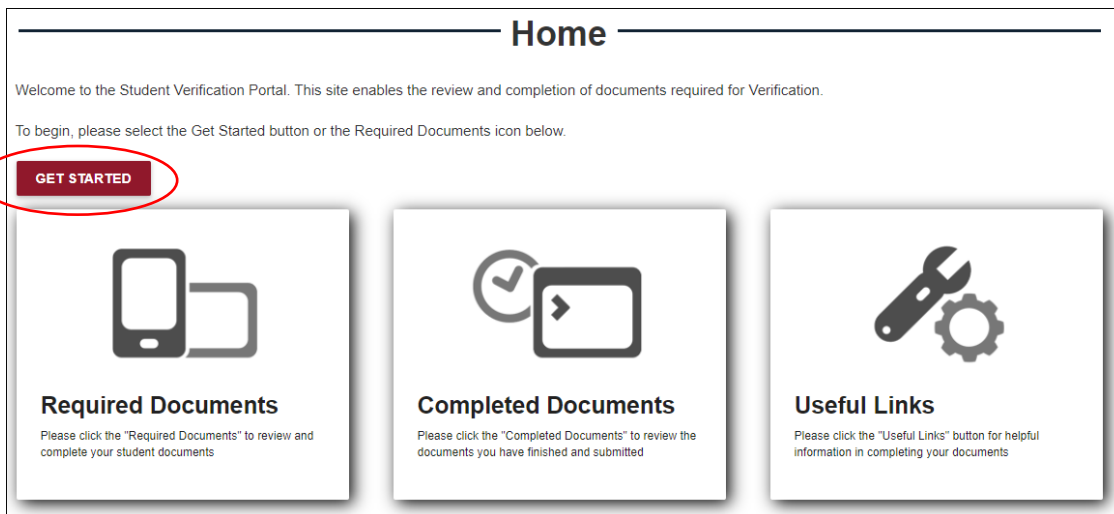
You may opt-out through your Student Portal on the Completed Documents Page. If you withdraw your consent, the terms of this E-Consent document will continue to apply to all your electronic records furnished or transactions conducted prior to the school's receipt of the withdrawal.

OPT-IN: You consent to the use of Electronic Records in accordance with the terms of this E-Sign Form and confirm that you can access all the disclosures, records, and other information provided to you in electronic form.

OPT-OUT: You decline the use of Electronic Records in accordance with the terms of this E-Sign Form. The school will not provide documents or transact with you electronically. Instead, you will be provided paper documents.

SAVE

3. Select the “Get Started” button.




Home

Welcome to the Student Verification Portal. This site enables the review and completion of documents required for Verification.


To begin, please select the Get Started button or the Required Documents icon below.

GET STARTED




Required Documents

Please click the “Required Documents” to review and complete your student documents



Completed Documents

Please click the “Completed Documents” to review the documents you have finished and submitted



Useful Links

Please click the “Useful Links” button for helpful information in completing your documents

4. Complete all required tasks under the “Action” column. Please note, you may be required to submit supporting documents. In such cases, the “Submit” button will appear. Select the “Submit” button and follow the prompts to upload the document(s) from your computer/device. For free scanner app resources, please refer to “Free Scanner Apps” section.

Required Documents

The document(s) below are required to complete your financial aid process. The documents are separated by award year on each tab. You must complete the documents for each award year. Click on each button in the Action column and follow the process steps until completion. Documents will not be considered as complete until a check mark is located in the Submitted column (with no pending comments).

2020 - 2021

My Progress:

0%

All required documents must be submitted and approved before the verification process can be completed.

Document	Classification	Action	Submitted	Approved
2020-2021 Proof of High School Transcript or Equivalent	Verification	SUBMIT		
2020-2021 Authorization to Hold a Credit Balance	Verification	FILL OUT		
2020-2021 Policies and Conditions Governing Title IV	Verification	FILL OUT		
2020-2021 Federal Pell Grant Awards and Disbursements	Verification	FILL OUT		

5. Once the form(s)/task(s) are completed, your progress status will be 100% and check marks will appear under the “Submitted” column. You will receive a “Completed Documents Notification” email as confirmation that your documents were submitted.

Required Documents

The document(s) below are required to complete your financial aid process. The documents are separated by award year on each tab. You must complete for each award year. Click on each button in the Action column and follow the process steps until completion. Documents will not be considered as complete until a check mark is located in the Submitted column (with no pending comments).

2020 - 2021

My Progress:

100%

Congratulations! Your information has been reviewed and approved. Verification is now complete. Your school can now begin the awarding process.

Document	Classification	Action	Submitted
2020-2021 Proof of High School Transcript or Equivalent	Verification		✓
2020-2021 Authorization to Hold a Credit Balance	Verification		✓
2020-2021 Policies and Conditions Governing Title IV	Verification		✓
2020-2021 Federal Pell Grant Awards and Disbursements	Verification		✓

6. Meet with the financial aid office to review your file.



END of "Create a BCPS Student Portal Account"

Add a Parent to a Form that Requires Parent Signature

1. Some forms require a parent signature. In such cases, the student is required to identify a parent to complete the form. When this occurs, select the “Add Parent” button. The parent must be the same listed on the FAFSA.

**2020-2021 V-1 Verification Worksheet
Dependent Student**

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet. Attach any required documents and submit the form to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Duck	Donald	2988006
Student's Last Name	Student's First Name	Student's M.I.
2223 Orlando way		Student ID (or Portal ID, school use)
Student's Street Address (include apt. no.)		04/23/1990
Orlando	FL	32820
City	State	Zip Code
		Student's Date of Birth
		Student's Email Address
		Student's Home Phone Number (include area code)
		Student's Alternate Phone Number

<< EXPAND

Parent Information

This document requires parent signature. Please select or add the parent or legal guardian you would like to electronically sign this document. Parent or legal guardian email address is required.

If your parent is unable to electronically sign this document, please click on the "Download" button to print the document. Next, click "Return" to go back to your Required Documents List. Please upload the document once completed.

No parents entered. Please click the "Add Parent" button.

ADD PARENT **DOWNLOAD** **RETURN**

I certify that all of the information reported on this worksheet is complete and correct.

MODIFY **SUBMIT**

2. A pop up box will appear. Enter all pertinent parent info and select “Save”.

before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet. Attach any required documents and submit the form to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Duck	Donald	2988006
Student's Last Name	Student's First Name	Student's M.I.
2223 Orlando way		Student ID (or Portal ID, school use)
Student's Street Address (include apt. no.)		04/23/1990
Orlando	FL	32820
City	State	Zip Code
		Student's Date of Birth
		Student's Email Address
		Student's Home Phone Number (include area code)
		Student's Alternate Phone Number

<< EXPAND

Parent Information

This document requires parent signature. Please select or add the parent or legal guardian you would like to electronically sign this document. Parent or legal guardian email address is required.

If your parent is unable to electronically sign this document, please click on the "Download" button to print the document. Next, click "Return" to go back to your Required Documents List. Please upload the document once completed.

No parents entered. Please click the "Add Parent" button.

First Name: Jane Postal Code: 33021

Middle Name: Country: United States

Last Name: Doe Email Address: janedoe@yahoo.com

Address Line 1: 123 Southeast BTC Lane Re-enter Email Address: janedoe@yahoo.com

Address Line 2: Date of Birth: January

City: Hollywood 29

Province/Territory: 1972

Citizenship Status: U.S. Citizen

SAVE **CANCEL**

ADD PARENT **DOWNLOAD** **RETURN**

I certify that all of the information reported on this worksheet is complete and correct.

MODIFY **SUBMIT**

3. The submitted parent name will now appear in the “Parent Information” box. Be sure to select the parent, check the “I certify...” box and select “Submit”. Note, the parent must be selected or you will not be able to sign this document.

Parent Information

This document requires parent signature. Please select or add the parent or legal guardian you would like to electronically sign this document. Parent or legal guardian email address is required.

If your parent is unable to electronically sign this document, please click on the "Download" button to print the document. Next, click "Return" to go back to your Required Documents List. Please upload the document once completed.

Jane Doe **EDIT** **DELETE**

ADD PARENT **DOWNLOAD** **RETURN**

I certify that all of the information reported on this worksheet is complete and correct.

- A parent must be selected to sign this document.

MODIFY **SUBMIT**

4. You will be redirected to the “Required Documents” screen. Under the “Action” column the box will now read “Additional Info Needed”, there will be a checkmark under the “Submitted” column and a “Pending Parent Signature” notice under the “Approved” column.

All required documents must be submitted and approved before the verification process can be completed.

Document	Classification	Action	Submitted	Approved
2020-2021 Authorization to Hold a Credit Balance	Verification	FILL OUT		
2020-2021 Policies and Conditions Governing Title IV	Verification	FILL OUT		
2020-2021 Federal Pell Grant Awards and Disbursements	Verification	FILL OUT		
2018 Parent Wage and Income Statement	Verification	SUBMIT		
2018 Student Wage and Income Statement	Verification	SUBMIT		
2020-2021 Verification Worksheet V1 Dependent 2021	Verification	ADDITIONAL INFO NEEDED	✓	Pending Parent Signature

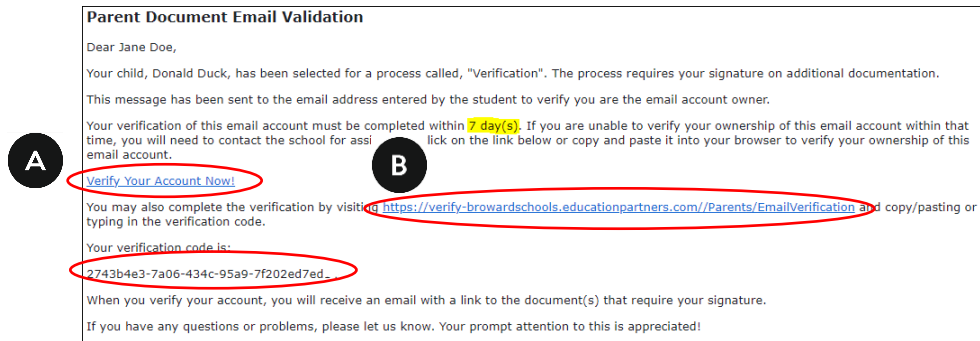
5. The student should inform the parent or legal guardian that he/she has identified them on the form(s). The email will come from STC_finaid@browardschools.com within 1-3 hours of the student’s submission.



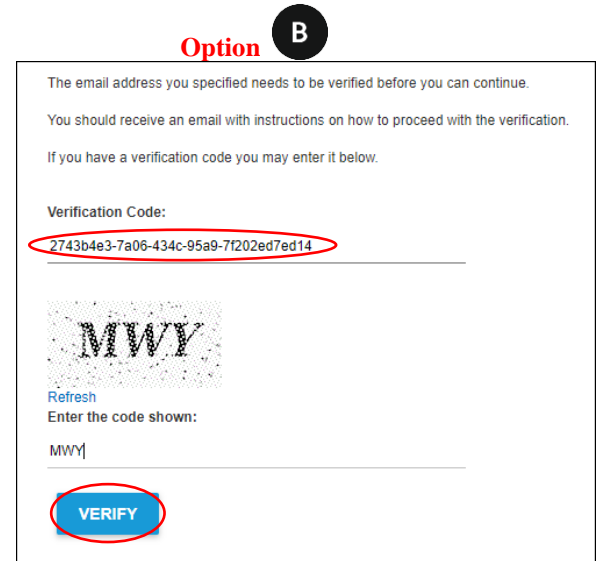
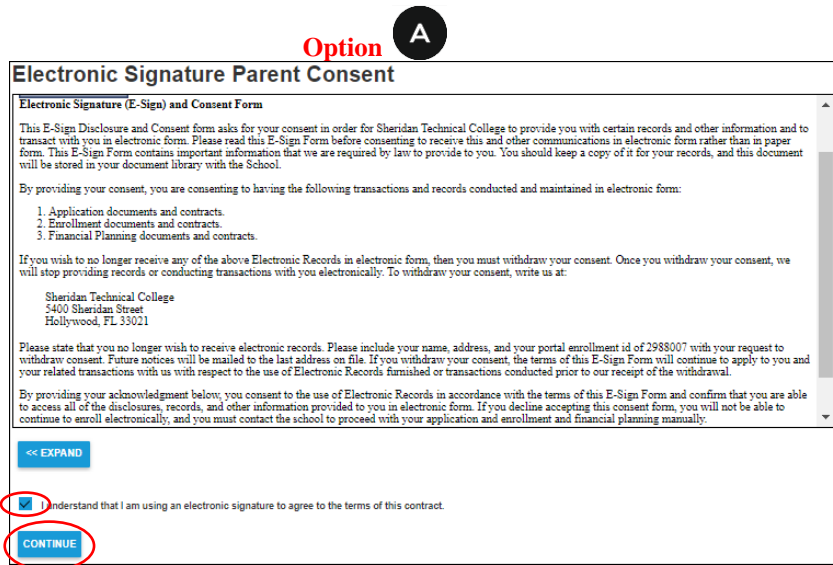
End of “Add a Parent to a Form that Requires Parent Signature”

Parent Verification & Consent (Parent Instructions)

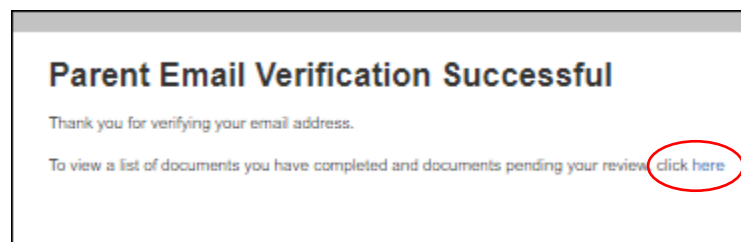
1. Once the student completes the “Parent Information” section, an email will be sent to the parent to validate his/her email. The email will come from STC_finaid@browardschools.com.
2. Read the email in its entirety. You can complete the verification two (2) ways; (A) click on “Verify Your Account Now” or (B) by visiting the link provided in the email and copy/pasting or typing in the verification code.



3. Your screen will look differently depending on which option you select to complete the verification process. If you selected option (A) you will immediately see the “Electronic Signature Parent Consent” form. The verification code is already imbedded, so you will not need to enter the code. If option (B) is selected, you will first need to provide the verification code and select “Verify” in order to access the “Electronic Signature Parent Consent” form that is shown in Option (A).



4. (A) The following message will appear once you have successfully completed the Electronic Signature Parent Consent. Select “Click Here” to view your completed and pending documents.



(B) Please note, you will also receive a follow-up email with links to access and complete your outstanding form(s)/task(s). Please follow the steps in the email if you did not utilize the "click here" prompt noted above to complete your outstanding form(s)/task(s). Regardless of how you choose to complete the form(s)/task(s), please keep this email for your records since it provides a unique link to access your document status.

Hello Jane,

Your child, Donald Duck, has requested your signature on the 2020-2021 Dependent Verification Worksheet V1 document in the McFatter Technical College Portal.

Please go to the Financial Aid and Enrollment Portal by clicking <https://verify-browardschools.educationpartners.com//ParentDocument/SignDocument/6e349f8a-f410-406c-bc92-ecd3e6c76e6b>.

Once at our website you will be presented a document to review and sign.

To view a list of documents you have completed and documents pending your review, click <https://verify-browardschools.educationpartners.com//ParentDocument?notificationid=6e349f8a-f410-406c-bc92-ecd3e6c76e6b>.

If you have any problems with your account, please let us know. Your prompt attention to this is appreciated!


You may contact us at 1234567890 and ask to speak to a Student Financial Services Advisor.

5. Complete any outstanding form(s)/task(s) listed under the "Action" column.

Parent Documents - John Doe

Use this document center to manage documents for Goofy Goof.

You will need a program on your computer that will allow you to view PDF files in order to view your documents. One such program is Adobe Reader. Click the image below to download and install Adobe Reader.



Pending Documents

File Name	File Size	Action	Last Updated
2020-2021 Dependent Verification Worksheet V1 (2020 - 2021 Award Year)	259 KB	FILL OUT	06/25/2021 2:57 PM

6. You have 2 options in which to complete the required forms. Option (A) (recommended), select the first check box to sign electronically. Option (B), select the second check box to print the form, sign it and upload it from your computer/device by selecting the "Browse" button.

Option A

2020-2021 Dependent Verification Worksheet V1

2020-2021 V-1 Verification Worksheet Dependent Student

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet. Attach any required documents and submit the form to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Doc#	Donald	Student's M.I.	2880006
Student's Last Name	Donald	Student's First Name	Student ID (or Parent ID, include age)
2221 Orlando way		04/23/1990	
Student's Street Address (include apt. no.)		Student's Date of Birth	
Orlando	FL	33820	financial.aid@mcftatter.edu
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate Phone Number

<< EXPAND

I understand that I am using an electronic signature to agree to the terms of this contract.

I choose to print, sign, and upload completed document.

PRINT **BROWSE...**

Select the file to upload. PDF, JPG and TIFF files are accepted

Parent Information

Parent First Name
Jane

Parent Middle Name

Parent Last Name
Doe

CANCEL **SIGN**

Option B

2020-2021 Dependent Verification Worksheet V1

2020-2021 V-1 Verification Worksheet Dependent Student

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet. Attach any required documents and submit the form to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Doc#	Donald	Student's M.I.	2880006
Student's Last Name	Donald	Student's First Name	Student ID (or Parent ID, include age)
2221 Orlando way		04/23/1990	
Student's Street Address (include apt. no.)		Student's Date of Birth	
Orlando	FL	33820	financial.aid@mcftatter.edu
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate Phone Number

<< EXPAND

I understand that I am using an electronic signature to agree to the terms of this contract.

I choose to print, sign, and upload completed document.

PRINT **BROWSE...**

Select the file to upload. PDF, JPG and TIFF files are accepted


CANCEL **SUBMIT**

7. Once the form/task is successfully submitted, the “Action” column will be blank and the most updated revision will be time stamped under the “Last Updated” column.


Parent Documents - Jane Doe

Use this document center to manage documents for Donald Duck.

You will need a program on your computer that will allow you to view PDF files in order to view your documents. One such program is Adobe Reader ®. Click the image below to download and install Adobe Reader ®.



Completed Documents

File Name	File Size	Action	Last Updated
 2020-2021 Dependent Verification Worksheet V1 (2020 - 2021 Award Year)	259 KB		06/25/2021 2:38 PM

8. Inform the student that the parent/legal guardian related form(s)/task(s) is complete, so the student can complete his/her outstanding actions.



End of “Parent Verification & Consent (Parent Instructions)”

Free Scanner App Resources

Be sure to appropriately scan printed documents with a desktop or phone app scanner. We understand there may be some scanning capability limitations when submitting documents. For this reason, provided below are some sample scanner apps that may be of assistance. These apps are free and compatible with IOS and Android devices (GooglePlay or App Store). Note, this is merely a short list of suggested apps for your convenience, so conduct your own research to find a scanning solution that works best for you.

1. Adobe Scan
2. Microsoft Office Lens
3. CamScanner



End of "Free Scanner App Resources"



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com