

## Missouri FAFSA Completion Project – Add Access to Existing User ID

If you already have a user ID and password for at least one MDHE electronic system, such as the FAMOUS database, to request access to the High School FAFSA Report system:

1. Access the [FAFSA Completion Project home page](http://www.dhe.mo.gov/fafsa-completion) (www.dhe.mo.gov/fafsa-completion).
2. Click the blue High School FAFSA Report Log-In button. You will be directed to the High School FAFSA Report page.
3. Click the green **Request/Change Security link** underneath the log-in boxes. You will be directed to the MDHE's Security System.
4. Login to the Security System with your current User ID and password.
5. Click the **Update Profile** link on the Welcome page.
6. Select **High School FAFSA Report** from the **System** drop down menu. Then select your high school from the **School** drop down menu.
7. Click the **Add Access** button. The information is saved and the top of the page displays. Scroll down to the User Access section to view the information.
8. Select the **Remove** check box in any row that contains incorrect information then click the **Remove Checked** button. After the information has been removed you may re-enter the correct information in the **Request for Access** section.
9. Click the **Submit** button.
10. You should receive your user ID and a system-generated password in an email from DHESecurity.
  - If your district does not have a signed FAFSA Data Access Agreement on file with MDHE, your request will be processed when your district's signed copy is mailed to your superintendent.
  - If your district already has a signed FAFSA Data Access Agreement on file with MDHE, contact Kelli Reed at [kelli.reed@dhe.mo.gov](mailto:kelli.reed@dhe.mo.gov) to expedite receipt of your user ID and password.