

Missouri FAFSA Completion Project – Access Only to FAFSA Report

To register for a user ID and password if you do not currently have access to any of the MDHE's electronic systems, such as the FAMOUS database:

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. Click the green **Register** link underneath the **Login** button on the Security System's login page. The **Registration** page will display.
5. Complete the registration form. Required fields are indicated with an asterisk (*).
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. Repeat steps 6 and 7 if you need to request access to more than one high school in your district
9. 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.
10. Click the **Submit** button.
11. 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 to expedite receipt of your user ID and password.