

Ohio FAFSA Data Service

HOW TO OBTAIN SECURE ACCESS

The FAFSA Data Service is a service that enables secure access to student-level FAFSA application submission data for high school counselors in public districts and community schools. The service was first made available in 2016 as part of Ohio's FAFSA Completion Initiative and is managed by Ohio K12 Help in cooperation with the Ohio Department of Higher Education (ODHE).

All Ohio public districts and community schools are eligible to participate in the FAFSA Data Service at no cost to the district/school. Participation requires online acknowledgement of the **FAFSA Data Access and Security Agreement** between the district/school and the Ohio Department of Higher Education. Follow these steps to obtain secure access.



District Superintendent

1. Contact support@ohio-k12.help if you **do not** currently have access to the **Secure Link** for your district to view student-level data on the FAFSA Data Service.
2. If you have access to the Secure Link and your status is **Pending**, you will need to review and acknowledge the **Data Access and Security Agreement**. Click this link to view an example of the agreement > <https://bit.ly/3dFe4d6>
3. Designate a **FAFSA Counselor** for your district/school and submit the **Data Access and Security Agreement** to complete the process.



High School Counselors

1. Check Your District Status: Go to the *public* FAFSA Data Service Page (<https://www.ohio-k12.help/fafsa/>) and locate the **FAFSA Data Service Active Customers** table.
 2. Use the **Search** tool to find your district. If your district appears your status is **Active**. If your district does not appear your status is **Pending**.
 3. High School Counselors should communicate with the district superintendent to be designated as the **FAFSA Counselor** and gain access to the FAFSA Data Service.
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