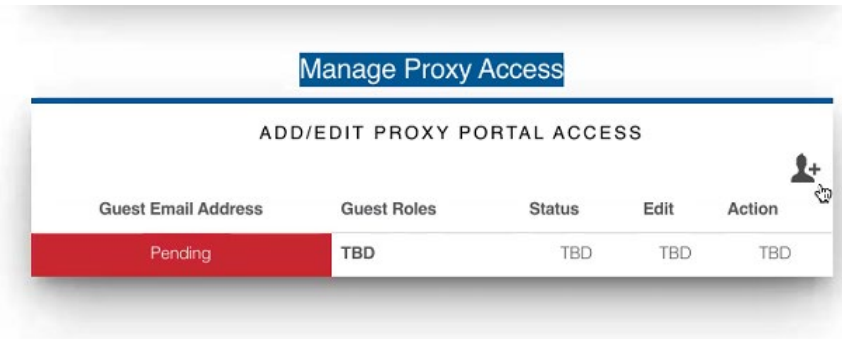
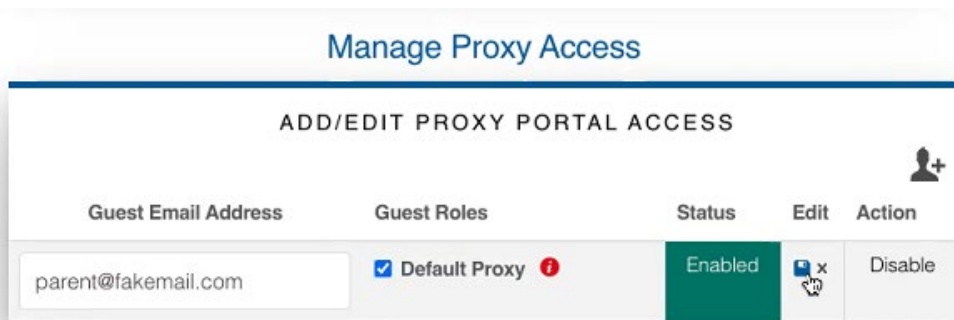


## Directions to Create a Parent Account in ZotAid

1. Student: Select "Profile" (drop down, top right of SFP) then select Add Person (far right side--see below)



2. Add parent email to Guest Email Address, leave Default Proxy selected, and save by selecting floppy disk (see below)



3. Email will be sent to borrower. Parents should check it has not gone to junk mail folder.
4. Parent: Click on link in email. It will say password expired and you must pick a new password. Don't use old password, a new password must be created.

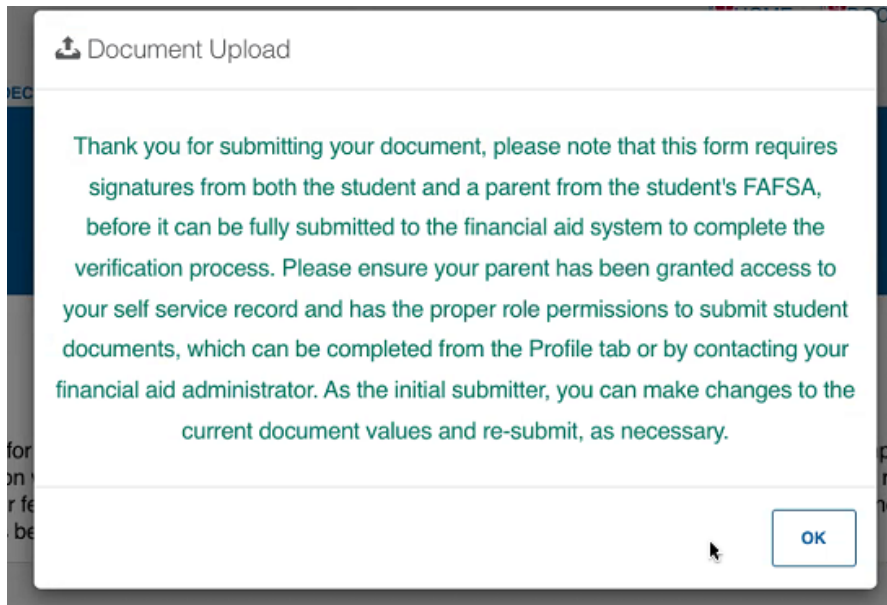
### Password Requirements:

- a. Cannot ever be a previous password
- b. Passwords expire every 365 days and must re-set
- c. Must be a minimum of 12 characters, and include:
  - i. 1 lower case alpha character
  - ii. 1 upper case alpha character
  - iii. 1 number
  - iv. 1 special character:

~!@#\$%^&\*()\_+={}[]\|;':<>.,?/"

**TIP: If the parent is unable to sign a form on SFP, check that identifying information on FAFSA matches what parent is reporting on form, such as Student ID, Parent's last 4 SSN, Parent's last name, Parent's date of birth.**

When a student signs a form, this popup window indicates successful completion:



When a parent successfully signs a form, this popup window indicates completion:

