# Table of Contents

Screen Design and Navigation ................................................................. 3
Logging In ............................................................................................... 3
Main Menu ............................................................................................ 8
Contact Us ............................................................................................ 8
Help ........................................................................................................ 9
To Do List ............................................................................................. 9
View and Update Your Schools ............................................................... 10
Notifications ....................................................................................... 11
View and Update Your Contact Information ....................................... 12
Edit Your Profile .................................................................................. 12
Award and Eligibility Information ......................................................... 13
Apply Online for Scholarships ............................................................... 14
  Apply for NJBEST .............................................................................. 14
Screen Design and Navigation

The pop-up blocker on your browser should be turned OFF for NJFAMS.

NJFAMS requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

Use your mouse and/or your keyboard to navigate within NJFAMS. You can use your keyboard as follows:

Data fields: use the Tab key to move through data fields or Shift and Tab to move backwards
Next or Previous button: Tab to the button and press Enter
Check box: press the spacebar to check or to uncheck a box
Radio buttons: use the up↑ and down↓ arrows
Dropdown boxes: use the up↑ and down↓ arrows

Icons, such as ✓ are used throughout the system. Hover your mouse over the icon and a text description will appear. Additionally, some icons such as, 🌟 will open a pop-up box containing information when you click on them.

Navigate to any screen from within the system by clicking the Menu dropdown on the top toolbar and selecting an option.

Breadcrumbs at the top of each page follow the path you took from the Main Menu. Click an underlined breadcrumb to link to a page along that path. To return to the Main Menu click the HOME breadcrumb.

Help and Logout icons are located on the top toolbar and are accessible from any screen.

Your session will end automatically if it is inactive for a period of time. You must log in again with your username and password.

Logging In

You can access the New Jersey Financial Aid Management System (NJFAMS) from the New Jersey Grants and Scholarships website (njgrants.org) by clicking on Login To Your NJFAMS.
HESAA is pleased to introduce the New Jersey Financial Aid Management System (NJFAMS). This system is now available for all New Jersey students who apply for aid for the 2017-18 academic year. Each student will need to log in and set up an NJFAMS account. NJFAMS is a user-friendly, real-time system. To get started, click here.

The steps to applying for financial aid from the State of New Jersey are:
1. Complete the FAFSA.
2. Establish an NJFAMS account.
3. Answer the NJ state-specific questions.
If you have already created an account, enter your User Name and Password to login. If you have forgotten your username or password, click the **Forgot your username or password?** link.
If you have never logged in before, click the Create a Student Login link. This will bring you to the account creation screen.

- Enter the requested data following the instructions for User Name and Password
- Be sure to enter your name, social security number and date of birth correctly. The data entered is used to match your user profile with your record. If the information does not match up, you will not be able to access your information until the discrepancies are resolved.
The registration confirmation screen describes the steps you must take to activate your account.

An activation email will be sent to you from with the subject line: "NJHESAA Web Portal User Activation". You must click the link in the e-mail to activate your account. If clicking the link does not work, copy and paste the complete link into your browser.

After successfully activating your account you will be able to login to the system.
Main Menu

Welcome to NJFAMS!
Check your To Do List for additional information we need to process your grant or scholarship.

- To Do List
- View and Update Your School
- Apply Online for Scholarships
- Award and Eligibility Information
- Notifications
- View And Update Your Contact Information
- Edit Your Profile

Your FAFSA for academic year 2017-2018 has been received

Contact Us

Click Contact from the footer of any screen to submit any questions or concerns.
Help

Click Help from the top menu bar of any screen to view the user guide.

To Do List

Your “To Do” list is a summary of the applications and documents you have submitted to date and any additional documents required to be submitted. Note the academic year displayed for your To Do list. To switch to your To Do list for a different year, select that year from the dropdown.
The items are grouped by 1) tasks that can be completed online, and 2) documents that can be uploaded electronically or mailed to HESAA.

Each task will have one of the following icons next to it:

- The task or document is complete
- The task or document is incomplete

Items may be shown more than once if required for more than one program.

If the Free Application for Federal Student Aid (FAFSA) is listed as incomplete, there is a link to FAFSA on the Web to complete your FAFSA or make any necessary updates or corrections. You will leave the NJFAMS to access FAFSA on the Web.

If you have not answered the New Jersey State Grant questions, the To Do List will provide a link to the NJ Additional Application Questions online form.

**View and Update Your Schools**

This screen allows you to view the schools that are currently on your NJFAMS record. They include the schools you listed on your Free Application for Federal Student Aid (FAFSA) and any school that has been added to your NJFAMS record.
View and Update Your Schools

The schools on your NJFAMS record are listed below. They include the schools you listed on your Free Application for Federal Student Aid (FAFSA) and any school you have added to your NJFAMS record.

<table>
<thead>
<tr>
<th>2017-2018 Schools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BERKELEY COLLEGE</td>
<td></td>
</tr>
</tbody>
</table>

If you will attend a school that is not listed, click the Add a School link. Add a School

<table>
<thead>
<tr>
<th>2016-2017 Schools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BERKELEY COLLEGE</td>
<td></td>
</tr>
</tbody>
</table>

The TAG program can only be used at New Jersey institutions. If you will attend a New Jersey school that is not listed, click the Add a School link.

You must also add the school to your FAFSA. Click on the link Go to FAFSA on the Web at www.FAFSA.gov.

Add a School to your 2017-2018 NJFAMS Record

Select a school and click Add. You must also add the school to your FAFSA. Go to FAFSA on the Web at www.FAFSA.gov.

Add School: < Choose One >

Add Cancel

Select the school you want to add from the dropdown and click on the Add button.

Notifications

Use this screen to view a record of all email and paper notifications sent to you.

Notifications

<table>
<thead>
<tr>
<th>Notification</th>
<th>Date Created</th>
<th>Status</th>
<th>Media</th>
<th>Date/Time Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Notice - NJ Additional Questions Missing</td>
<td>05/26/2017</td>
<td>Emailed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Notification - State Financial Aid Notice</td>
<td>05/09/2017</td>
<td>Emailed</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Click notification to view.

To view the details of a particular notification in the list, click on the corresponding link (in red). A window will open up, displaying the details.
View and Update Your Contact Information

To update your contact information, enter the new information into the boxes on the right hand side and click Save. The screen will redisplay with the new information now in the Current column.

Edit Your Profile

When changing your password, pay careful attention to the password requirements listed on the screen. You cannot use your current or previous five passwords. Passwords are case sensitive.
Award and Eligibility Information

If you are being considered for a scholarship or grant or have received one in a previous year, this screen will contain your eligibility and award information.

This screen displays all of your award information for each school on your record by term. This information may change throughout the year as your record is updated and awards are processed.
Apply Online for Scholarships

Click on the scholarship application link to apply for a HESAA scholarship.

Apply for NJBEST

Click on the link Apply for NJBEST – click here to apply. The NJBEST Application is divided into 3 sections. The first section is Applicant Information. On the screen your social security number, name and date of birth will be displayed and cannot be edited. If any of this information is incorrect contact HESAA. Enter your address information if it is not displayed. If information is displayed, be sure to review the information and make any corrections before continuing to the next section.
If your mailing address is different than your permanent address, uncheck the box and enter or correct the information. Be sure to enter your contact information as well as the additional information requested. Then click on Next at the bottom of the screen.

The next screen collects information about the NJBEST account owner.
Enter all NJBEST account owner information and then click on Next at the bottom of the screen.

The next screen collects the school that you will be attending.

Select the school you are attending from the dropdown and then click on Next at the bottom of the screen.

Your application will not be received until you click on the certification check box and click on the Submit button on this screen.
After you submit your application you will only be able to view it, you will not be able to make any changes. Before clicking on submit, you can review your information by clicking on "View Summary".

If you need to make corrections, prior to submitting you can use the "Previous" button to return to the appropriate section of the application.

To download a printable version to save for your records, click on "Print Summary".