

Quick Guide for Completing GEAR UP Verification Forms

1.	Enter the database URL into your web browser.
2.	Enter your institution's login name and password and then click SUBMIT.
3.	When you successfully log in, you will see your institution's profile page. From there, click on the VERIFICATION FORMS tab.
4.	Click on the row that corresponds with the current academic year/term, showing "New" status.
5.	Start by completing the Completed by Name, Email, and Phone fields.
6.	To begin completing verification for each student, click the arrow above the student information rows to expand all. 
7.	Complete all applicable fields for each student that is included on the form.
	Required Fields (Provide information for the current term only ; not academic year)
	Completed By Name: Enter the full name of person completing the form.
	Email: Enter the email address of person completing the form.
	Phone: Enter the phone number of person completing the form.
	Inst Student ID: Enter the student identification number issued by the institution if blank.
	Enrollment: Select the appropriate enrollment level for the student after the final drop date (last day to drop without withdrawal grade).
	STOP HERE IF THE STUDENT IS NOT ENROLLED
	Meets SAP: Select YES if the student is meeting Satisfactory Academic Progress. Also select YES if the student is on warning/contract and currently receiving aid.
	FAFSA Complete: Select YES if the student has successfully completed a FAFSA for the current academic year <u>and</u> verification (if applicable).
	Pell Eligible: Select YES if the student is eligible for and awarded the Federal Pell Grant.
	Maximum Award: [Read Only] Indicates the maximum payment the student can receive for the term based on their enrollment level, before considering other financial aid.
	1st Undergraduate: Select YES if the student has not received their first bachelor's degree.
	Cost of Attendance: Enter budget/estimate of the student's educational expenses.
	Total Gift Aid: Not including GEAR UP, enter the total amount of grants (include Pell), scholarships, waivers, and any other gift aid.
	Amount to Send: Enter the GEAR UP payment amount the student can receive for the term. GEAR UP, when combined with other gift aid, cannot exceed the student's estimated cost of attendance. Field will be blocked if student is not eligible.
	Comments: Use this section to report any awarding issues to SCHEV.
8.	Once you have completed the entire verification form, click SUBMIT at the bottom of the form. SCHEV will receive email notification once the form is submitted. If you are not finished, click SAVE ONLY to continue later.
	Print a copy of your completed verification form by clicking PRINTER-FRIENDLY VERSION at the top of the form. The database will timeout after 20 minutes of inactivity, so make sure to save your work throughout by clicking SAVE located at the bottom of the form. Unsaved information will be lost.