

## Adding a New School to a Processed FAFSA Application

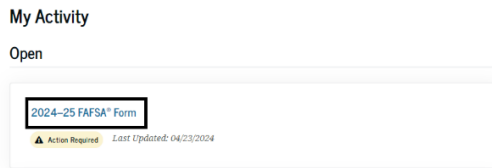
1. Navigate to <https://studentaid.gov/h/apply-for-aid/fafsa> and click the **Access Existing Form** button.



2. Log in.

A screenshot of the FAFSA login form. It includes a 'Log In' link with an external icon, a text input field for 'Email, phone, or FSA ID Username' containing 'skjalstrom', a password input field with a 'Show Password' toggle, and a blue 'Log In' button. Below the button are links for 'Forgot My Username' and 'Forgot My Password'.

3. Under My Activity, select **2024-2025 FAFSA Form** link.



4. On the right-hand side, click the **Actions** button and then select the **Add or Remove Schools** link.



5. You can add a school, one of two ways:
  - a. Searching by State, City and School Name

Where should we send the FAFSA® information?  
Search and select colleges and career schools.

If you can't find your school when searching by School Name or State, try searching by School Code.

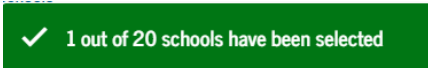
You can add up to 20 colleges and career schools to the FAFSA® form. Make sure to list all the schools you're considering, even if you're not certain you'll apply to all of them.

A screenshot of the school search interface. It shows a search bar with 'na' entered and a dropdown menu with 'National University of Natural Medicine' selected. Below the search bar, there are input fields for 'State' (Oregon (OR)), 'City - optional' (Portland), and 'School Name - optional' (na). A 'View Selected Schools' button is visible at the top right of the search area.

b. Searching by School Code; NUNM's school code is **B07624**

The screenshot shows the FAFSA search interface. At the top, there are two tabs: "Search by School Name" and "Search by School Code". The "Search by School Code" tab is active. Below the tabs, there is a text input field labeled "Federal School Code" containing the value "B07624". To the right of the input field is a blue button with a magnifying glass icon and the text "Search". Below the search results, there is a card for "National University of Natural Medicine" with the location "Portland, Oregon (OR)" and the "Federal School Code" "B07624". To the right of the card is a blue button with a checkmark icon and the text "Select". Below the card is a link that says "Search and Select More Schools".

6. When you search for the school, and you see National University of Natural Medicine, click the **Select** button. You should see a green box confirming the school has been selected, and then click **Continue**.



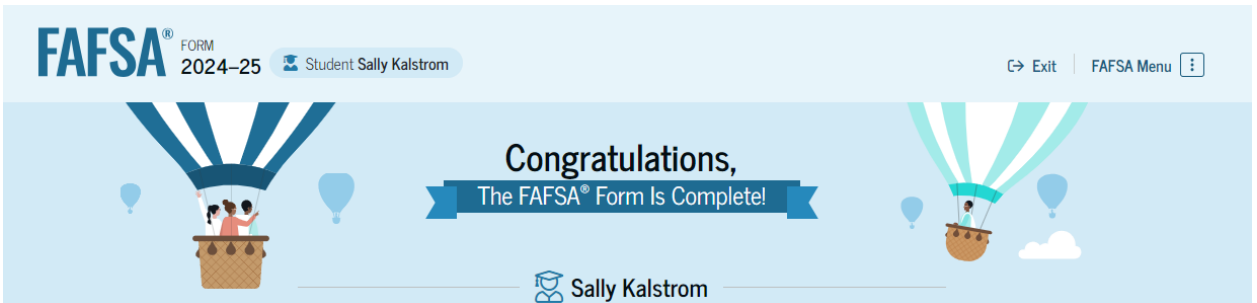
7. The next page will confirm all schools that have been selected for your FAFSA, click the **Continue** button.

The screenshot shows the "Selected Colleges and Career Schools" page. At the top, it says "Selected Colleges and Career Schools" and "These are the colleges and career schools that you've selected to receive the FAFSA® form." Below this is a link that says "Review this list of schools and confirm your selection(s)." There is a section titled "School List Guidelines for Oregon Residents" with a green background, containing text about eligibility for state grant aid. Below this is a green box that says "1 out of 20 schools selected". Underneath, it says "Showing 1 to 1 of 1". There is a card for "National University of Natural Medicine" with the location "Portland, Oregon (OR)" and the "Federal School Code" "B07624". To the right of the card are two buttons: "Remove" and "View Info". Below the card is a link that says "Search and Select More Schools". At the bottom, there are two buttons: "Previous" and "Continue".

8. You may be asked to confirm information again, keep moving the application until you reach the **Sign and Submit FAFSA Form** page. Scroll down to the bottom of the page, click the check box to agree to the terms, and then click the **Sign and Submit** button.

The screenshot shows the "Sign and Submit Your FAFSA Form" page. At the top, it says "Sign and Submit Your FAFSA Form". Below this is a blue box containing a checked checkbox and the text "I, Sally Kalstrom, agree to the terms outlined above." Below the box are two buttons: "Previous" and "Sign and Submit".

9. You should receive a Congratulations and confirmation that your FAFSA is complete. The NUNM financial aid office should receive the application in 3-5 days.



10. Please contact [financialaid@nunm.edu](mailto:financialaid@nunm.edu) if you have any questions of problems.