Students who have been selected for verification will have a verification process requirement in Webstar. Follow the steps below to submit documents.

*Not all students are selected for verification*

Click on Verification Process and you will be taken to the screen below.

Your user name is the beginning of your IVC student email (janedoe@students.imperial.edu)

Your password is the same as Webstar.

Click on LOGIN.
You will then Register your account with the information you submitted on your FAFSA. Make sure to use your IVC email and click on register account. If you have trouble registering, please contact 760-355-6266 for further assistance.
After the student logs in they are taken to their task list. In this example it’s a Verification form they need to fill out electronically. Click on Fill out.

The webforms have sections that the student is required to complete. The student is prevented from signing the webform until they have completed all sections. The student may navigate the sections by selecting the section from the list on the left or by selecting the continue button.
The student must add everyone in the household by clicking add person (carefully read household information instructions on your form) * note this is an independent student

Once the student has completed all sections of the webform, they receive a review and sign page. The student can review the form to make sure it looks correct. If anything needs to be corrected, the student needs to return to the appropriate section to correct.

If everything looks correct, the student may choose to either e-sign or opt out of e-sign. **We recommend the student/parent Esign the form**
If the student chooses to opt out of e-sign, they are required to download and print the form. Once the student and parent sign the form manually, they will have a step to upload it back into StudentForms.

Once the student e-signs the form or if opted out of e-sign downloads the form, they are returned to their task list. Based off of information provided in the webform, the student MAY have added steps within their task.
The parents of a dependent student may need to sign a webform for their student if required. The student must request the e-signature from the parent by selecting the request button and entering the parent's email address. This email must be different than the one associated to the student's account.

If both parents are listed on the FAFSA the student may choose which parent to send the request to then click on send request.

Once the request has been sent, the parent receives an email asking them to e-sign the student's webform. The parent can then create an account or login to their previously created account and e-sign the form. Once the parent e-signs the form, the step is automatically marked as completed.
How to Upload:

Tasks that have upload steps are used for the student to upload specific documents into StudentForms. If the student has an upload step, they select the upload button.

If the student is using a computer, they may select the document from the location where the PDF or image is saved on their computer. If the student is using a mobile device, they have the option to take a picture or upload an image/file from their device.

Once the student uploads an image or document, they are presented with a review screen to use their upload or discard and upload another file/image.
Once they choose the use button, the student is given the opportunity to add additional pages. If they were using a mobile device, they would choose add pages to take additional pictures of documents if needed.

**Submitting/Editing Tasks**

After the student has completed all steps within a task, they receive the submit button.

Clicking the submit button sends the document to the school side for review. The student is able to edit their task up until the point that they select the finish button after all tasks have been completed. To edit a task, they select the edit button.

**DO NOT FORGET TO CLICK ON THE GREEN FINISH BUTTON** after you click on Submit.