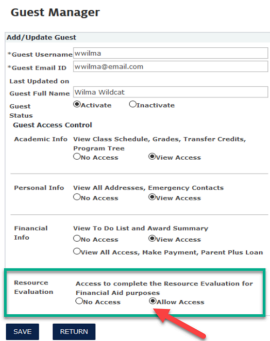
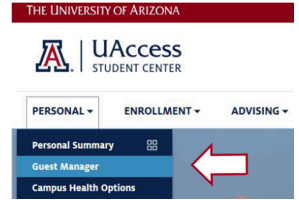


# ACCESSING THE NON-FAFSA PARENT RESOURCE EVALUATION

## 1 | Create/update Guest Account for your non-FAFSA parent in UAccess Student Center

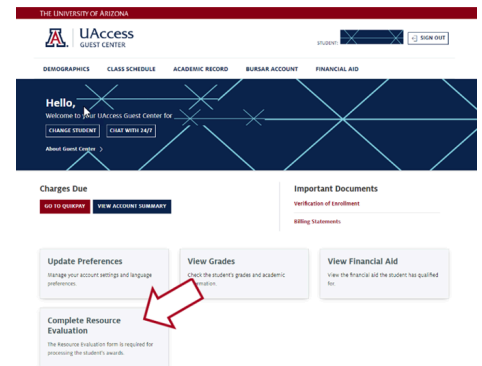
Your Non-FAFSA Parent is your other biological (birth/natural) or adoptive parent who is not listed on your FAFSA. We must collect data for this parent to help us determine your eligibility for need-based institutional grants from the University of Arizona. *For step-by-step instructions on creating the Guest Account, review a helpful how-to guide [here](#).*



1. **LOG IN** Student will log into their UAccess Student Center ([uaccess.arizona.edu](http://uaccess.arizona.edu)) and select “Guest Manager” under their “Personal” menu.
2. **ADD GUEST** Add/update all guest information, including the information you see below.
3. **CREATE GUEST ACCOUNT:** Add a Guest Username, Guest Email ID, and activate Guest Status. Then, assign Guest Access Control in the “Resource Evaluation” section to “Allow Access”, then click “save”. *Note, if you do not click Allow Access, your parent will not have access to complete the Resource Evaluation.*

## 2 | Parent Completes Resource Evaluation via Guest Access

1. **LOG IN** Direct your Non-FAFSA Parent to log into UAccess Guest Center ([uaccess.arizona.edu](http://uaccess.arizona.edu)) using the username and password emailed to them after you created their Guest Account.
2. **BEGIN RESOURCE EVALUATION**
  - a. Parent will click on the “Complete Resource Evaluation” tile on their Guest Center dashboard, then complete all questions and submit. *Note: The form does not allow for saving an incomplete application and also can time out due to inactivity. The parent must complete and submit the Resource Evaluation form in its entirety during their logged in session in Guest Center.*
  - b. We’ve created a [Resource Evaluation Question Guide](#) to help your Non-FAFSA Parent answer each question on the form. *Visit our webpage applicable to the grant you have been invited to be considered for (either the [Arizona Assurance Grant](#) or [Achievement Award](#)) and be sure to download and provide this to the parent.*



## 3 | If your Non-FAFSA Parent cannot complete the Resource Evaluation due to unusual circumstances only:

Please visit our forms webpage ([financialaid.arizona.edu/forms](http://financialaid.arizona.edu/forms)) to download the **Request for Waiver of Non-FAFSA Parent Information form**. If you have questions or concerns about whether your unique circumstances may warrant consideration for a waiver, please contact OSFA ([financialaid.arizona.edu/contact](http://financialaid.arizona.edu/contact)) directly.