

# ACCESSING THE RESOURCE EVALUATION

- 1** ▶ STUDENT GIVES OR UPDATES CUSTODIAL PARENT GUEST ACCESS  
▶ UACCESS.ARIZONA.EDU  
▶ STUDENT CENTER

- 1 Under UA Student Center, select “Guest Manager” in lower right corner
- 2 Select “Add New Guest”
- 3 Add Parent Information
- 4 Click “Activate”
- 5 Select “View All Access” – Note: A new user email, with subject line “New guest access account created - University of Arizona,” will be sent to your parent

The first screenshot shows the UA Student Center navigation menu. A red arrow labeled '1' points to the 'Guest Manager' link in the lower right corner. The second screenshot shows the 'Guest Manager' page with a red arrow labeled '2' pointing to the 'ADD NEW GUEST' button. The third screenshot shows the 'Add/Update Guest' form. A red arrow labeled '3' points to the 'Guest Username' field, a red arrow labeled '4' points to the 'Activate' radio button, and a red arrow labeled '5' points to the 'View All Access' link in the 'Guest Access Control' section.

- 3** ▶ NONCUSTODIAL PARENT (NCP) INFORMATION NEED?  
▶ STUDENT: FOLLOW STEP 1 TO GIVE/UPDATE NCP GUESS ACCESS  
▶ PARENT: FOLLOW STEP 2 TO COMPLETE THE RESOURCE EVALUATION

- 1 OSFA will notify the student if the NCP is required based on the natural or adoptive parent's marital status, as reported by the Custodial parent on the Custodial Parent Resource Evaluation
- 2 The NCP is the parent who provides less support and is typically, not the parent the student lives with

- 2** ▶ CUSTODIAL PARENT COMPLETES RESOURCE EVALUATION  
▶ UACCESS.ARIZONA.EDU  
▶ GUEST CENTER

- 1 Custodial Parent signs into Guest Center and selects “Resource Evaluation” tab
- 2 Custodial Parent provides requested information to access the form. This must match the information provided on the student's 2017-2018 Free Application for Federal Student Aid (FAFSA)

The first screenshot shows the UAAccess Student Guest Center interface. A red arrow labeled '1' points to the 'Resource Evaluation' tab. The second screenshot shows the 'Resource Evaluation' form with a red arrow labeled '2' pointing to the 'Your First Name' field.

- 4** ▶ NOTIFICATION OF AWARD RECIPIENTS:  
▶ OSFA WILL NOTIFY STUDENTS VIA EMAIL  
▶ STARTING IN MID-APRIL

- 1 OSFA will also send a letter via U.S. Postal Service to students selected for the Arizona Assurance Program