1. **STUDENT GIVES OR UPDATES CUSTODIAL PARENT GUEST ACCESS**
   - Under UA Student Center, select “Guest Manager” in lower right corner
   - Select “Add New Guest”
   - Add Parent Information
   - Click “Activate”

2. **CUSTODIAL PARENT COMPLETES RESOURCE EVALUATION**
   - Custodial Parent signs into Guest Center and selects “Resource Evaluation” tab
   - 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)

3. **NONCUSTODIAL PARENT (NCP) INFORMATION NEED?**
   - STUDENT: FOLLOW STEP 1 TO GIVE/UPDATE NCP GUEST ACCESS
   - PARENT: FOLLOW STEP 2 TO COMPLETE THE RESOURCE EVALUATION
   - 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
   - The NCP is the parent who provides less support and is typically, not the parent the student lives with

4. **NOTIFICATION OF AWARD RECIPIENTS:**
   - OSFA WILL NOTIFY STUDENTS VIA EMAIL
   - STARTING IN MID-APRIL
   - OSFA will also send a letter via U.S. Postal Service to students selected for the Arizona Assurance Program

For questions regarding the Resource Evaluation, contact Office of Scholarships and Financial Aid (OSFA) at askaid@email.arizona.edu or (520) 621-1858 financialaid.arizona.edu