Roster Upload Instructions

Site Roster Upload Requirements

FAFSA Plus+ sites must upload a student roster in the OSAC Partner Portal to access the student-level FAFSA data. Sites only need to upload one roster per senior class. Some sites might not need to upload a file -- your school registrar, district, or someone else at your site might be doing this for you.

Below are step-by-step instructions to walk you through the process. Please do not hesitate to contact OSAC at FafsaPlus@hecc.oregon.gov if you need help at any time during this process.

Step-by-Step Instructions

1. Create your roster spreadsheet
    -   First, you will create a spreadsheet with information for each high school senior – each row will have a student's information. Include Last Name, First Name, Date of Birth, and Race.
    -   If you are a community-based organization or college access program that works with seniors at multiple high schools, then also include the high school code in column E. A list of high school codes can be found in the OSAC Partner Portal.
    -   Do not include headers or leave any fields blank for a student. There is a sample roster template you can download from the FAFSA Plus+ page in the OSAC Partner Portal.
2. Save your spreadsheet as a .CSV file
    -   When your spreadsheet is filled out, select "Save As",
    -   Use the dropdown menu to select "CSV" file format,
    -   Remember what you name the file and where you save it.
3. Log in to the OSAC Partner Portal at https://partners.oregonstudentaid.gov/
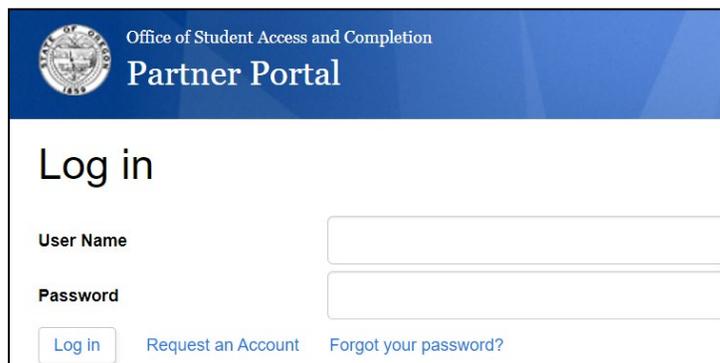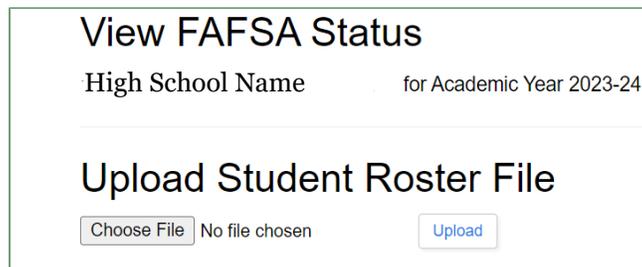
FAFSA Plus+ Account Information

- Each FAFSA Plus+ user at your site will receive their login information via email. You will need to activate your account and set your password the first time you login. If you already have access to an OSAC portal, you can use your existing login information.
- Users can request a login, if they do not already have one, using the "Request Account" link in the upper right corner of the OSAC Partner Portal login page.
- If users forget their username or password, click on the "Forgot your Password?" link to reset it.
- Once you log in, you will see one or more links. Click on the FAFSA Plus+ Program link to access the data. If this link does not show up, or leads you to an application page, please contact us and we will fix it.

High School
- FAFSA Plus+ Program
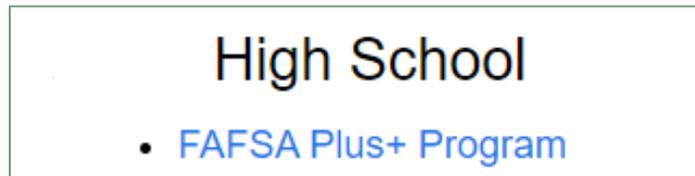
4. Upload Student Roster
   - Sites will be uploading a roster for the students' *FAFSA year* (the year that the students will be in college and receiving financial aid), which is typically not the same as the *current* academic year.
   - Click the "Upload" button to upload the roster file. Once you select the file and click "Upload", the name of the selected file will appear to the right of the "Choose File" button.

View FAFSA Status
High School Name   for Academic Year 2023-24

Upload Student Roster File
Choose File No file chosen   Upload

   i. Users will get an error if the file is not formatted correctly (for example, if it is an .xls file rather than a .csv file).
   ii. Contact OSAC if you are having trouble. We can see the files you were attempting to upload. NEVER email the file to us because it contains student birth dates.
   iii. Academic Year is associated with the FAFSA year, not your Senior Class year.

   - FAFSA Plus+ sites only need to upload one roster per senior class. If you have new students that join your site partway through the year, you can upload an additional roster to add those students or you can add them individually. Contact the FAFSA Plus+ team and we will walk you through how to add those students.
   - Now that your site has uploaded the student roster, all OSAC Partner Portal users at your FAFSA Plus+ site can now view the student-level FAFSA data.

Contact Us: FafsaPlus@hecc.oregon.gov | (458) 205-1181