

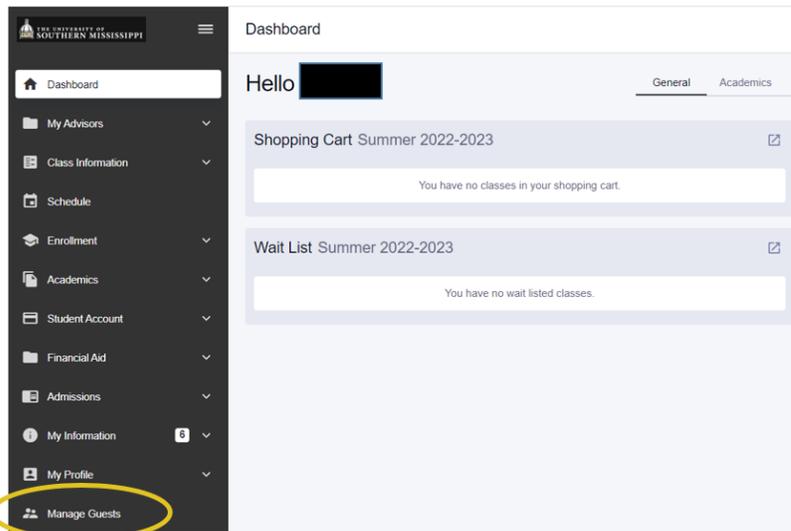


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**MISSISSIPPI**

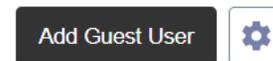
# Electronic Parent Signature on Verification Worksheet

**Step 1:** Navigate to [www.usm.edu/SOAR](http://www.usm.edu/SOAR) and Login with your Credentials  
*Username: W+EMPLID and Password*

**Step 2:** Click Student Dashboard on your Homepage and “Manage Guests”



Click on “Add Guest User” on the top right of the page, accept terms and conditions, and grant permissions



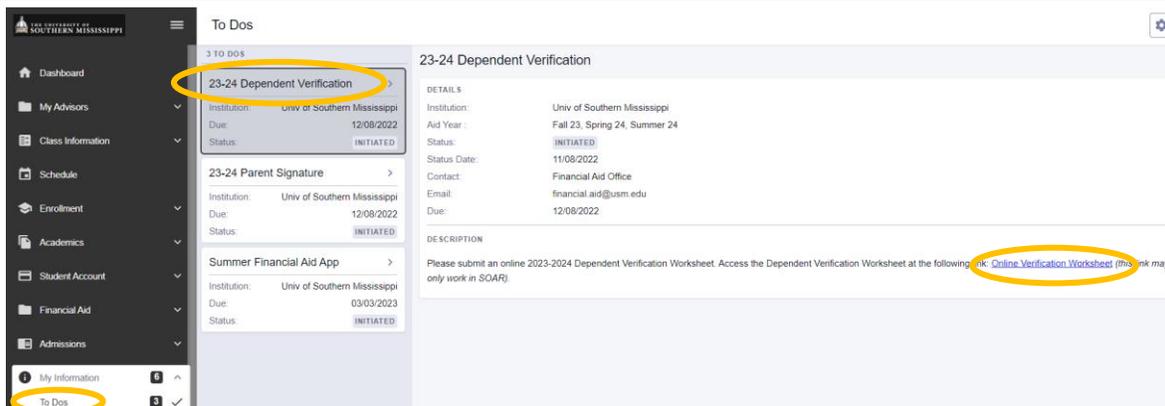
“View Financial Aid” permission must be selected for your parent to sign the verification worksheet online.



**Step 3:** Parent Signs into SOAR with their Credentials (Capital “W”)

Parent will receive two messages to the email address the student provided when granting access. One with their username, the student’s ID number followed by “\_001” or “\_002” for example. The second with a link to retrieve the password. Unfortunately, the password for guests can’t be changed, so keep it in a safe place for future use.

**Step 4:** Parent clicks on Student Dashboard and Clicks on “To Dos”



After clicking on the “Online Verification Worksheet”, you will proceed to signature by verifying your parental relationship to the student with personal identifiable information.



# How to Print Verification Worksheet in SOAR

**Step 1:** Navigate to [www.usm.edu/SOAR](http://www.usm.edu/SOAR) and Login with your Credentials  
*Username: w+EMPLID and Password*

**Step 2:** Click Student Dashboard on your Homepage and then  
Under Financial Aid, Verification Worksheet Print on the Left Side

Dashboard

Hello [Redacted]

General Academics

Advisors [Link]

Shopping Cart Summer 2022-2023 [Link]  
You have no classes in your shopping cart.

Wait List Summer 2022-2023 [Link]  
You have no wait listed classes.

Financial Aid

- Apply for Financial Aid
- View Financial Aid
- Satisfactory Academic Progress
- Financial Aid Summary
- Accept/Decline Awards
- Revise My Financial Aid
- Loans
- Verification Worksheet Print**

**Step 3:** Select “Click HERE to print worksheet” to Download the Form

1 row

Aid Year ▾

2024

Print

Click HERE to print worksheet

Exit Page

*On the left, you will see the aid year. Make sure you select the correct year. For example, if you are completing the process for the Fall 2023, Spring 2024, or Summer 2024 semesters, 2024 should be selected. Additionally, make sure your pop-up blocker is not on, as that will prevent the document from processing.*