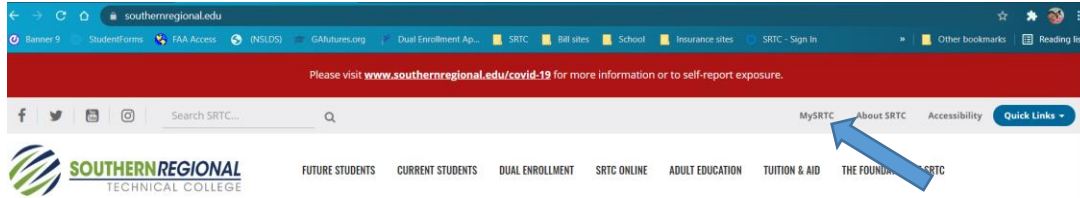


Creating a Verification Account

You must be accepted to your program and have access to your student email before creating you verification account.

All verification documents should be submitted electronically through your verification account.

- **Login to MySRTC from the link at the top of the SRTC Webpage, www.southernregional.edu.**



I have read and understand the above statement. Click to proceed to BannerWeb login.

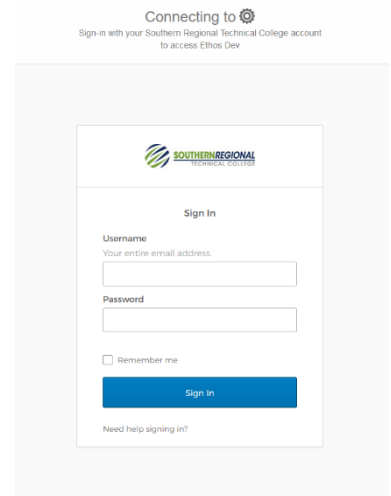
- **Click:**
- **Use your login credentials, to access MySRTC. This is the same as your Student email**

*You can now access your webmail e-mail account by going to the following address: <https://southernregional.okta.com>

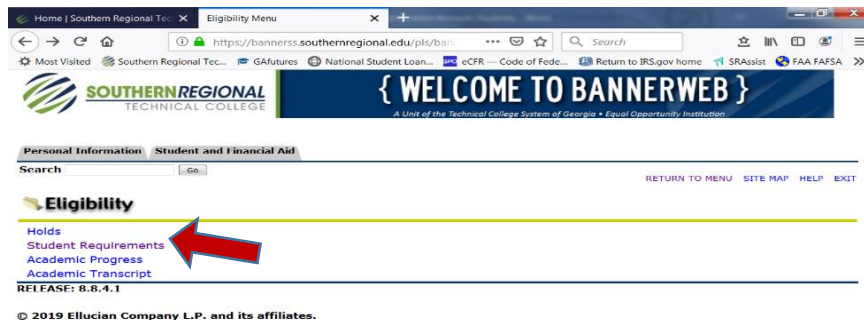
Username: Your username is your entire email address. This is comprised of your first initial, last name, last four digits of your student ID number, @, stu.southernregional.edu. Example: jdoe1122@stu.southernregional.edu

Password: Your password is now your **first initial (capital), last initial (capital), _ your student ID number. The initials are both capital letters.** So for John Doe (ID# 900001122) the password is JD_900001122. **The initials are both capital letters.**

*If you do not have your student id number it can be found on your schedule or by logging into Bannerweb.



- **Select Student Services and Financial Aid, Financial Aid, My Eligibility, Student Requirements, Year 22-23**



- **Follow the link for the verification portal, click 'You have been selected for Verification'.**
 - **Unsatisfied Requirements**

Unsatisfied Requirements	
Requirement	Status
You have been selected for Verification Please visit https://southernregional.studentforms.com to set up your Verification Account and submit needed documents.	Document Needed - Not Received

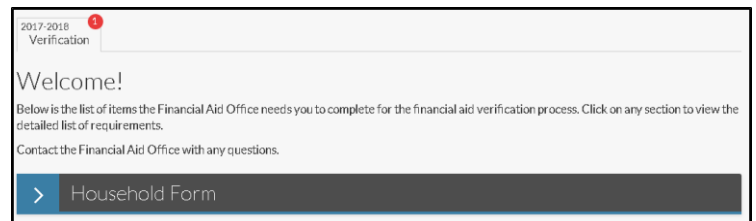
(Instructions continued on next page)

- You will be directed to <https://southernregional.studentforms.com> to register your account.

- **Add the Required fields.**
 - * **NOTE:** Your first name, last name, Social Security Number, and Date of Birth **MUST** match what is listed on your FAFSA to successfully register your account.
 - * If you are a dependent student, you and your parent will need to create an account.
- **Click the Register Account button.**
 - * Once your account is created, your login will be the same as the Single Sign On (SSO) credentials that you use for <https://southernregional.okta.com>, MySRTC, Blackboard and your SRTC Email Account.
 - * Parents will be prompted to create their own username & password, if they have documents to sign.
- **Opt in for Text and Email Communication.**
 - * It is suggested that you opt in for text and email notifications. This feature will be used to contact you if additional items are needed to complete your award.

- **Review the Tasks Needed to Complete Your Award.**

*Some items can be completed online and other tasks require you to upload documents. Select the task for instructions on how to submit the needed information.



- **If you need to upload a document, you may scan or take a picture of the document with your phone.** Please ensure the photo displays the complete document and is legible prior to upload.

- **Once all your tasks have been submitted, you should periodically check your email accounts.**

* If additional items are needed after your file is reviewed, you will receive a follow-up email.

*Once your file has been awarded, you will receive an email to your SRTC student email account directing you to MySRTC to view your award.

- **Questions?**

Please contact the Financial Aid Office, finaid@southernregional.edu

Bainbridge 229.243.3013

Moultrie 229.217.4162

Thomasville 229.225.5036

Tifton 229.386.3164