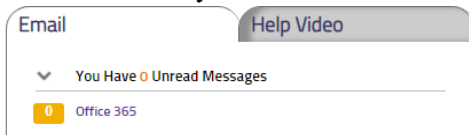


# Financial Aid Virtual Appointment Instructions

## To schedule a virtual appointment, call 815-828-4340

In an effort to make the most of your upcoming virtual appointment, please follow the steps below. These appointments are conducted using Microsoft Teams.

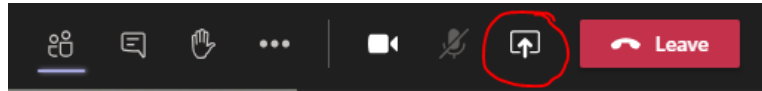
1. You must have access to a mobile device or computer with a camera and microphone.
2. To access your appointment, log in to your [my.jjc.edu](http://my.jjc.edu) portal which requires your JJC username and password\*.
  - Go to [Find My JJC Username/ID](#) to look up your username and password.
3. From the [my.jjc.edu](http://my.jjc.edu) portal, access your Office 365 account. The information regarding your appointment will be emailed to your JJC student email account.



4. From your email or calendar, click the Microsoft Teams link to enter your virtual appointment. You can also access the appointment through the Microsoft Teams App.

### [Join Microsoft Teams Meeting](#)

5. If you need to share your screen during the meeting, use the Microsoft Teams “Share Content” button.



\*NOTE: if you are not a current JJC student and have scheduled a FAFSA or Alternative Application Completion Appointment, check the personal email account that you provided us for the link to your Microsoft Teams virtual appointment.

### **Additional Instructions for FAFSA Completion Appointment**

If you've scheduled a virtual appointment to receive help on completing your Free Application for Federal Student Aid ([FAFSA](#)), please follow the additional steps below **prior to** your appointment.

1. Watch our ‘Applying for Financial Aid’ Help videos at: <http://bit.ly/JJCFAHELP>. (you can also find them at [jjc.edu/financialaid](http://jjc.edu/financialaid))
2. Create an [FSA ID](#) at [fsaid.ed.gov](http://fsaid.ed.gov). Keep this for your records, as you will need this username and password every year to renew your FAFSA.
  - a. If you are considered a [dependent student](#), your parent will also need to create their own FSA ID.
3. Gather documents:
  - If you are a [dependent student](#), you need these documents for you and your parent(s).
  - If you are a married student, you need these documents for you and your spouse.

- a. Social Security number (SSN)
    - i. Note: Immigration status of a dependent student's parents does not affect financial aid eligibility. If your parent(s) are unable to enter a valid SSN, they must enter 000-00-0000 when completing the FAFSA. Do NOT enter their IRS ITIN.
  - b. Alien Registration number, if permanent resident
    - i. Note: DACA students are not eligible for federal financial aid and should complete the [Alternative Application for Illinois Financial Aid](https://isac.org/alternativeapp) at [isac.org/alternativeapp](https://isac.org/alternativeapp) instead of the FAFSA.
  - c. Federal tax information or tax returns, including IRS W-2 information
    - i. Use 2018 info for 2020-2021 FAFSA. Use 2019 info for 2021-2022 FAFSA.
  - d. Records of other untaxed income received, such as child support, interest income, etc.
    - i. Use 2018 info for 2020-2021 FAFSA. Use 2019 info for 2021-2022 FAFSA.
  - e. Current asset information, such as cash balance, savings and checking account balances, investments, etc.
4. Review the information at <https://studentaid.gov/apply-for-aid/fafsa/filling-out>
  5. Complete as much of the FAFSA ([fafsa.ed.gov](https://fafsa.ed.gov)) as you can on your own, save it, and write down your remaining questions so that they can be addressed during the virtual appointment.

If you have any questions, or need to cancel/reschedule your appointment, contact us at:

Phone: 815-828-4340

Email: [finaid@jjc.edu](mailto:finaid@jjc.edu)

Chat: [jjc.edu/financialaid](https://jjc.edu/financialaid)

**Main Campus**

Financial Aid/Veterans Office  
1215 Houbolt Road  
Joliet, Illinois 60431

**Phone:** (815) 828-4340

**Fax:** (815) 280-2547

**Romeoville Campus**

Financial Aid/Veterans Office  
1125 West Romeo Road  
Romeoville, Illinois 60446

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