To register for access to the High School FAFSA Report and/or the FAMOUS-High School system if you do not currently have access to any of the MDHE's electronic systems:

1. Click the **Register** link below the Go button on the High School FAFSA Report page. You will be directed to the Registration form.

2. Complete the registration form. The name and Job Title fields should match exactly your name and Job Title as they appear in Attachment B of the FAFSA Data Access Agreement.

3. Select **High School Personnel** in the **Requester Type** field. Required fields are indicated with an asterisk (*).

4. Select **High School FAFSA Report** from the **System** drop-down menu.

5. Select your high school from the **School** drop-down menu.

6. Click the **Add Access** button. The information is saved and the top of the page displays. Scroll down to the **User Access** table to view the information.

7. Select **Read Only** from the **Access Type** drop-down menu.

8. Repeat these steps if you need to request access to more than one high school in your district or if you need to register for access to other MDHE electronic systems, such as the *FAMOUS High School* system. If you register for the FAMOUS-High School system you will select **Update** in the **Access Type** drop-down menu.

9. Select the **Remove** button in any row that contains incorrect information. After the information has been removed you may re-enter the correct information in the **System** and/or **School** fields.

10. Click the "I'm not a robot." check box and follow the instructions.

11. Click the **Submit** button. If you registered for the FAMOUS-High School system you will be required to download, complete and submit a separate user agreement to complete the registration process.

12. You will receive an email from DHEWDSecurity notifying you whether your access has been approved and, if not, the reason it was not approved.