



FSA Preparation Instructions

1. **Restart your computer** (do this before beginning **ANY** test!)

2. Log in to aplus

- username: aplus
- password: aplus
 - If successful logging in, skip to step 3
 - If unsuccessful logging in follow these steps:
 - Go to the app Self Service 
 - Find the “Aplus Settings” button  and click “Refresh”
 - Wait until the process is complete (shown on the status bar)
 - Try logging in to aplus again and skip to step 3 if it works.
 - Still not working?
 - Sign your name on the FSA Check form that your teacher has, and place a check on the yes column where it says “Errors?” **You are done, stop here.**

3. Click on FSA Browser 

- If the browser opens up to the log in screen:
 - Sign your name on the FSA Check form that your teacher has, and place a check on the “No” column where it says “Errors?” **You are done, stop here.**
- If an error occurs saying “Access Denied...”
 - Sign your name on the FSA Check form that your teacher has, and place a check on the yes column where it says “Errors?” **You are done, stop here.**