

# EZDOCS – ACCOUNT SETUP

## How To Set Up Your FinAid EZDocs Account (Student)

1. You must submit a Free Application for Federal Student Aid (FAFSA) for the appropriate aid year to Millersville University (school code 003325). *If you do not have a FAFSA on file, you cannot set/link up your FinAid EZDocs student account.*
2. Go to [millersville.verifymyfafsa.com](https://millersville.verifymyfafsa.com) (<https://millersville.verifymyfafsa.com>)
3. Enter your MU myVILLE login (username and password). *If you're already logged into an MU system like the myVILLE or MAX, it may not ask you to do this.*
4. The first time you log in, you will be presented with a privacy policy. Please read and accept.

## Millersville University



### Privacy Policy

Millersville University knows how important it is for you to know how information about you is collected and used, and we value your privacy. Millersville University uses CampusLogic, Inc. products and tools to simplify the financial aid process for students. To process financial aid, we collect personally identifiable information through these tools. CampusLogic, Inc. is dedicated to protecting your data and will spare no expense to keep it secure. We encourage you to read the privacy policy to understand how we collect and use your data.

#### CampusLogic Privacy and Cookie Policy

Last Updated: August 28, 2018

CampusLogic, Inc. ("CampusLogic," "we," and "our") is committed to protecting the privacy of individuals who visit and use this website [www.campuslogic.com](http://www.campuslogic.com) (the "Site") and/or the software applications (the "Applications") provided by CampusLogic, together the "Services." This Privacy and Cookie Policy (the "Privacy Policy") describes how CampusLogic collects, uses, and shares personal information. Please read the following information carefully to understand our views and practices regarding your personal information and how we will treat it.

#### 1. COLLECTION OF INFORMATION

CampusLogic collects and retains personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by you to CampusLogic through the Site and/or Services. We will only process your personal information in accordance with applicable data protection and privacy laws.

If you registered to use the Services, you will have been asked to click to agree to provide this information in order to access our services or otherwise view our content. **If you do not agree to our use of your personal information in line with this Privacy Policy, please do not use our Services. By accessing and using our Site or by clicking "I accept" prior to your registration to the CampusLogic Services, you consent to the collection, use, and disclosure of your personal information by CampusLogic as described in this Privacy Policy.**

We collect information about you in the following ways:

**Information You Give Us.** This includes the personal information you provide when you register to use our Services, including your name, postal address, email address, and other personal and unique information provided to CampusLogic based on your submissions and responses to questions asked of you throughout the Services.

**Information We Get From Others.** We may also get information about you from other sources, for example, your academic institution's department of financial aid or the Department of Education. We may add this information to personal information we get from your use of the Services.

**Information Automatically Collected.** We automatically log information about you and your computer or mobile device when you access our Site and/or Services. Please refer to the sections on Cookies/ Tracking Technology below.

I Accept

Opt Out

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5. After you accept the privacy policy, you will be asked to fill out some information to link up your MU student account to your FAFSA information. This is also presented only the first time you log in.
  - a. Your first and last name will prepopulate from your records at MU. However, to validate with your FAFSA record in FinAid EZDocs, your name must be entered **exactly** as it appears on your FAFSA.
  - b. Enter your date of birth (as listed on your FAFSA)
  - c. Enter your social security number (as listed on your FAFSA)
  - d. Your email will prepopulate from your records at MU. You must use your Millersville email.
  - e. Enter your cell phone number if you would like to receive text messages regarding the status of your documents.
  - f. Click on Register Account. The Register Account screen should be similar to this:

 **Register Account**

\* Required

### Confirm Student Information

*Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.*

[Why do I have to provide this?](#)

\* First name

\* Last name

\* Date of birth

\* Social security number

\* Preferred email

\* Confirm email

Phone Number  
*Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)*

**Register Account**

**NOTE:** If the information in the fields does not match your FAFSA or if there is not a FAFSA on file, you will receive an error message when trying to set up your account.