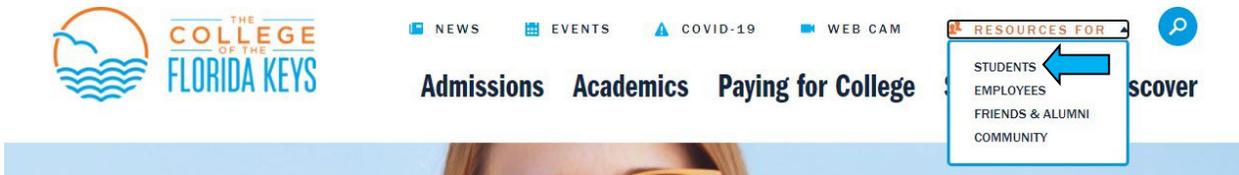


Instructions for StudentForms Login

Read the instructions below to login to StudentForms for the first time and each time after. Keep in mind, the College may integrate new forms into StudentForms. It is not only used for Financial Aid.

1. Go to cfk.edu
2. Under Resources For, Select “students”.



3. Scroll Down and select, “Student Self Service” under MyCFK. . If you have not yet set up your username and password, you will need to that first by clicking “CFK Password Set up/Reset”

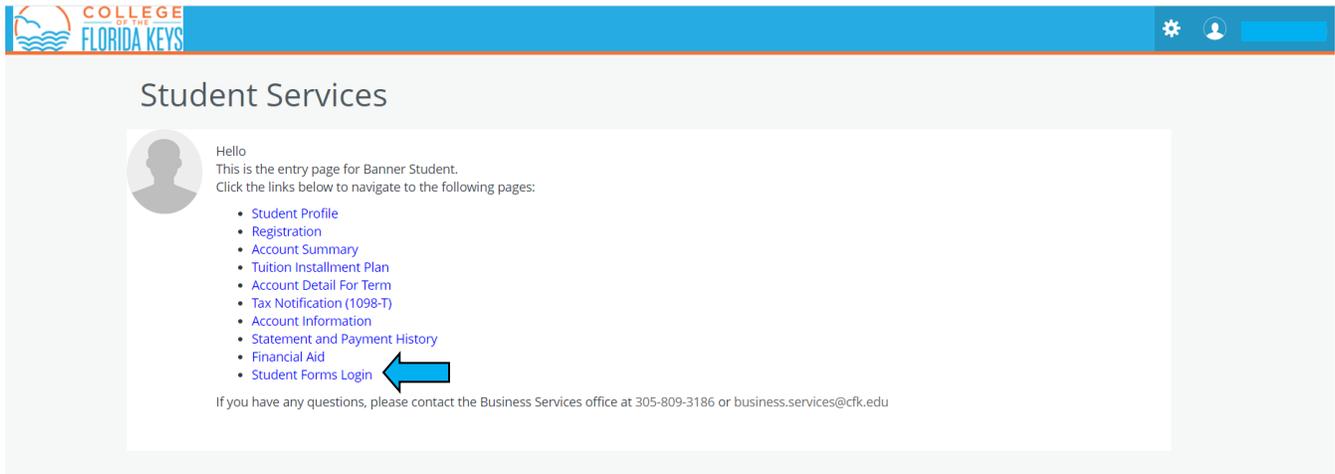
MyCFK



4. Log in. Your username is your firstname.lastname and your password is your CFK password.

A screenshot of the 'SIGN IN' page. It features a blue header with the text 'SIGN IN'. Below the header are two input fields: 'Username' with a placeholder 'firstname.lastname' and 'Password'. There is a checkbox labeled 'Remember me on this computer'. Below the form are two informational boxes: one about cookies and one about privacy policy. At the bottom is a green 'SIGN IN' button. Links for 'Forgot Username or Password?' and 'Don't have an account? Register Now' are at the very bottom.

5. Select "Student Forms Login"



COLLEGE OF THE FLORIDA KEYS

Student Services

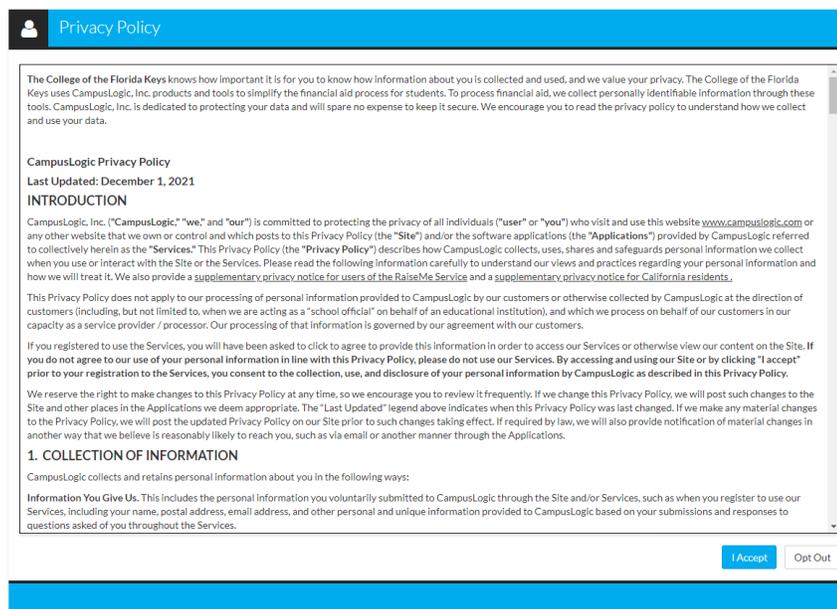
Hello
This is the entry page for Banner Student.
Click the links below to navigate to the following pages:

- [Student Profile](#)
- [Registration](#)
- [Account Summary](#)
- [Tuition Installment Plan](#)
- [Account Detail For Term](#)
- [Tax Notification \(1098-T\)](#)
- [Account Information](#)
- [Statement and Payment History](#)
- [Financial Aid](#)
- [Student Forms Login](#)

If you have any questions, please contact the Business Services office at 305-809-3186 or business.services@cfk.edu

6. Review the Privacy Policy

campuslogic



Privacy Policy

The College of the Florida Keys knows how important it is for you to know how information about you is collected and used, and we value your privacy. The College of the Florida Keys 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 Policy
Last Updated: December 1, 2021

INTRODUCTION

CampusLogic, Inc. ("CampusLogic," "we," and "our") is committed to protecting the privacy of all individuals ("user" or "you") who visit and use this website www.campuslogic.com or any other website that we own or control and which posts to this Privacy Policy (the "Site") and/or the software applications (the "Applications") provided by CampusLogic referred to collectively herein as the "Services." This Privacy Policy (the "Privacy Policy") describes how CampusLogic collects, uses, shares and safeguards personal information we collect when you use or interact with the Site or the Services. Please read the following information carefully to understand our views and practices regarding your personal information and how we will treat it. We also provide a [supplementary privacy notice for users of the RaiseMe Service](#) and a [supplementary privacy notice for California residents](#).

This Privacy Policy does not apply to our processing of personal information provided to CampusLogic by our customers or otherwise collected by CampusLogic at the direction of customers (including, but not limited to, when we are acting as a "school official" on behalf of an educational institution), and which we process on behalf of our customers in our capacity as a service provider / processor. Our processing of that information is governed by our agreement with our customers.

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 on the Site. 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 Services, you consent to the collection, use, and disclosure of your personal information by CampusLogic as described in this Privacy Policy.

We reserve the right to make changes to this Privacy Policy at any time, so we encourage you to review it frequently. If we change this Privacy Policy, we will post such changes to the Site and other places in the Applications we deem appropriate. The "Last Updated" legend above indicates when this Privacy Policy was last changed. If we make any material changes to the Privacy Policy, we will post the updated Privacy Policy on our Site prior to such changes taking effect. If required by law, we will also provide notification of material changes in another way that we believe is reasonably likely to reach you, such as via email or another manner through the Applications.

1. COLLECTION OF INFORMATION

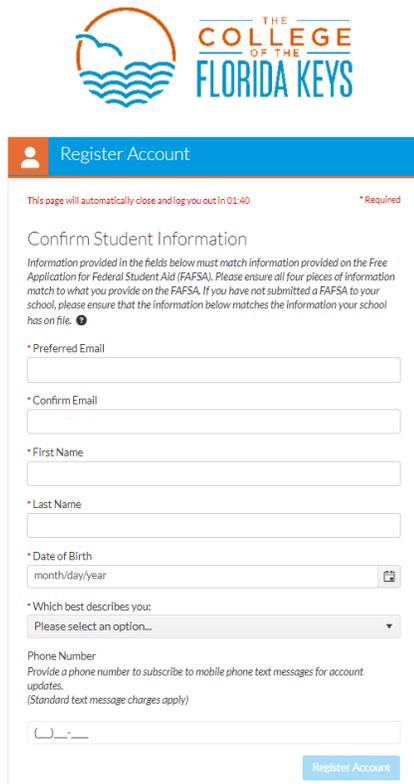
CampusLogic collects and retains personal information about you in the following ways:

Information You Give Us. This includes the personal information you voluntarily submitted to CampusLogic through the Site and/or Services, such as 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.

I Accept Opt Out

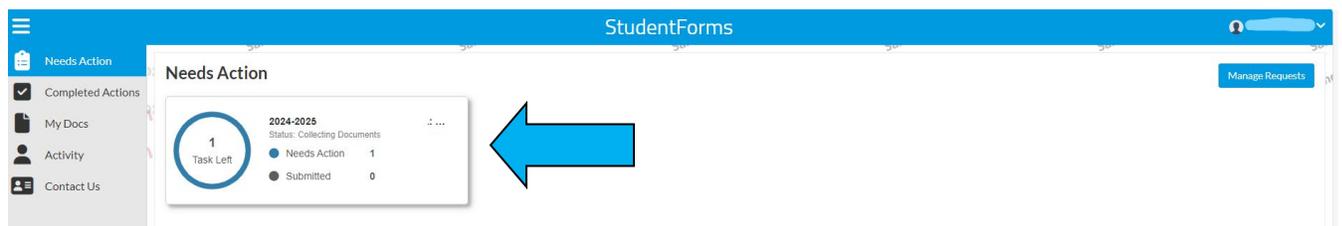
7. You will be prompted to Register Your Account.

If you do not want to create an account with CampusForms you may request digital forms or paper copies with the respective department.



The College of the Florida Keys logo is at the top. Below it is a blue header with a person icon and the text 'Register Account'. A red warning message says 'This page will automatically close and log you out in 01:40'. The main heading is 'Confirm Student Information'. Below this is a paragraph of instructions: 'Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information below matches the information your school has on file.' The form contains several required fields: 'Preferred Email', 'Confirm Email', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), and 'Phone Number' (with a note: 'Provide a phone number to subscribe to mobile phone text messages for account updates. (Standard text message charges apply)'). A dropdown menu for 'Which best describes you:' is set to 'Please select an option...'. A blue 'Register Account' button is at the bottom right.

8. After logging in, you will be able to fulfill remaining verification requirements for your FAFSA form. **You must login to complete the signup process.**



The screenshot shows the 'StudentForms' dashboard. On the left is a navigation menu with 'Needs Action' selected. The main content area shows a 'Needs Action' notification for the '2024-2025' FAFSA form. The notification includes a circular progress indicator with '1 Task Left' and a table showing 'Needs Action: 1' and 'Submitted: 0'. A blue arrow points to the notification. A 'Manage Requests' button is in the top right corner.

Task	Status	Count
Needs Action	Needs Action	1
Submitted	Submitted	0

8B. You must complete every section of the task before you are able to submit it. Please read the instructions thoroughly as some verifications may require you to appear in person.

9. Once you have submitted your outstanding verification tasks, please click on the 'Completed Actions' section of Student Forms to track the status.

The screenshot shows the 'StudentForms' application interface. On the left, a sidebar contains navigation options: 'Needs Action', 'Completed Actions' (which is selected and highlighted in blue), 'My Docs', 'Activity', and 'Contact Us'. The main content area is titled 'Completed Actions' and features a 'Workflow:' dropdown menu currently set to 'All'. Below this, there is a single task card for '2024-2025 SAP Appeal' with a status of 'In Review' and a checkmark icon.

9B. Please note the status of the task.

This is a close-up of a task card. It features a black square icon with a white checkmark on the left. To the right of the icon, the text reads: '2024-2025 SAP Appeal', 'Status: In Review' (where 'Status: In Review' is highlighted in yellow), and 'SAP Appeal'.

This is a close-up of a task card. It features a black square icon with a white checkmark on the left. To the right of the icon, the text reads: '2024-2025 SAP Appeal', 'Status: Approved' (where 'Status: Approved' is highlighted in yellow), and 'SAP Appeal'.

10. (Optional) To request a form select Manage Request in the upper right-hand corner. You can use this to request the following along with other CFK forms:

- SAP Appeal
- PJ: Unusual Circumstance form
- PJ: Special Circumstance form

