



High School Submission of NJ STARS and GUS Student Information



High School User Manual

HS User Manual

June 2024

Table of Contents:

Introduction to NJFAMS	3
Purpose of State Scholarship Selection	3
Login Instructions	4
Menu	6
Download Class Rank Template	7
Class Rank Template.....	9
Upload Class Rank	10
Errors Checks	14
Manage Class Rank.....	15
Edit Students	16
Sign and Submit Student List.....	17
Disclaimer	19

Introduction to NJFAMS:

The New Jersey Higher Education Student Assistance Authority provides online access to HESAA administered financial aid program information to students, institutional users, and members of the Grants and Scholarships program staff through HESAA's New Jersey Financial Aid Management System (NJFAMS). Every user must have a user name and password. The type of user determines what data is available to them.

Purpose of State Scholarship Selection

The purpose of the State Scholarship Selection is to enable your institution to provide the names of all potentially eligible students for consideration for the merit scholarship programs administered by the Higher Education Student Assistance Authority (HESAA), including the New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) and the Governor's Urban Scholarship Programs (GUS). You will be entering information on your students who are in the top 15.0% of their 2024 junior class who will be potentially eligible in the following year upon high school graduation. You must use this process to submit your rosters. **Paper submissions will not be accepted.**

Login Instructions

NJ FAMS requires the use of Javascript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site. Before logging in, User Name and Password and is required.

In order to login, you must first be given a USER ID and password. If you have not been assigned a NJFAMS user ID and password, and need to complete a user access agreement form, please click here: <https://www.hesaa.org/Pages/UAR.aspx>. If you have questions regarding the completion of the form, please contact HESAA's Outreach and Communications team at Outreach@hesaa.org.

Passwords must not be visible on any computing device. Passwords must not be maintained in writing nor disclosed to anyone. You will be required to change your logon password every 60 days.

Password Requirements

Login to NJ FAMS at <https://njfams.hesaa.org/NJFAMS/login.aspx>.

Log in to your account.
Please identify yourself with a valid User Name and Password.

New to NJFAMS? Click [here](#) to create your student account and login credentials.

Returning Users

1. Click [here](#) if you forgot your User Name or Password.
2. Your Password will expire after 60 days. When it has expired after 60 days and you log in with your old Password you will be presented with a screen where you must change your Password.
3. If you are still having trouble logging in, send an email with your full name, date of birth, and a description of the problem to customer care@hesaa.org.

IMPORTANT: AFTER FIVE FAILED ATTEMPTS TO LOG IN WITHIN 60 MINUTES, YOUR ACCOUNT WILL BE LOCKED. After 24 hours your account will be unlocked and you can try again. If you do not remember your login credentials, [CLICK HERE](#).

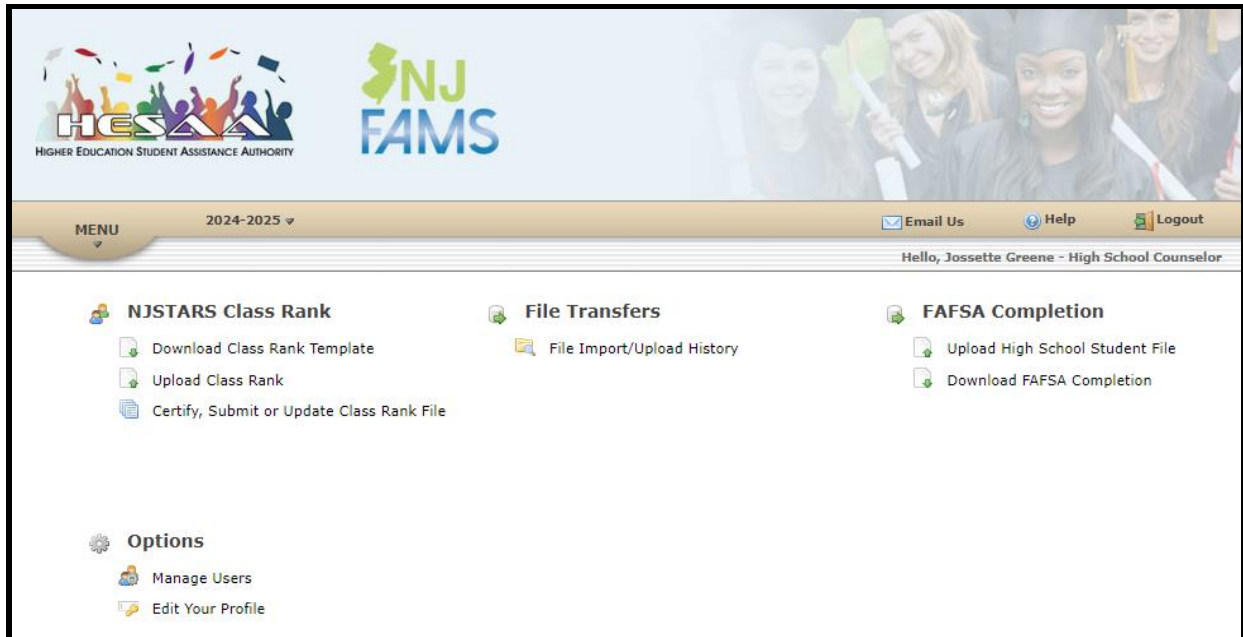
User Name:
Password:

To return to the main page of the NJ HESAA Grants webpage, [click here](#).

Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

Upon Login, high school users will see the following high school portal menu.

Menu



Email Us – Clicking the icon opens an email address pre-populated (individual or email group) for the high school user to send an email to outeach@hesaa.org.

Help – Opens up PDF with help for High School Counselors.

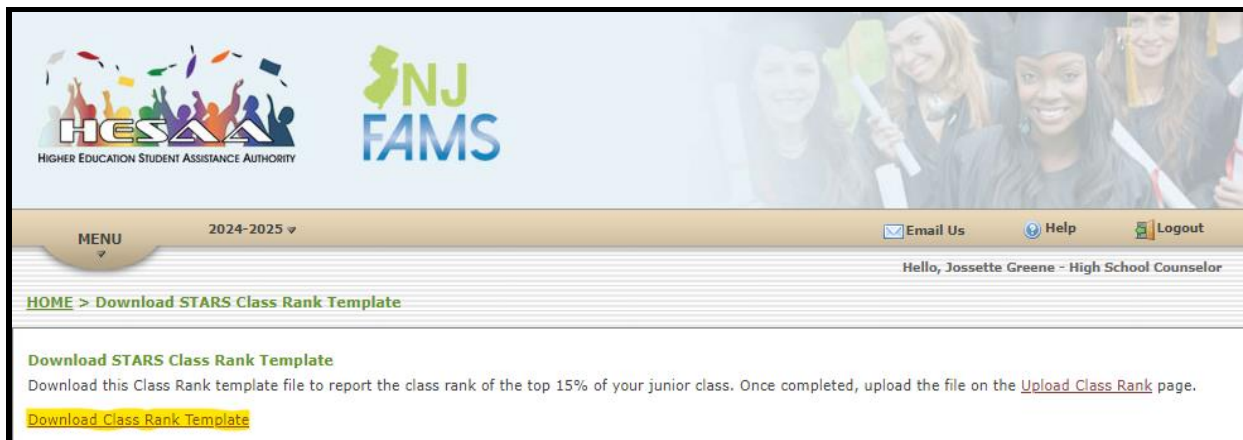
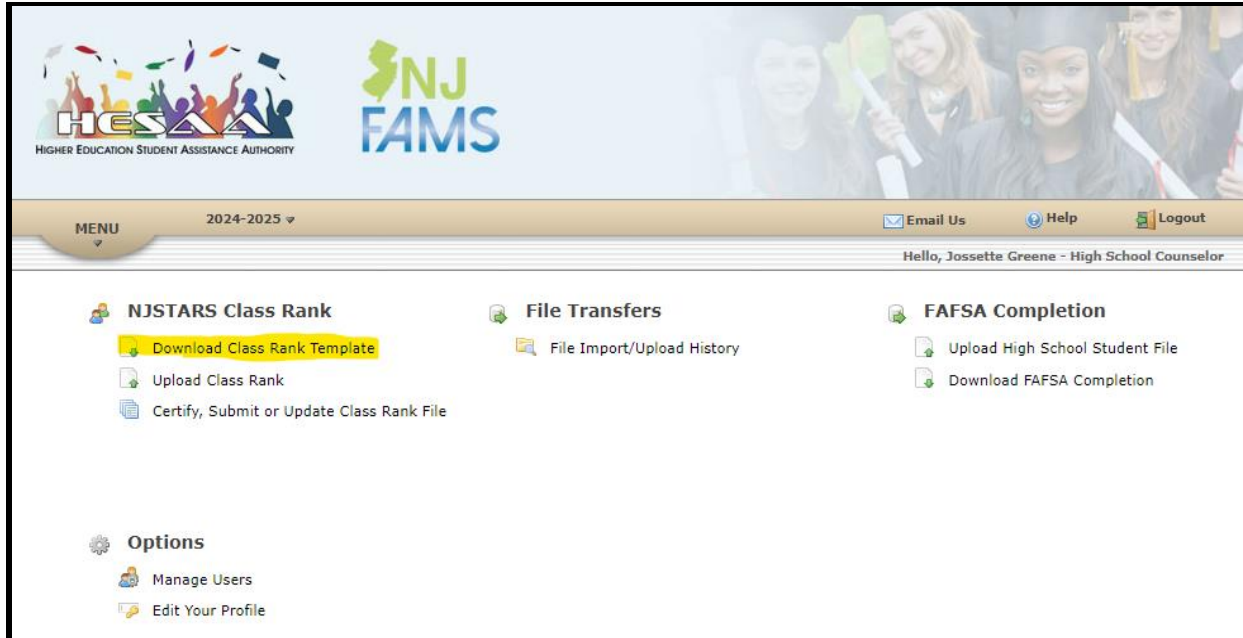
Download Class Rank Template – Allows high school users to download HESAA’s Class Rank template.

Upload Class Rank – Allows high school users to upload CSV file containing list of ranked high school students.

Certify, Submit or Update Class Rank File – Allows high school users to update the high school class rank information (which was previously uploaded using the Upload Class Rank menu option) through an online screen.

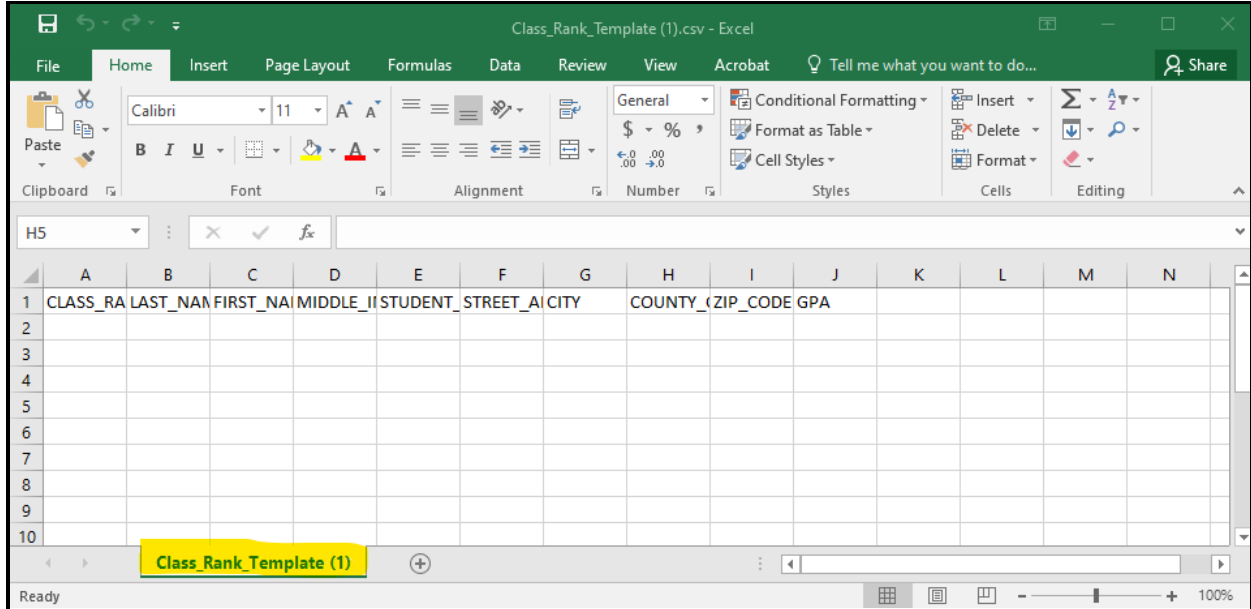
File Import/Upload History – Allows high school users to view the history of Class Rank files uploaded. Shows any error messages and to view the history of uploaded high school student files.

Download Class Rank Template



In order to upload your class rank file, you will need to download the Class Rank Template, enter class rank student information in the spreadsheet, and then save.

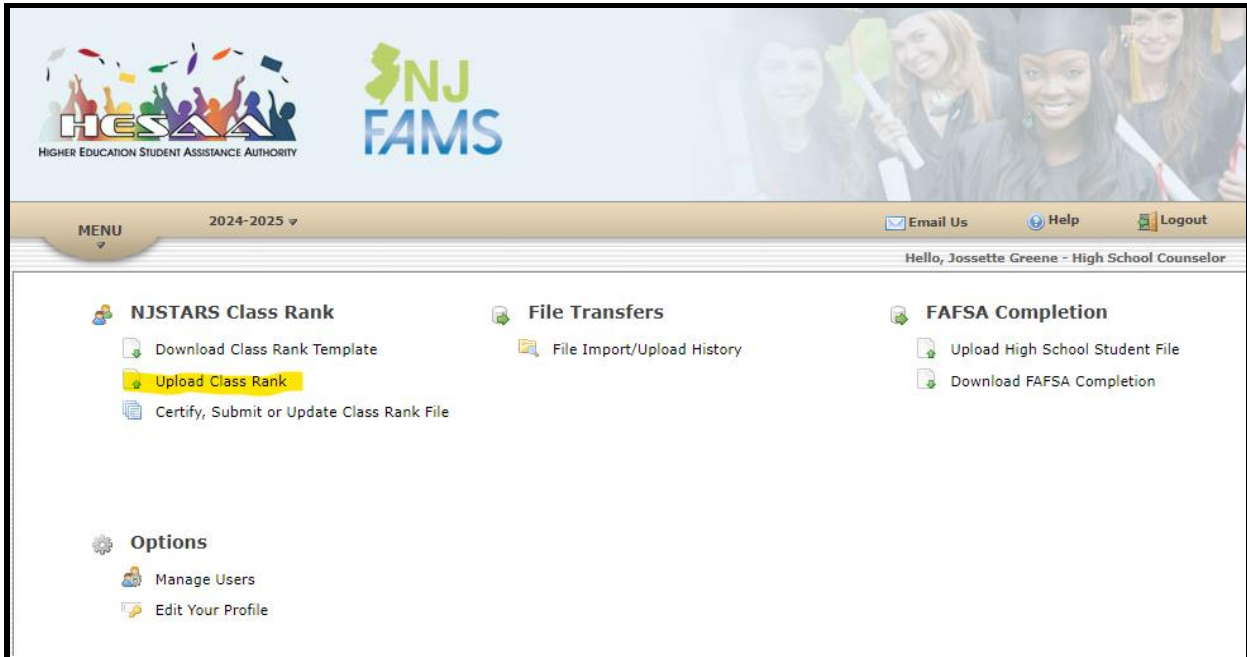
Class Rank Template



Once the user enters the class rank student information in the spreadsheet, the user should save the document as a CSV file to a folder on their computer. Pick a location the user will be able to locate the spreadsheet when they plan to upload it into NJFAMS.

Please note: This template is already pre-formatted to upload the data correctly. Do not change the order of any columns or rename columns. Any other spreadsheet will **NOT** function and will cause errors.

Upload Class Rank



When you are ready to upload your file, click on upload class rank from the NJSTARS Class Rank menu.

Class Rank File Upload

Class Rank File Upload

Upload students ranked in the top 15% at the end of their junior year with anticipated graduation year of **2025**
Please enter the total number of students in the junior year class (including those also not in the top 15%):

Upload File

1. Click Browse and a dialog box will open.
2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
3. Highlight the name of the file you want to upload.
4. Click Open
5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

File to upload: No file chosen

You will be prompted to enter the total number of students in the junior class. This must be filled out in order to proceed.

Select “Choose File” to find the file you wish to upload, select the file, and then select “upload file”

When the file upload is complete, the following screens will display Upload with errors or Successful upload:

Upload with Errors

The screenshot shows the NJ FAMS (New Jersey Financial Aid Management System) interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS. Below the logos is a navigation bar with a 'MENU' button, the academic year '2024-2025', and links for 'Email Us', 'Help', and 'Logout'. The user is identified as 'Hello, Greene Josette - High School Counselor'. The main content area is titled 'HOME > Class Rank File Upload'. A prominent yellow error message states: 'File failed to process due to errors; your file must be in .csv format and the columns in the header row must match the field names provided.' Below this, it says '+For more information see the File Import History'. The page then provides instructions for the 'Class Rank File Upload' process, including a text input field for the number of students (currently '10') and a section for uploading the file with numbered steps: 1. Click Browse and a dialog box will open. 2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box. 3. Highlight the name of the file you want to upload. 4. Click Open. 5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file. At the bottom, there is a 'File to upload:' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload File' button.

- The first message indicates file must be in .csv format and columns in the header must match field names in order for file to be processed. Select “**File Import History**” to view the error messages.
- The remaining part of the screen allows the high school counselor to re-upload the Class Rank file after errors are corrected.

Successful Upload

The screenshot shows the NJ FAMS (New Jersey Financial Aid Management System) interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS. The user is logged in as Greene Jossette, a High School Counselor. A green banner displays a success message: "Class_Rank_Template (2).csv uploaded successfully!". Below this, a message instructs the user to certify their file to submit their roster, with a link to "click here". The main section is titled "Class Rank File Upload" and includes instructions for uploading students ranked in the top 15% for the 2025 graduation year. A text box shows the number of students entered as "10". Below the text box is an "Upload File" section with a list of steps: 1. Click Browse and a dialog box will open. 2. Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box. 3. Highlight the name of the file you want to upload. 4. Click Open. 5. The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file. At the bottom, there is a "File to upload:" section with a "Choose File" button, the text "No file chosen", and an "Upload File" button.

- The first message indicates “File name” uploaded successfully.
- The second message provides a link after selecting “**click here**” for the high school counselor to certify, submit or update your class rank file.
- The remaining part of the screen allows the high school counselor to re-upload the Class Rank file, **if needed**.

Errors Checks

Individual errors checks will be as follows:

Class Rank Number (required) – class rank number for student – should be integer (whole number, no fractions)

Last Name (required) - Allowable characters are A-Z, a-z, space, hyphen, comma and period.

First Name (required) - Allowable characters are A-Z, a-z, space, hyphen, comma and period.

Middle Initial (optional) - Allowable characters A-Z.

Email Address (required) – must be formatted as an email address.

Street Address (required) - Allowable characters are A-Z, a-z, 0-9, space, hyphen, comma, and period.

City (required) - Allowable characters A-Z.

County Code (required) - Must be 2 digits. Please see below.

01 Atlantic	15 Gloucester	29 Ocean
03 Bergen	17 Hudson	31 Passaic
05 Burlington	19 Hunterdon	33 Salem
07 Camden	21 Mercer	35 Somerset
09 Cape May	23 Middlesex	37 Sussex
11 Cumberland	25 Monmouth	39 Union
13 Essex	27 Morris	41 Warren

Zip Code (required) - Must be 5 digits. Allowable characters 0-9. **Please note, upon entering the zip code it will be correct, but will not display the leading zero.**

GPA (required) - Enter in x.xxx format. Example: 3.987.

In order for the student to also be considered for the GUS Program, high schools must report the grade point average on a 4.0 or equivalent scale for each student who ranks in the top 5.0% of the class at the end of the junior year. The GPA must be reported with three decimal places (4.000, 3.978, 3.530, etc.). If the school does not rank on a 4.0 scale, the score must be converted on a 4.0 scale.

Certify, Submit or Update Class Rank File

The screenshot shows the NJ FAMS web application interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS. Below the logos, there is a navigation bar with a 'MENU' button, a dropdown for '2024-2025', and links for 'Email Us', 'Help', and 'Logout'. A user greeting 'Hello, Greene Jossette - High School Counselor' is visible. The main content area is titled 'HOME > Certify, Submit or Update Class Rank File'. A yellow banner highlights the title 'Certify, Submit or Update Class Rank File'. Below this, there is a 'HIGH SCHOOL' section with the following information: 'Graduation Year: 2025', 'Class Size: 10', and 'Submission Deadline Date: 6/30/2025'. The 'Certification Status' is 'Not yet certified'. There are three buttons: 'Certify Student List', 'Download Class Rank File (CSV)', and 'Download Class Rank File (PDF)'. A search section is present with 'Last Name' and 'First Name' input fields and a 'Clear' button. Below the search is a table with the following data:

Edit	Class Rank Number	Last Name	First Name	Middle Initial	Email Address	Street Address	City	County	Zip Code	GPA	Class Rank Percent
	1	Doe	Jane	d	jdoe@yahoo.com	123 Help me	Fords	05 Burlington	08863	3.99	10%

- Search Criteria of Last Name or First Name can be used to search for a student.
- Graduation Year and Class Size will display at the top of the screen.
- Submission Deadline Date for high schools to submit their list of students will display at the top of the screen.
- Information for all students that were uploaded on the Class Rank File is displayed.
- Certification Status – Not yet certified until the school signs and submit.

Edit Students

Higher Education Student Assistance Authority (HESAA) NJ FAMS interface. The page title is "Certify, Submit or Update Class Rank File". The user is identified as "Greene Josssette - High School Counselor". The page shows details for a high school user, including the graduation year (2025), class size (10), and submission deadline date (6/30/2025). The certification status is "Not yet certified". There are links for "Certify Student List", "Download Class Rank File (CSV)", and "Download Class Rank File (PDF)". A search bar is present with fields for "Last Name" and "First Name". Below the search bar is a table with columns: Edit, Class Rank Number, Last Name, First Name, Middle Initial, Email Address, Street Address, City, County, Zip Code, GPA, and Class Rank Percent. The table contains one row for a student with Class Rank Number 1, Last Name Doe, First Name Jane, Middle Initial d, Email Address jdoe@yahoo.com, Street Address 123 Help me, City Fords, County 05 Burlington, Zip Code 08863, GPA 3.99, and Class Rank Percent 10%.

To edit a student, high school users can click on the edit icon next to the student class rank number. Once the student edit icon is selected, a pop-up window (**Class Rank Record**) allows high school users to edit the information for the student.

The "Class Rank Record" window displays a form for editing student information. The form includes fields for Class Rank (1), Last Name (Doe), First Name (Jane), Middle Initial (d), Email Address (jdoe@yahoo.com), Street Address (123 Help me), City (Fords), County Code (05 Burlington), Zip (08863), and GPA (3.99). There is also a section for "Student-provided data" with fields for Last Name Override, First Name Override, Email Address Override, SSN, and Date of Birth. A "Save" button is located at the bottom left of the form. A link to "Back to Certify, Submit or Update Class Rank File" is at the bottom.

Edit student information then hit Save.

Sign and Submit Student List

The screenshot shows the HESAA NJ FAMS web application interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS. Below the logos, there is a navigation menu with '2024-2025' selected. On the right side of the menu, there are links for 'Email Us', 'Help', and 'Logout'. Below the menu, there is a greeting: 'Hello, Greene Jossette - High School Counselor'. The main content area is titled 'Certify, Submit or Update Class Rank File'. Underneath, there is a section for 'HIGH SCHOOL' with the following information: 'Graduation Year: 2025', 'Class Size: 10', and 'Submission Deadline Date: 6/30/2025'. The 'Certification Status' is 'Not yet certified'. There are three buttons: 'Certify Student List' (highlighted in yellow), 'Download Class Rank File (CSV)', and 'Download Class Rank File (PDF)'. Below the buttons, there is a search section with 'Last Name' and 'First Name' input fields and a 'Clear' button. At the bottom, there is a table with the following data:

Edit	Class Rank Number	Last Name	First Name	Middle Initial	Email Address	Street Address	City	County	Zip Code	GPA	Class Rank Percent
	1	Doe	Jane	d	jdoe@yahoo.com	123 Help me	Fords	05 Burlington	08863	3.99	10%

Once the high school user clicks the “Certify Student List” button, the following will occur:

The screenshot shows a dialog box titled 'Digitally Sign Class Rank Certification'. The text inside the dialog box reads: 'To submit the class rank student list, please digitally sign it by entering your name. Once you submit the student list you will not be able to make any changes to it.' Below the text, there are two input fields: 'First Name:' and 'Last Name:'. Both input fields are highlighted in yellow. At the bottom of the dialog box, there are two buttons: 'Sign and Submit Student List' and 'Close'.

Enter your first and last name in the box as your signature, then hit “Sign and Submit Student List” button.

The screenshot shows the NJ FAMS (New Jersey Financial Aid Management System) interface. At the top, there are logos for HESAA (Higher Education Student Assistance Authority) and NJ FAMS. The navigation bar includes a menu, the current year (2024-2025), and links for Email Us, Help, and Logout. A personalized greeting reads "Hello, Greene Jossette - High School Counselor".

The main content area is titled "Certify, Submit or Update Class Rank File". Below this, a green bar indicates the user is in the "HIGH SCHOOL" section. Key information displayed includes:

- Graduation Year: 2025
- Class Size: 10
- Submission Deadline Date: 6/30/2025

 A yellow highlight indicates the "Certification Status": "Certified on 6/14/2024 12:22 PM, signed by j g". Below this, there are links to "Download Class Rank File (CSV)" and "Download Class Rank File (PDF)".

A search section allows filtering by Last Name and First Name, with a "Clear" button. Below the search is a table of student records:

Class Rank Number	Last Name	First Name	Middle Initial	Email Address	Street Address	City	County	Zip Code	GPA	Class Rank Percent
1	Doe	Jane	d	jdoe@yahoo.com	123 Help me	Fords	05 Burlington	08863	3.99	10%

After submission, Certification Status appears as shown above. Once submitted, updates cannot be made.

The screenshot shows a "Class Rank File Upload" section with a message box that reads: "You may not submit updates since your Class Rank list has been finalized for the year."

If you have any questions and/or concerns after submitting your list, please contact NJ STARS at NJSTARS@hesaa.org or 609-588-3594.

Disclaimer

This is a restricted access page intended for the exclusive use of authorized personnel at New Jersey high schools. Access to HESAA's site is limited to two contacts per institution. Your assigned user id and password must be protected to keep access to HESAA's information database secure.