

Step 1

The first thing you need to do is open the Golden Ticket. This is attached to the “Completing Hiring Paperwork” email you received from ETSUWORK@ETSU.EDU. I’ve noted all the steps below via screenshots. In order to use the links, you need to actually have to Golden Ticket open.

Step 2

The first notation of the Golden Ticket says to schedule an appointment with a link to FASTPASS. Select the link.



You can also reach FASTPASS from the Office of Financial Aid webpage.

Don't Stand in Line!

**Make a FASTPASS Appointment
with a Financial Aid Counselor** >>

Before arriving for your

On your appointment day

Ir

M:

A:

A:

Step 3

Schedule “**Appointment for Golden Ticket**” by using the “Select Counselor” drop down menu. Once you select “**Appointment for Golden Ticket**”, you will be prompted to “Select Service.” You will select “**Financial Aid Counseling**” as it is the only option available. It will then give you an option of dates. I have appointments on Wednesdays and Thursdays from 1PM-4PM. These days will be available for selection. Select one of those available dates. (If you are not available between 1PM to 4PM on Wednesdays and Thursdays due to class, let me know and we can schedule one at a different time. These times are ideal, though.) Once you select a date, you will be prompted to select an appointment time. In the example below I have selected Thursday, March 8.



Appointment Locator

Select Counselor

Appointment for Golden Ticket

Select Service

Financial Aid Counseling

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select Appointment Time

	Thu Mar 8	Fri Mar 9	Sat Mar 10	Sun Mar 11	Mon Mar 12	Tue Mar 13	Wed Mar 14
1:00pm							
1:20pm							
1:40pm							
2:00pm							
2:20pm							
2:40pm							
3:00pm							
3:20pm							
3:40pm							

Step 4

Select an appointment time. I have selected 1:20PM. It will then ask if you are a New User or Returning User. If you have never scheduled an appointment through FastPass for Financial Aid, you would be a new user. If you are a new user, complete the form that shows when you select New User. If you are a Returning User, you will be prompted to enter your login information. Either way, enter the information and select **Finalize Appointment**. Once processed you should see a confirmation screen.



Appointment Locator

Select Counselor

Appointment for Golden Ticket

Select Service

Financial Aid Counseling

Date

March 2018						
Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	

Selected Appointment

Counselor Appointment for Golden Ticket

Service Financial Aid Counseling

Date Thursday, March 8, 2018

Start Time 1:20pm

Please complete the following information.

Student must be present for all appointments.

Are you a new or returning user? New User Returning User

Reason for Appointment:

Finalize Appointment



EAST TENNESSEE STATE
UNIVERSITY

[Home](#) [Appointments](#) [Account](#) [Counselors](#) [Services](#) [Log Out](#)

Selected Appointment

Counselor Appointment for Golden Ticket
Service Financial Aid Counseling
Date Thursday, March 8, 2018
Start Time 1:20pm



Your appointment has been confirmed!

Student must be present for all appointments.

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

Print Confirmation

Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments

[Show All](#) | [Print All](#)

[Thursday, March 8, 2018 at 1:20pm](#)

[Print](#) | [Cancel](#)

Step 5

Prepare the documentation you need to bring to your appointment. You **must** bring the **ORIGINALS**. *Copies will not be accepted.* You may review what the needed documents to satisfy the I-9 are through the [I-9 Acceptable Documents](#) link on the Golden Ticket. You can find the documents that satisfy TNLEA through the [Tennessee Lawful Employment Act Acceptable Documents](#) link on the Golden Ticket. You will also need your signed Social Security card for Payroll purposes and your banking information (bank name, routing number, and account number) if you wish to enroll in direct deposit. These are notated in the screenshot below in a red box. (Most people bring their Driver's License and Social Security card for I-9 purposes as those documents combined satisfy the I-9, TN Lawful Employment Act, and the signed SS card for Payroll Purposes.)

