

Purpose

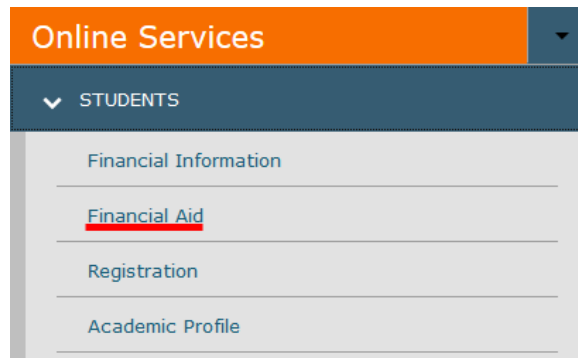
This tutorial will help students view their Financial Aid awards.

Step 1

Go to your [myGSU Portal homepage](#). Log in to the portal using your GSU username and password.

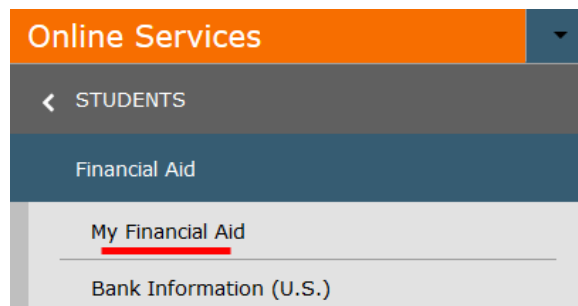
Step 2

Go to **Online Services**. Choose **STUDENTS**. Then choose **FINANCIAL AID**.



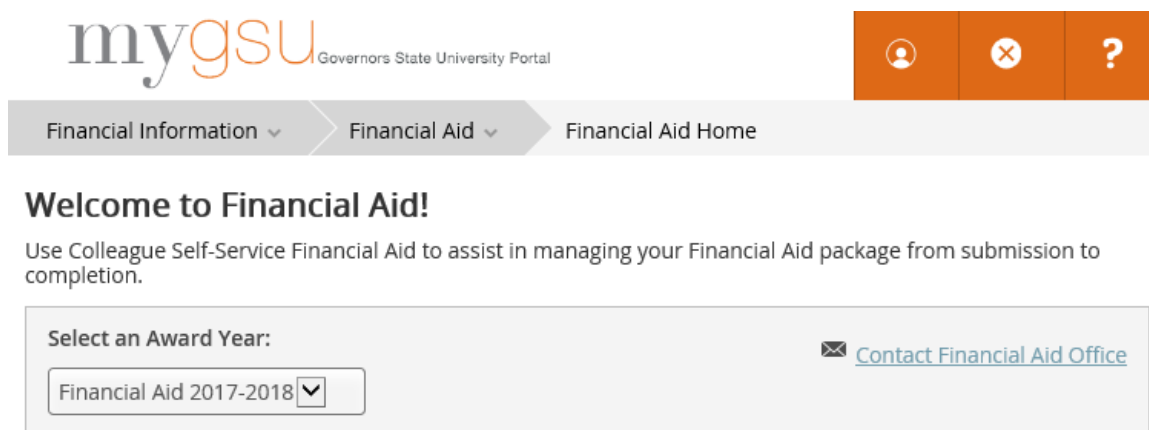
Step 3

When the Financial Aid menu opens, choose **My Financial Aid**.



Step 4

The Financial Aid homepage will open in a new tab.



View My Awards

Financial Aid - Online Services Tutorial

Step 5

On this homepage, you can find **FINANCIAL AID RESOURCES**. Depending on the size of your screen, you will find **FINANCIAL AID RESOURCES** either on the lower right side of the page, or as a tab with your checklist.

Checklist		Resources
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
🔄	In-Progress	Your application is being reviewed by the Financial Aid Office
⚠️	Action Needed	Review and accept your Financial Aid Award Package
✓	Completed	Complete Direct Loan Entrance Counseling
✓	Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 5/7/2023

Form Links
Loan Reduction Form
17-18 Important Financial Aid

Helpful Links
FAFSA Application
Entrance Counseling
Master Promissory Note

OR

Checklist	Financial Aid Counselor	Resources	Loan History	Pell Lifetime Eligibility Used											
<table border="1"> <thead> <tr> <th colspan="2">Checklist</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>Completed</td> <td>Submit a Free Application for Federal Student Aid (FAFSA)</td> </tr> <tr> <td>✓</td> <td>Completed</td> <td>Complete required documents</td> </tr> <tr> <td>🔄</td> <td>In-Progress</td> <td>Your application is being reviewed by the Financial Aid Office</td> </tr> </tbody> </table>					Checklist		✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)	✓	Completed	Complete required documents	🔄	In-Progress	Your application is being reviewed by the Financial Aid Office
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Step 6

To go to **MY AWARDS**, Hover over the **FINANCIAL AID** menu at the top of the page.

mygsu Governors State University Portal

Financial Information > **Financial Aid** > Financial Aid Home

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: [Contact Financial Aid Office](#)

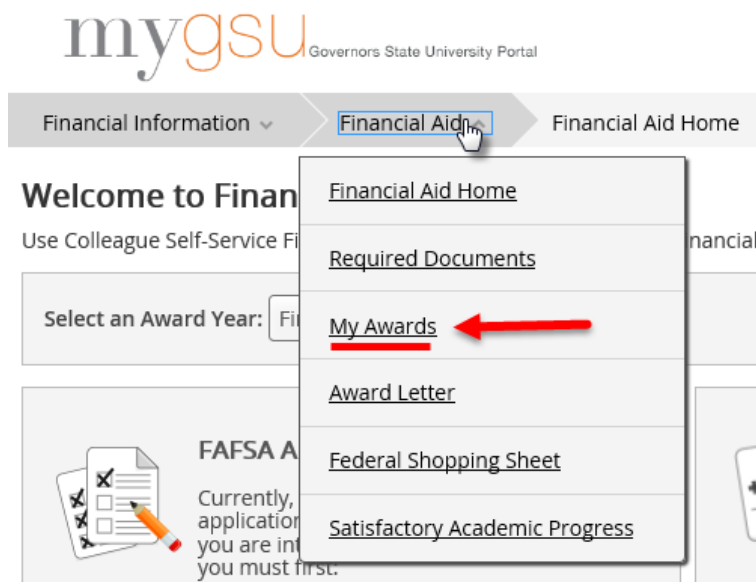
<p>FAFSA Application Currently, we have no federal financial aid application from you for the current year. If</p>	<p>Student Finance Account Summary Amount Due 4/21/2017 \$0.00</p>
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View My Awards

Financial Aid - Online Services Tutorial

Step 7

Choose **MY AWARDS**.



Step 8

When the **MY AWARDS** opens, please read the **Important Notice Regarding Change in Enrollment** notice at the top of the screen, shown below.

Important Notice Regarding Change in Enrollment:

Adding or dropping courses not only impacts your tuition/fee charges, but it can also impact your financial aid as well. Most grants are prorated so any fluctuation in your enrollment can result in a change to your grant disbursement amount. Federal loans also require at least half-time enrollment in order for funds to be disbursed. We will disburse aid after the add/drop period has closed. If you are planning on adding or dropping a course after aid has been disbursed, please be advised that this may affect your financial aid eligibility.

Step 9

After you read the notice, you will have two options, You Have the Following Awards or You have missing Documents. Proceed to [Step 9A](#) if you have Awards. Proceed to [Step 9B](#) if you have missing Documents.

Please Note: If you have never borrowed a loan at GSU, go to [Student Loans](#) to complete a **Master Promissory Note** and **Entrance Counseling**. If you would like more information, hover over the FINANCIAL AID menu at the top of the screen, choose FINANCIAL AID HOME, and go to RESOURCES.

View My Awards

Financial Aid - Online Services Tutorial

Step 9A


If your Financial Aid package is ready, you will see **You have the following Awards**. Proceed to [Step 11](#).

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

Step 9B

If your Financial Aid package is not ready, you will see **You have missing documents!** Proceed to [Step 10](#).






You have missing documents!

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

Step 10

Click on the **Complete required documents** link to discover items that require your action.

Incomplete	
 Incomplete	1718 Independent Verif Ws Independent Verification Worksheet
 Incomplete	2015 Student IRS Transcript
 Incomplete	Independent IL Residency Acceptable Proof of Illinois Residency

View My Awards

Financial Aid - Online Services Tutorial

Step 11

All Scholarships and Grants are automatically accepted. This is money you don't have to pay back. No further action is needed. All awards amounts in the next the following screens may not match your award amounts.

Scholarships and Grants Money you don't have to pay back		\$9,633.00		
Award	Status	Total Awarded Amount	FALL 2017	SPRING 2018
Federal Pell Grant View award	Accepted	\$5,370.00	\$2,685.00	\$2,685.00
Federal Supplemental Educational Opportunity Grant View award	Accepted	\$700.00	\$350.00	\$350.00
St of IL MAP Grt Est View award	Accepted	\$3,563.00	\$1,781.50	\$1,781.50

Step 12

If you are eligible, Federal Work Study will be listed in your awards. You must accept or decline Federal Work Study. Click on **ACCEPT** or **DECLINE** under the award.

Work Money you work for		\$5,000.00		
Award	Status	Total Awarded Amount	FALL 2017	SPRING 2018
Federal Work Study - UG Accept or Decline	Offered	\$5,000.00	\$2,500.00	\$2,500.00

View My Awards

Financial Aid - Online Services Tutorial

Step 13

A new section appears. Choose to either **DECLINE** or **ACCEPT** the work.

Federal Work Study - UG			
Offered	\$5,000.00	\$2,500.00	\$2,500.00
^Close			
Check the terms you will be attending.			
<input checked="" type="checkbox"/> FALL 2017	\$2,500.00	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> <i>You may accept or decline the amount.</i> </div>	
<input checked="" type="checkbox"/> SPRING 2018	\$2,500.00		
Total	\$5,000.00	^ About Federal Work Study - UG	
<div style="display: flex; justify-content: space-between; align-items: center;"> Reset <input type="button" value="Decline"/> OR <input type="button" value="Accept"/> </div>			

Please Note: If you need more information about Federal Work Study, click on **ABOUT FEDERAL WORK STUDY**.

^ About Federal Work Study - UG

Federal Work Study is for undergraduate and graduate students who wish to seek employment from on-campus jobs. Money is earned while attending school and does not have to be repaid.

Step 14

Loans may be available to you. You may be eligible for Subsidized Loans and Unsubsidized Loans. Accept or Decline each loan type. Click on **ACCEPT** or **DECLINE** under each loan.

Please note: That this is money that you have to pay back. Be sure to check the **STATUS** of the loans. If your **STATUS** is **ESTIMATED**, you have not yet completed the loan requirements process. For more information, go to [Step 16](#) below – Loan Requirements Checklist.

Loans Money you have to pay back		\$6,500.00		
Award	Status	Total Awarded Amount	FALL 2017	SPRING 2018
Subsidized Loans ^ Accept or Decline	Estimated	\$4,500.00	\$2,250.00	\$2,250.00
Unsubsidized Loans ^ Accept or Decline	Estimated	\$2,000.00	\$1,000.00	\$1,000.00

Step 15

A new section appears. Choose to either **ACCEPT** or **DECLINE** each loan. You may accept or decline your entire loan amount here. If you wish to accept the loan at a reduced amount, you can print the [LOAN REDUCTION FORM](#) from here. It can also be found in the **Resources - Form Links** on the Financial Aid Self-Service homepage or in the financial aid forms section on the website.

Loans Money you have to pay back **\$6,500.00**

Award	Status	Total Awarded Amount	FALL 2017	SPRING 2018
Subsidized Loans ^ Close	Estimated	\$4,500.00	\$2,250.00	\$2,250.00
Maximum Loan Amount		\$4,500.00		
Fed Direct Subsidized Ln - UG1	Offered	\$4,500.00	\$2,250.00	\$2,250.00

Check the terms you will be attending.

<input checked="" type="checkbox"/> FALL 2017	\$2,250.00
<input checked="" type="checkbox"/> SPRING 2018	\$2,250.00
Total	\$4,500.00

i You may accept or decline your entire loan amount here. If you wish to accept the loan at a reduced amount, you can print the Loan Reduction Form found in the "Helpful Links" on this portal homepage or in the financial aid forms section on the website.

^ About Fed Direct Subsidized Ln - UG1

OR

Please Note: If you need more information about Federal Direct Subsidized Loans, click on **ABOUT FED DIRECT SUBSIDIZED LN.**

^ About Fed Direct Subsidized Ln - UG1

Direct Subsidized Loans are for undergraduate students and must be repaid. The Dept. of Education pays the interest while you are in school. You must be enrolled at least half-time and have financial need to receive this loan.



View My Awards

Financial Aid - Online Services Tutorial

Step 16

Complete the items listed in your Loan Requirements Checklist. To start, click on an item listed as Incomplete and follow the instructions.

Loan Requirements Checklist

	Incomplete	Complete Direct Loan Entrance Counseling
	Incomplete	Sign a Direct Loan Master Promissory Note

Step 17

While not recommended, you can ACCEPT or DECLINE ALL of your awards and loans at once.

Award Total

Award	Total Awarded Amount	FALL 2017	SPRING 2018
Total Awards ▼ Accept or Decline All	\$21,133.00	\$10,566.50	\$10,566.50

If you If you have any questions, please contact the Financial Aid Office.

Contact the Financial Aid Office:

- Phone: 708.534.4480 or ext. 4480
- Email: faid@govst.edu