

## Purpose

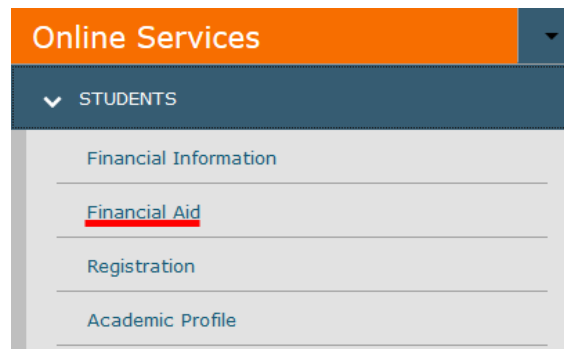
This tutorial will show students how to view many of your Financial Aid statuses.

### Step 1

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

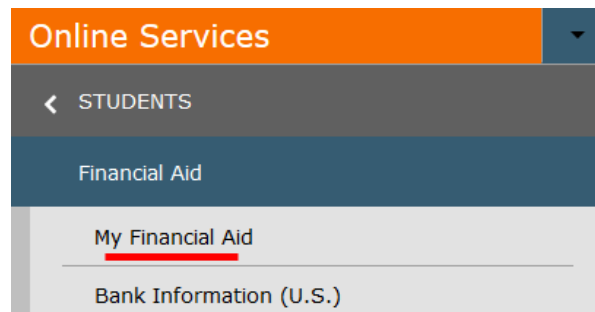
### Step 2

Under Online Services, click **STUDENTS**. Then click **FINANCIAL AID**.



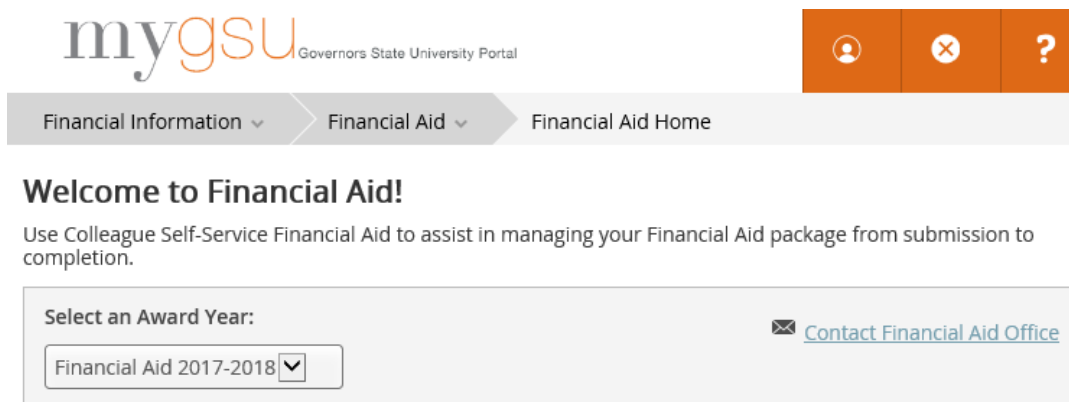
### Step 3

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



### Step 4

The Financial Aid homepage will open in a new tab.



# Financial Aid Home

## Financial Aid – Online Services Tutorial



### Step 5

The Financial Aid Home screen will show you your status for a number of items: FAFSA Application, Finance Account Summary, Satisfactory Academic Progress (SAP) Status, and Checklist Missing Documents. Your statuses may be one or many below.

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: Financial Aid 2017-2018 ▾ [Contact Financial Aid Office](#)

**FAFSA Application**

Currently, we have no federal financial aid application from you for the current year. If you are interested in applying for financial aid you must first:

[Submit a Free Application for Federal Student Aid \(FAFSA\)](#)

1

**Student Finance Account Summary**

|                         |               |   |
|-------------------------|---------------|---|
| Amount Due 5/10/2017    | \$0.00        | 2 |
| Amount Overdue          | \$0.00        |   |
| <b>Total Amount Due</b> | <b>\$0.00</b> |   |

[Go to Account Summary](#)

### Parts of the Financial Aid Home Screen

#### FAFSA

1. If you haven't submitted a FAFSA for Academic Year, you can click on the submit link and be brought directly to the Federal Student Aid website.

#### Finance Account Summary

2. The Student Finance Account Summary shows you the amount due on your account. Click on the link Go to Account Summary to view each term activity. While on the Account Summary page, you can also link to Make a Payment.

3 Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.

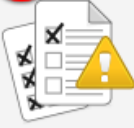
#### SAP

3. If you are a returning student, you will see your SAP status. The status above, Satisfactory is one possible status. There are six (6) possible statuses. If you have questions about your SAP status, please contact your Financial Aid Counselor.

### Documents Required

4. A very important item to note is whether you have missing documents. If you have completed the required documents, your Financial Aid Application may be under review. If your application has been reviewed, your status may be Financial Aid Checklist Complete.

4



**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](#)

4



**Financial Aid Application Being Reviewed**

Currently your financial aid application is being evaluated by the Financial Aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

4



**Financial Aid Checklist Complete!**

Congratulations! You've completed your Financial Aid checklist.

You successfully completed all the items on your Financial Aid checklist.

### Checklist

5. If you are missing documents, you will see Action Needed. Click on the link to Complete Required Documents.

| Checklist <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold;">5</span> |               |                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------|
|                                             | Completed     | Submit a Free Application for Federal Student Aid (FAFSA)      |
|                                             | Action Needed | <a href="#">Complete required documents</a>                    |
|                                             | In-Progress   | Your application is being reviewed by the Financial Aid Office |
|                                             | Completed     | Review and accept your Financial Aid Award Package             |

### Complete Required Documents

- After you click on **Complete required documents**, a list of items you need to complete will open.  
Please take action.

| Incomplete <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">6</span> |                                                                                    |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Incomplete                  | 1718 Independent Verif Ws<br><a href="#">Independent Verification Worksheet</a>    |
| Incomplete                  | 2015 Student IRS Transcript                                                        |
| Incomplete                  | Independent IL Residency<br><a href="#">Acceptable Proof of Illinois Residency</a> |

### Financial Aid Resources

You can find **Financial Aid Resources** on the **Home** screen.

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 <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">7</span> |                                                                           | Resources                                     |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------|
| ✓ Completed                                                                                                 | Submit a Free Application for Federal Student Aid (FAFSA)                 | Form Links                                    |
| ✓ Completed                                                                                                 | Complete required documents                                               | <a href="#">Loan Reduction Form</a>           |
| 🔄 In-Progress                                                                                               | Your application is being reviewed by the Financial Aid Office            | <a href="#">17-18 Important Financial Aid</a> |
| ⚠ Action Needed                                                                                             | <a href="#">Review and accept your Financial Aid Award Package</a>        | Helpful Links                                 |
| ✓ Completed                                                                                                 | Complete Direct Loan Entrance Counseling                                  | <a href="#">FAFSA Application</a>             |
| ✓ Completed                                                                                                 | Sign a Direct Loan Master Promissory Note<br>Your MPN Expires on 5/7/2023 | <a href="#">Entrance Counseling</a>           |
|                                                                                                             |                                                                           | <a href="#">Master Promissory Note</a>        |

OR

| Checklist                                                                                                                                                                                                                                                                                                                             | Financial Aid Counselor | Resources | Loan History | Pell Lifetime Eligibility Used |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|--------------|--------------------------------|
| <div> <div>Checklist</div> <div> <div>✓ Completed</div> <div>Submit a Free Application for Federal Student Aid (FAFSA)</div> </div> <div> <div>✓ Completed</div> <div>Complete required documents</div> </div> <div> <div>🔄 In-Progress</div> <div>Your application is being reviewed by the Financial Aid Office</div> </div> </div> |                         |           |              |                                |

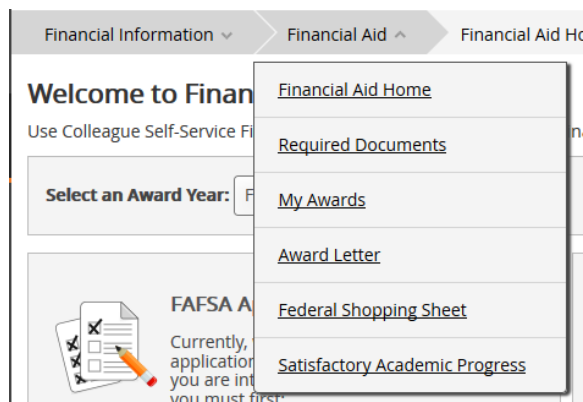
## Financial Aid Home

### Financial Aid – Online Services Tutorial

#### Additional Links

Hover over the Financial Aid menu and all links to your Financial Aid information appear.

Additional information about each screen is available by clicking the Help button on your myGSU home page.



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](mailto:faid@govst.edu)