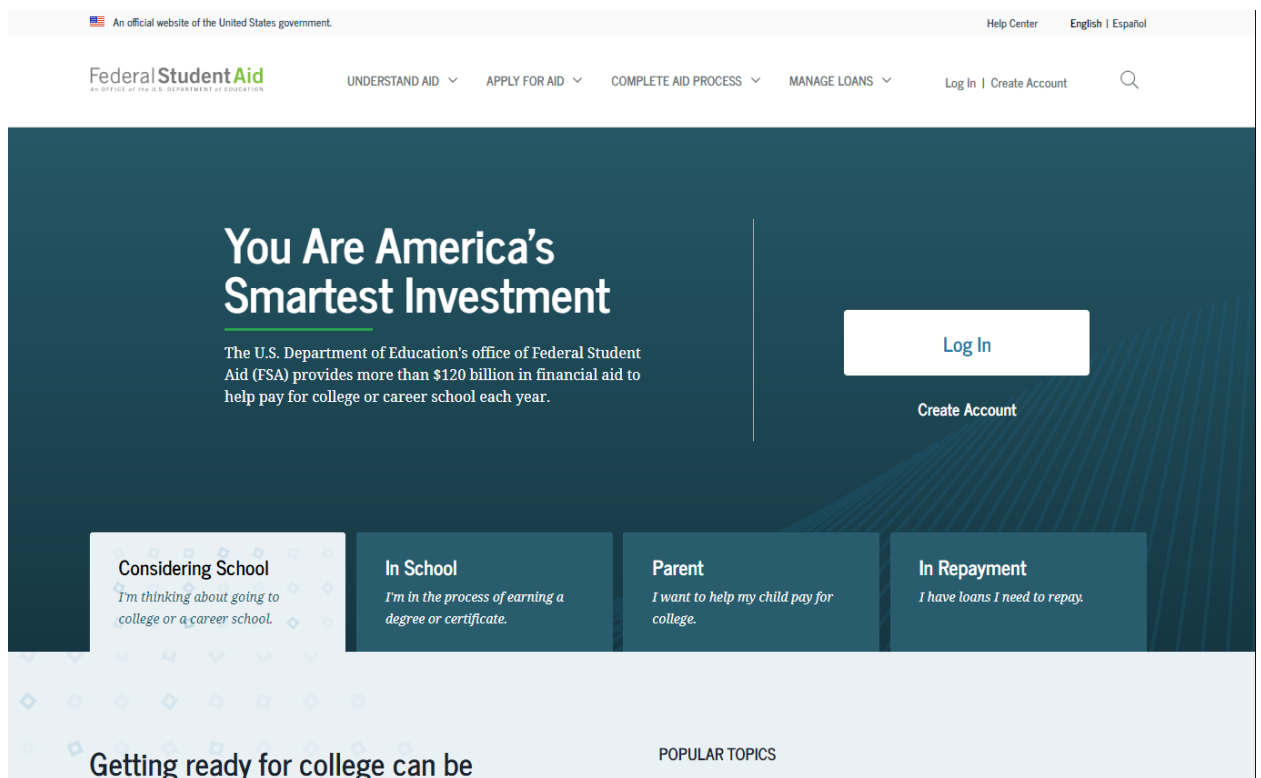


How to Send us Your Financial Aid Review Information

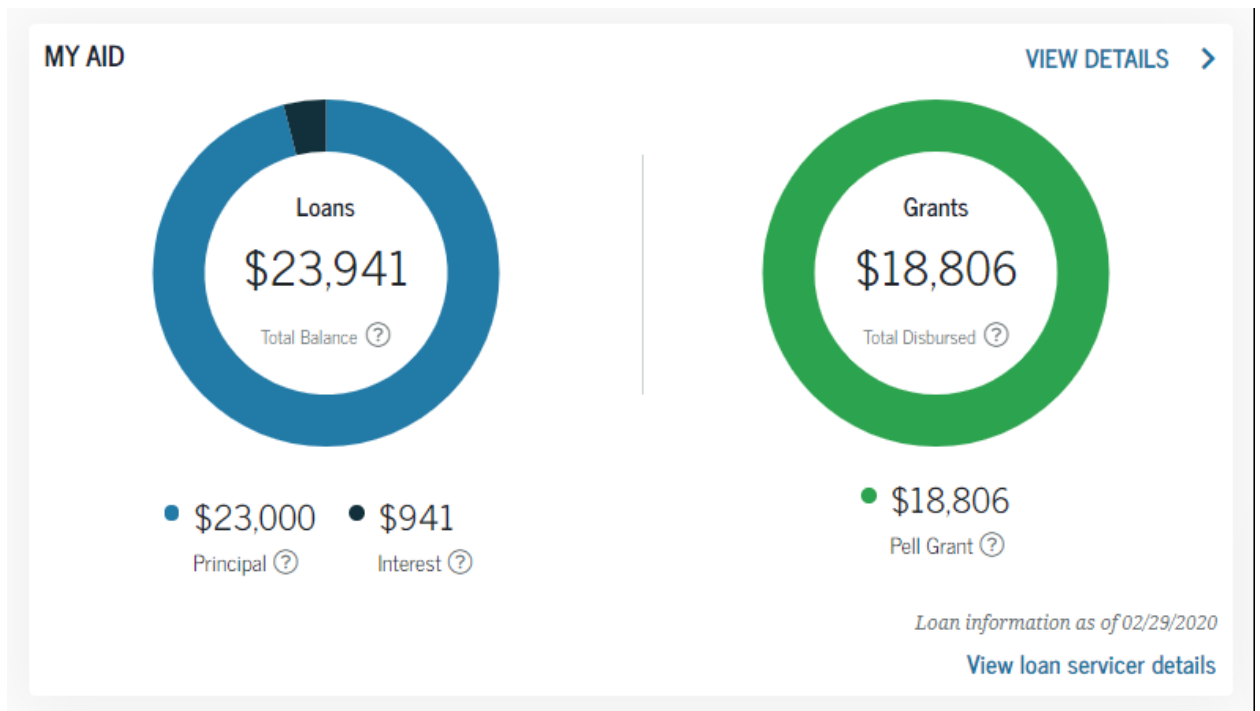
The process for sending us your financial aid review information has changed. This information is asked for on various documents such as Federal Direct Loan Applications, Appeals, and more. Students used to have access to this through NSLDS. This has changed. Below are instructions to supply us with this information now.

- 1) Follow the link included on the forms or go to StudentAid.gov (<https://studentaid.gov/>). The homepage should look something like this



- 2) Log in. You will use the same log in information you used to complete the FAFSA online.
- 3) Once you are logged in, you should immediately be directed to your Dashboard. If you are not, select your name from the top right hand corner of the screen, and then select Dashboard from the drop down menu.

- 4) The two circular graphs that appear contain the information that we need. They should look something like this



If you have never received aid before you will not see this. Instead:

- 1) Select your name from the upper right hand corner of the screen
- 2) Select "My Aid"
- 3) Select the "Loans" tab. It will say "It appears we don't have information about you in our records." This is the page we need printed or screen shot.
- 4) Repeat previous step for the "Grants" tab



5) Screen shot or print this page.

To Screen Shot:

How to do so varies depending on what kind of desktop or mobile device you are using. If you have OneNote from Microsoft, you can use it to take a screen clipping. To do so, make sure your StudentAid Dashboard is pulled up on your screen. Next, open OneNote and select "Insert". Select "Screen Clipping". The webpage you were just on (StudentAid.gov Dashboard) should now be on the screen in front of you and slightly cloudy. Use your mouse to click and drag to create a box over what you wish to be included in the clipping. Once you release the mouse, the clipping you selected should be available in OneNote. From there you can save the image or copy it into a document and save it. This can then be printed out or emailed to us along with your loan application.

To Print Page:

You can print the page on most PCs by right clicking on the page and then selecting "Print" from the drop down menu that appears.