Step 1: Account Creation

From the Student Portal Sign In screen, select "Sign-Up."
Note: Student Portal Site is Mobile friendly, and the steps shown in this document will be similar if you are on mobile.
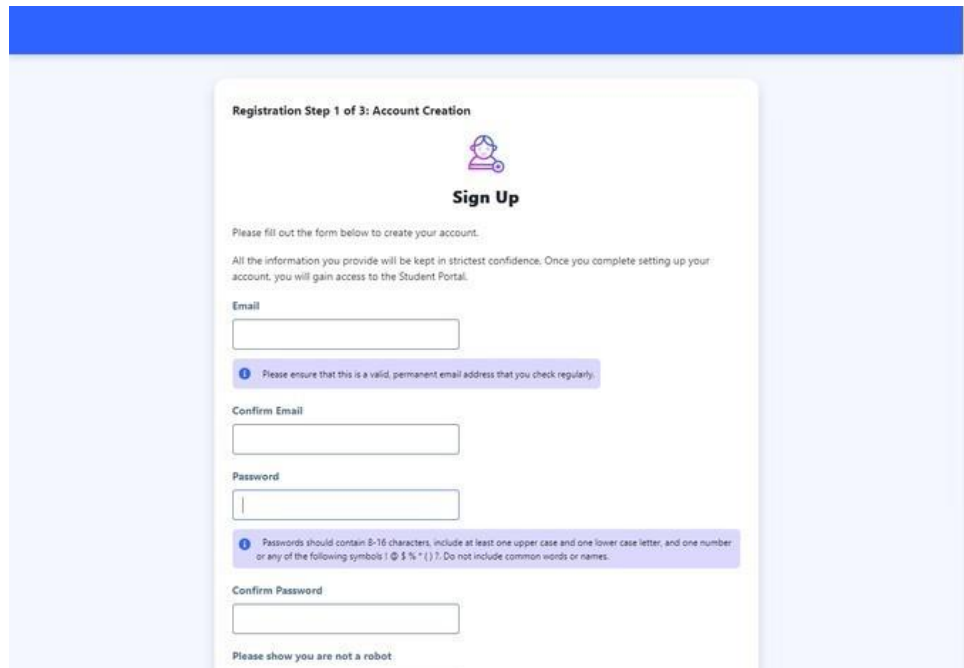

Note: The Sign In screen includes a "Remember me" option. If selected, the next time the user accesses the Sign In page (after previously logging out), the Email field on the Sign In page will be pre-populated with the saved credential. The Password field will not bepre-populated. The user can then login by clicking "Login," without re-entering any credentials.
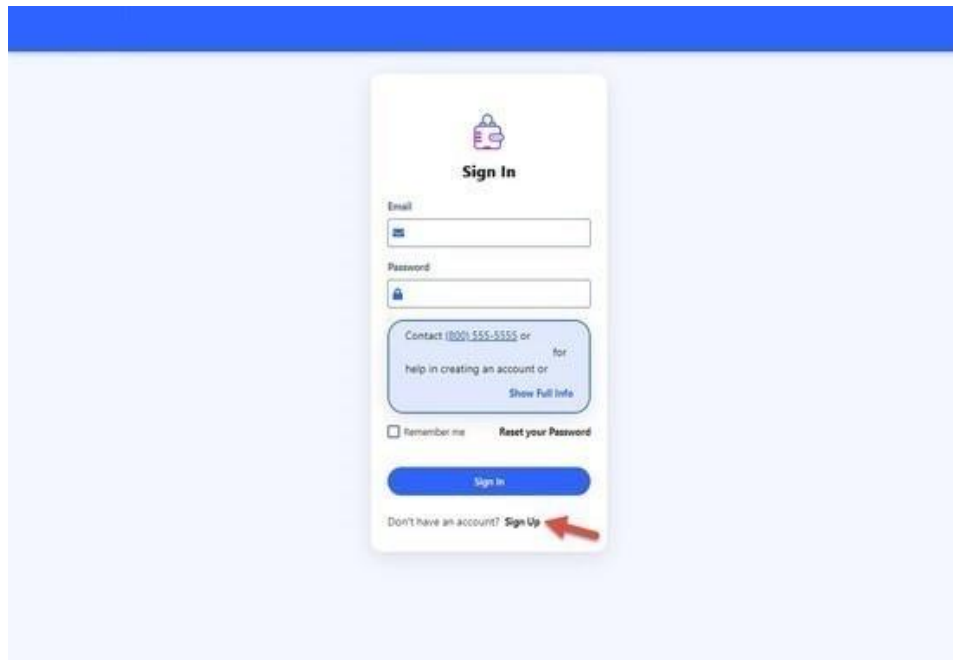
On the Sign-Up screen, provide an email address and password, then complete the reCAPTCHA security question.

- All fields on this screen are required.
- A standard validation message will be displayed if the entered email address is already in use.
- The email address field has format validation.
- The password cannot be the email address used for registering.

The email address used for creating an account can be any email address the user has access too. All emails generated by the porta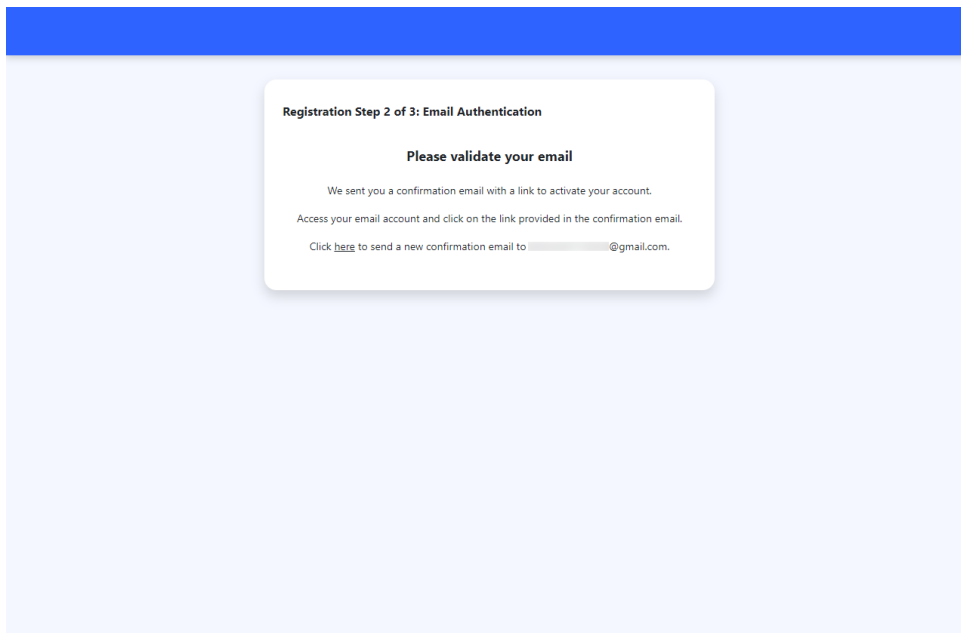l will use this email address for contacting the user. Passwords should contain 8-16 characters,and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ $ % * ( ) ?. When the form iscomplete, select "Continue."

Step 2: Email Authentication

Once the user has completed Step 1, the following "Step 2" screen will appear, directing the user to check their email for an Account Validation email. *Note: If the user has not received the email, they can click on the "here" link at the bottom of the screen to have the Account Validation email resent.*

When this validation screen is presented, the user is logged out of the portal. Access your email to look for an email with the subject line "Verify your email for [School Name]."

Open the email and click on the validation link provided.

The user will receive the following confirmation screen when their account has been validated. Select "Continue" to proceed to Step 2. If the user happens to not access their email to obtain the link, or the link expires before they access it, the user can re-login using the Sign In screen and they will be presented with the "Step 2" registration screen again, where they can have the email resent to them.

Step 3: Student Account Validation

Once the student has selected "Continue" from Step 2, they will be directed to the Sign In screen where they will need to enter their email address and password, they set up in Step 1.

This will direct the user to Step 3, Account Validation.

Student Portal Dashboard

Once you have finished creating your account and have logged in, you land on the student portal **Dashboard**. This page will give you a quick overview of your financial aid, your documents, and useful links. You will also see the links to those pages on the left-hand side as well, which will take you directly to those specific pages. *Note: The numbers in the red dots next to the financial aid and documents indicates action on the student's end is required and needs to be reviewed.*

Documents

The Documents page will display any documents that need to be completed so that we can process your financial aid. At the top of the page, you will be able to filter out your documents based on their status or show all documents. To review any documents, simply click on the **Review and Update** text, which will expand that specific document and provide you with the instruction on how to complete that specific document and the correct document needed (if applicable).

Financial Aid

The financial aid page will display your Academic Year, Loans you are eligible for and a break-down of cost. Clicking on the down arrow next to Award Year will expand and display the payment periods for your program. Before you can review all your loans on this page you will need to Read and acknowledge the **Statement of Understanding.** Once you have accepted the SOU then you can review your loans that you are eligible for. Just like the documents page, simply click on **Review and Update** and it will expand the loan and provide you with the information needed to adjust the amount offered once you are done click on **Save Changes** at the bottom.

Academic Year

Statement of Understanding

Loans

Cost break-down

Costs	
Total Costs	
Estimated Direct Costs	$3,715.00
FT MAT/MSL T & F	$3,715.00
Tuition and Fees	$0.00
Estimated Indirect Costs	$5,949.00
FT Books & Supplies	$958.00
Loan Fees	$100.00
FT Personal/Misc - With Parent	$1,629.00
Room & Board - with Parent	$2,709.00
FT Transportation - With Parent	$553.00
Total Est. Cost of Attendance	$9,664.00
Remaining Direct Costs	
Total Accepted Funds Net:	$5,000.00
Total Accepted Funds Gross:	$5,000.00
Academic Scholarship	
Net $5,000.00 / Gross $5,000.00	
Resources	$0.00
Remaining Estimated Direct Costs	
Estimated Direct Costs:	$3,715.00
Less Net Accepted Funds:	$9,616.00
Less Resources:	$0.00
	($5,901.00)
Remaining Total Estimated Costs	
Estimated Total Costs	$9,664.00
Less Gross Accepted Funds:	$9,664.00
Less Resources:	$0.00
	$0.00
Net Cost ⓘ	
Estimated Total Costs:	$9,664.00
Less Gift Aid:	$5,000.00
	$4,664.00

Parent Account Validation

For the Parent is very similar to that of the student. Once they have selected "Continue" from Step 2, they will be directed to the Sign In screen where they will need to enter their email address and password they set up in Step 1. This will direct the user to Step 3, Account Validation.

The parent will need to provide the following data in order to verify the account:

- Parent First Name (as it is listed in the email invitation received)
- Parent Last Name
- Parent Social Security Number (only last 4 digits should display in the field)
- Parent Date of Birth

Financial Aid Account

Please complete the following registration form using your name as it is listed in the email invitation you received.

First Name

Last Name

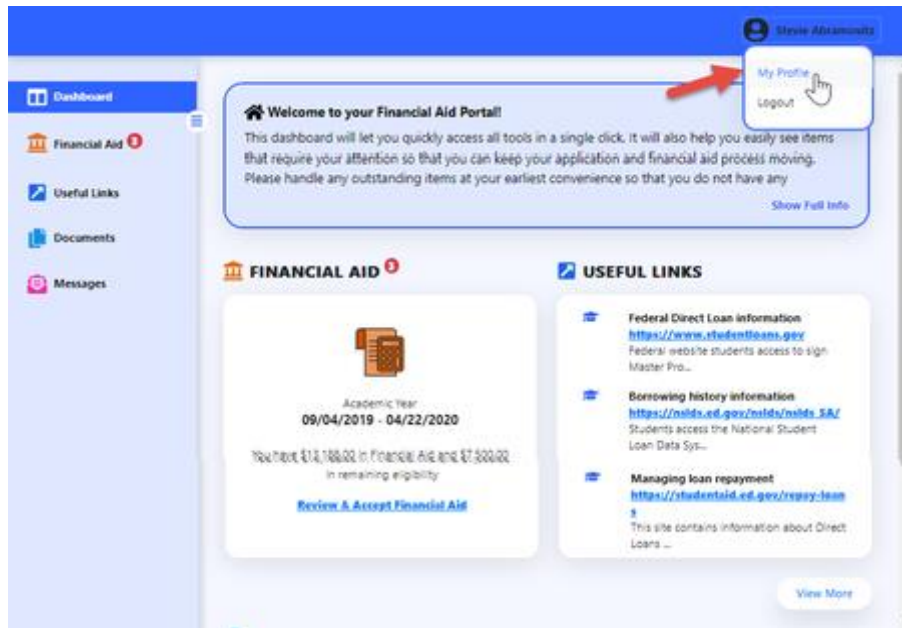Last 4 digits of your SSN

Date of Birth (mm/dd/yyyy):

03/04/2020

Logout   Done

Change Password

The Profile can be accessed by selecting the user's name at the top of the screen, or the profile "photo" on mobile.

Click on the user icon or the student's name to expand the student menu, then select "My Profile."

Scroll down to the bottom of the User Profile and there is a form where the Current Password must be entered, as well as the New Password, and Confirmation of the New Password. Recall that pass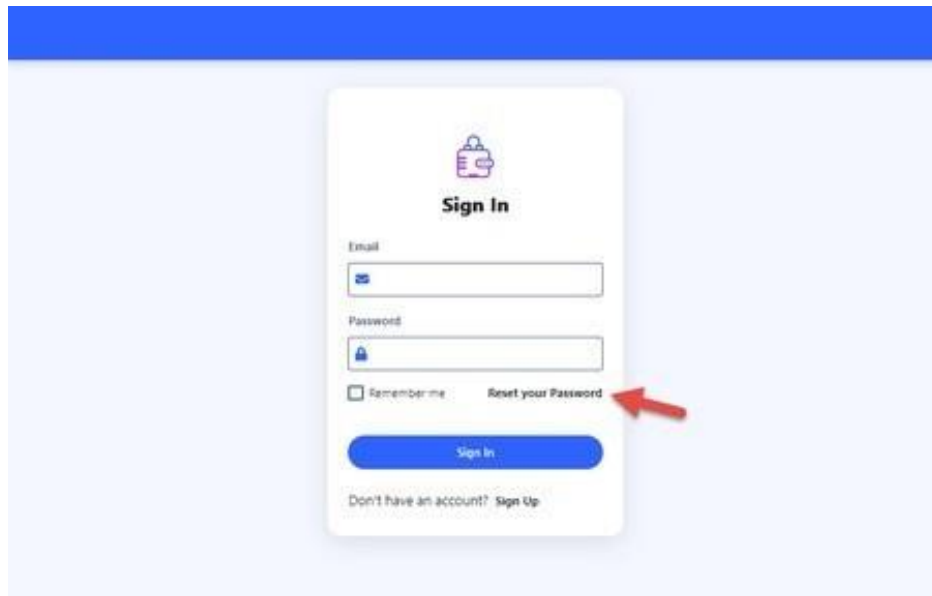words should contain 8-16 characters, and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ $ % * ( ) ?. Passwords cannot match the email address used to create the account and the new password cannot be the same as the current password. When the form is complete, select "Save." A confirmation message will appear to indicate that the password has been updated. A password reset confirmation email will be sent to the user.

Password Reset

To reset a forgotten password, select the "Reset your Password" link from the Sign In screen.
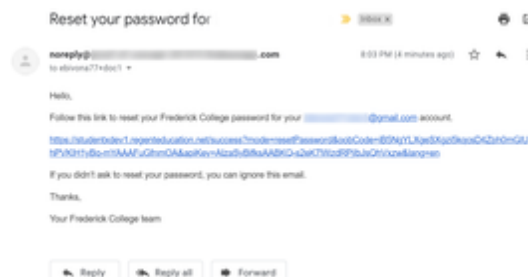
The Forgot Password form is displayed. Enter the email address associated with your Student Portal account, then select "Send Instructions."

An email with a password reset link will be sent to the email address provided.


Access your email to look for an email with the subject line "Reset your password for [School Name]."

Open the email and click on the link provided.

The link will take you to the Reset Password form. Enter a new Password, and re-enter it to confirm. Recall that passwords should contain 8-16 characters, and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ $ % * ( ) ?. Passwords cannot match the email address used to create the account. When the form is complete, select "Save."
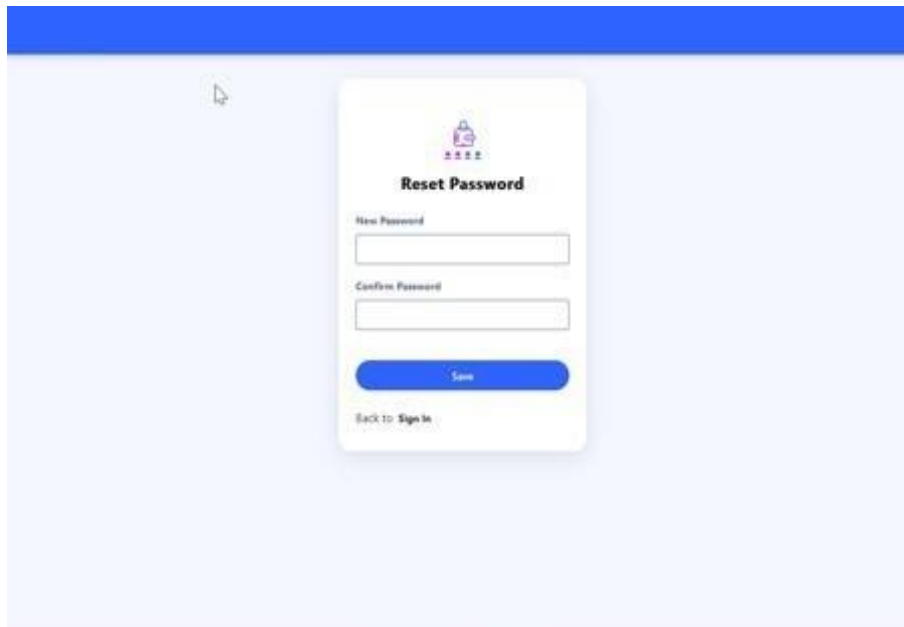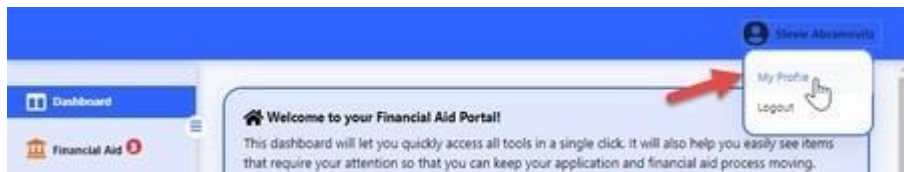
A password reset confirmation email will be sent to the user.

Student Profile

The Student Profile can be accessed by selecting the user's name at the top of the screen, or the profile "photo" on mobile.

Click on the user icon or the student's name to expand the student menu, then select "My Profile."

The Student Profile provides details about the student including School ID, Phone Number, Address and Birth date. If any of this information is incorrect, please contact the school to make updates. (Note: Contact information will display below student information)
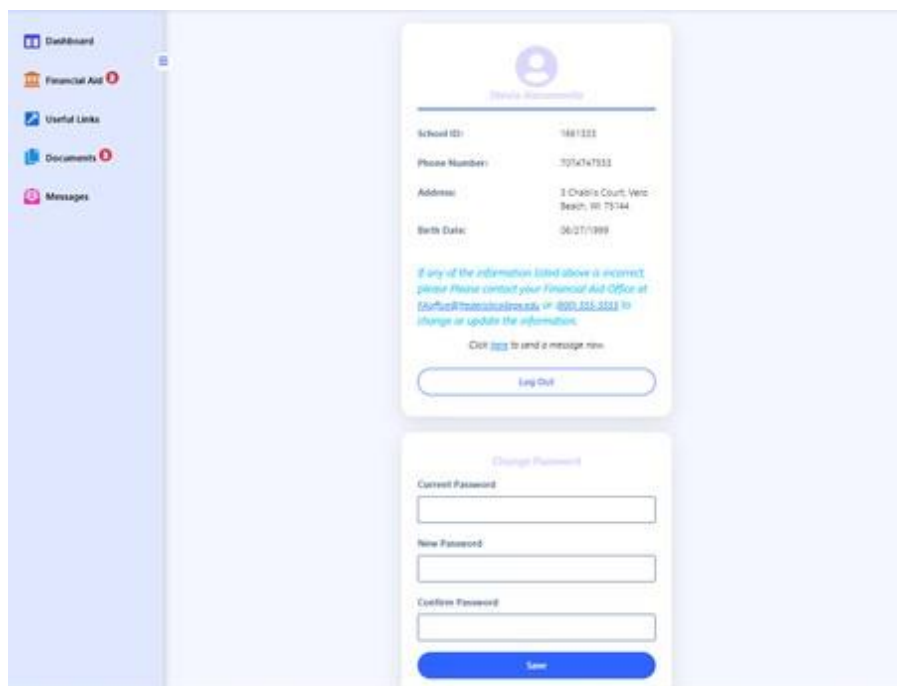
Logout

To Logout of the Student Portal, select the Student Profile (icon or name) and then select "Logout." Users and parents will be redirected to the Sign In screen.