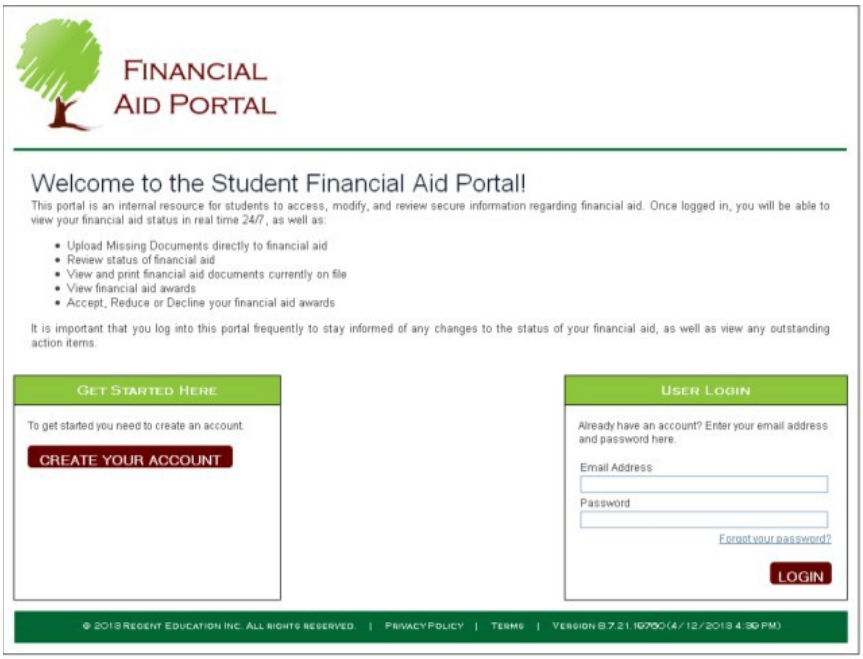
Using the Financial Aid Portal

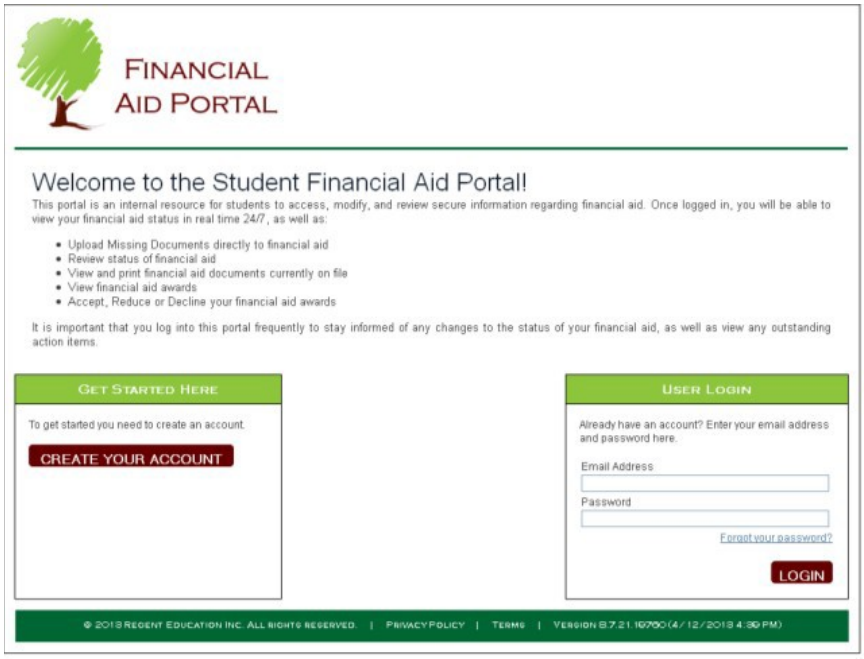
The **Financial Aid Portal** allows students to review, submit, and modify information regarding their financial aid application and awards in a secure manner.

To access the portal, you would use a web browser to navigate to https://ufassnapprod.regenteducation.net/



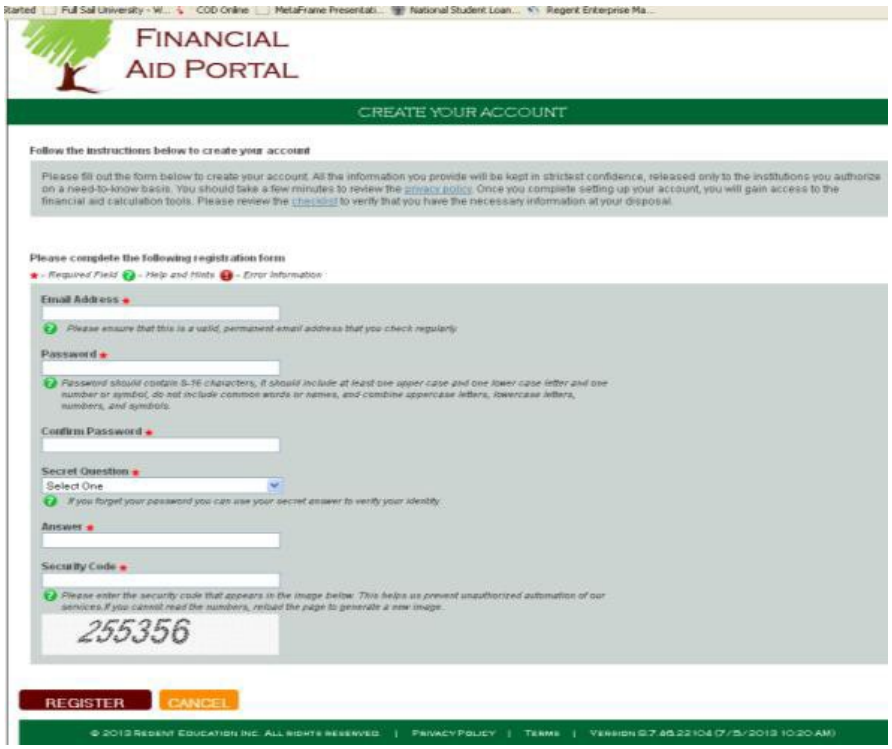
Registering to Use the Financial Aid Portal

You must create an account before you can login to the portal. This is done by clicking on **Create Your Account** on the lower left-hand side of the portal home page.

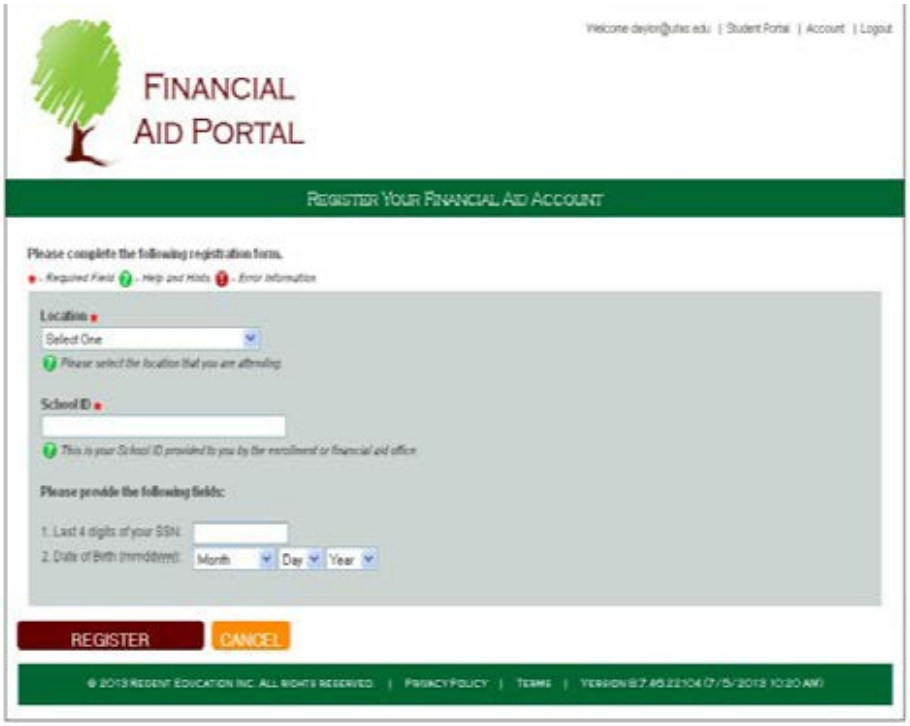


This will then take you to a page for accepting the terms and conditions for using the portal. You should read the terms and conditions, check the box that you accept the terms and conditions and then click on the **I accept the terms & conditions** button.

This will then take you to a page for creating your portal account. Here, you will enter your email address, create a password, and create a security question for resetting your password if you forget it. You should enter all the required information, and then click on the **Register** button.

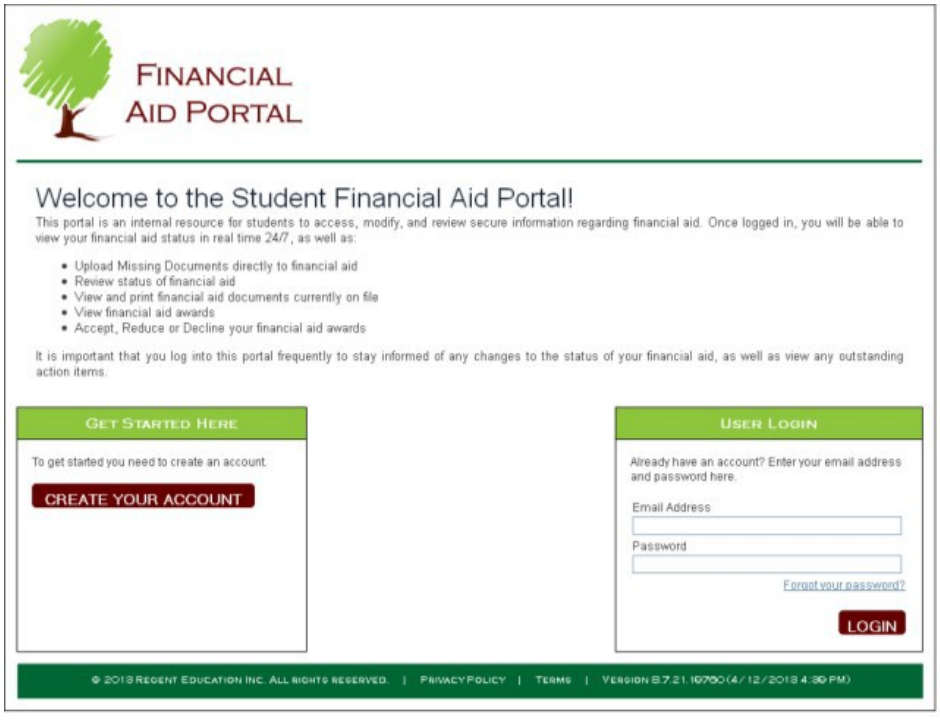


This will then take you to a page for registering your portal account. You should enter all the required information, and then click on the **Register** button. You should enter your Student ID given to you on your missing documents and/or award letter via the email correspondence



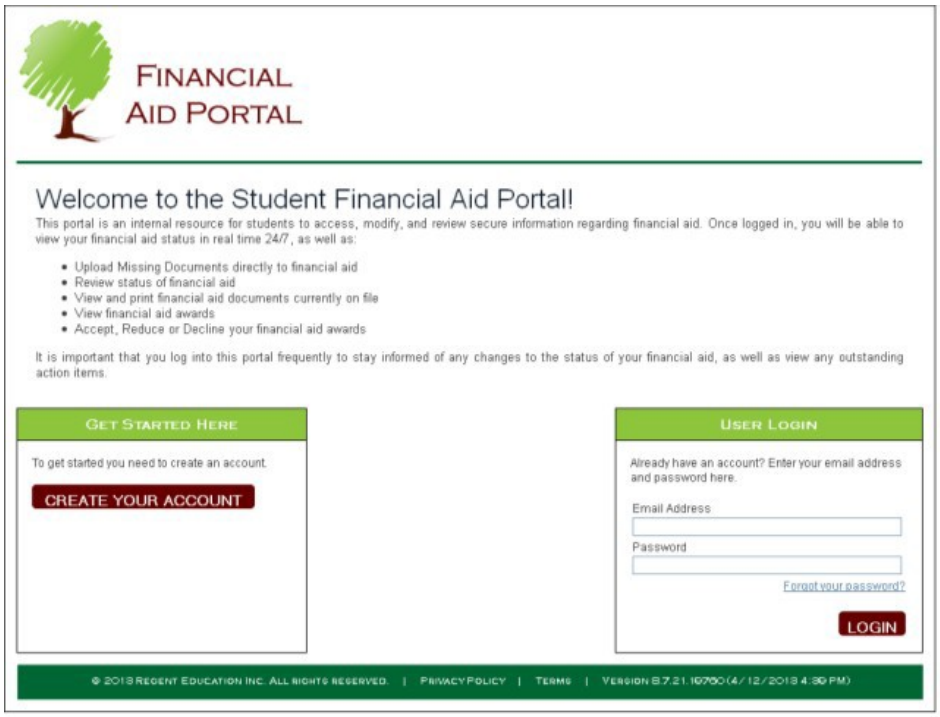
This completes the one time sign up process.

Going forward, you can now login to the portal going to **User Login** on the lower right-hand side of the portal page, entering your email address and the password that you created and then clicking on the **Login** button.



Using the Financial Aid Portal

Login to the portal going to **User Login** on the lower right-hand side of the portal page, entering your email address and the password that you created and then clicking on the **Login** button.



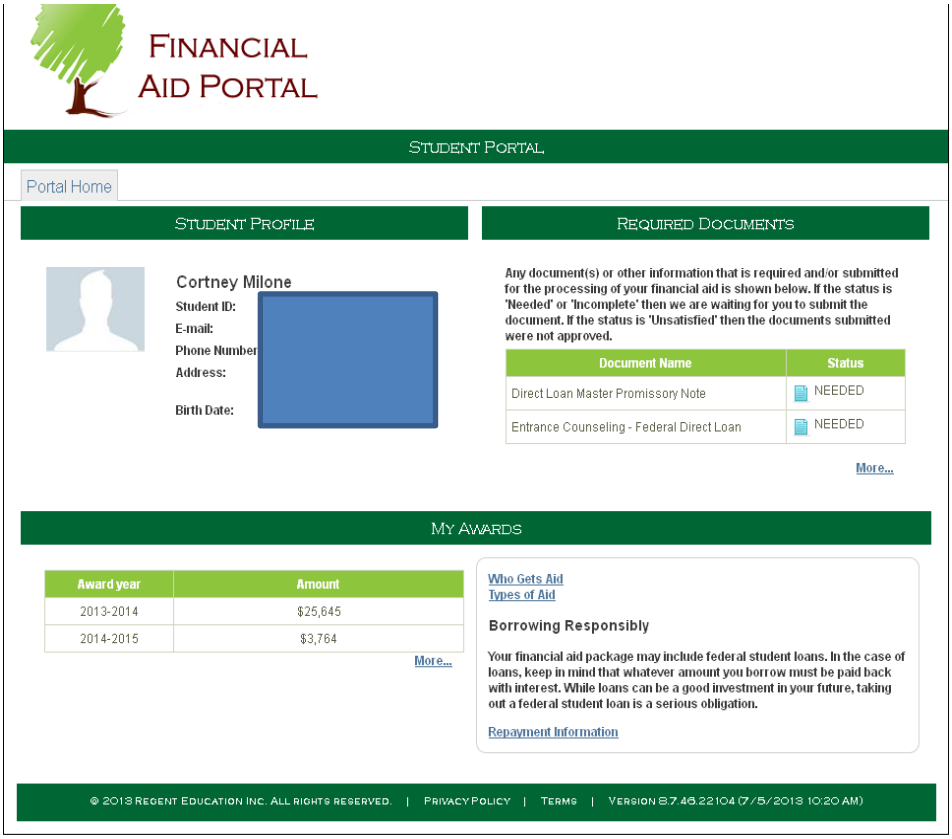
Once you have logged into the portal, you will see the main page of the student portal.

The upper left-hand side of the page displays your profile information. If any of this information is incorrect, contact the school to correct it.

The upper right-hand side of the page displays documents or other requirements that are needed for the processing of your aid. Click on the **More…** to view the details on the **Requested Documents** page.

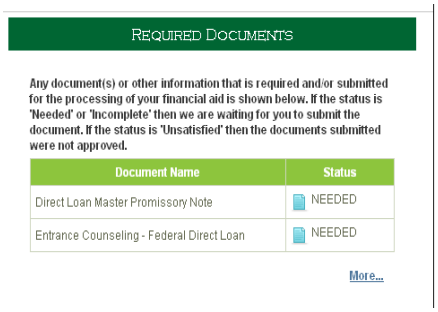
The lower left-hand side of the page displays total amount of aid awarded to you for each award year. Click on the **More…** to view the details on the **My Awards** page.

The lower right-hand side of the page displays additional information for you to review.

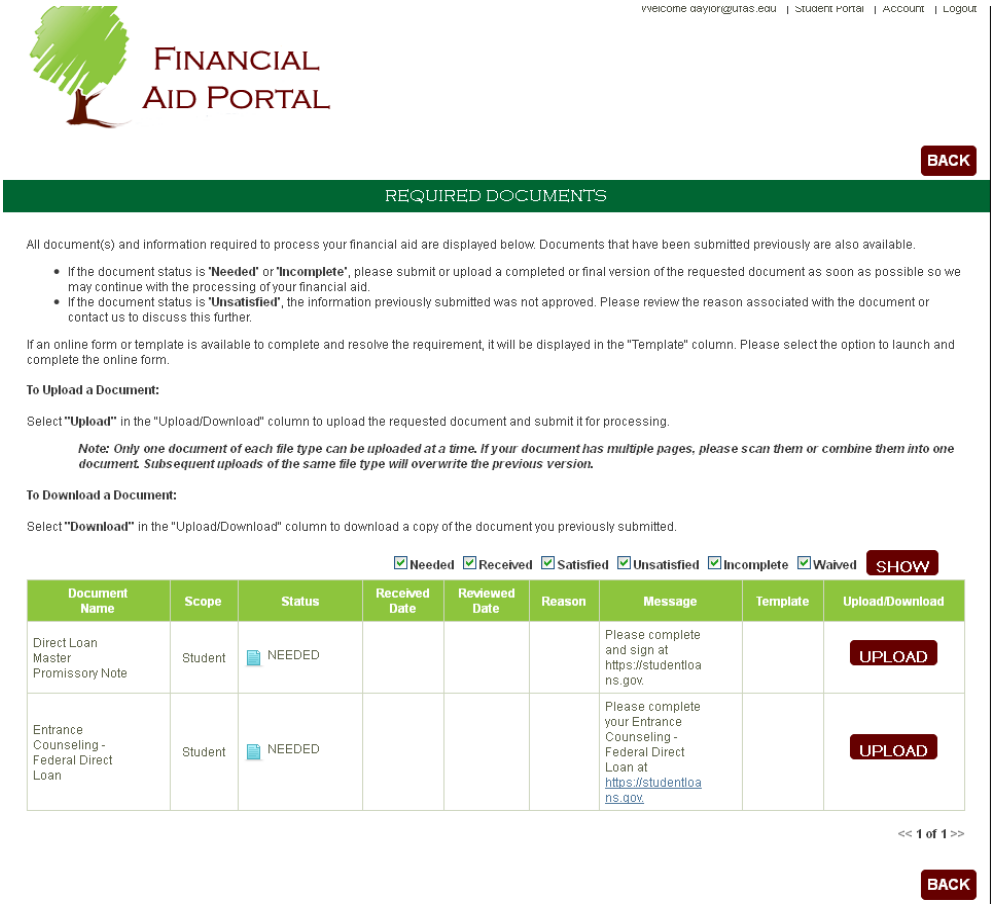


Using the Financial Aid Portal to View and Submit Documents/Requirements

Click on **More…** to enter the **Required Documents** portlet.

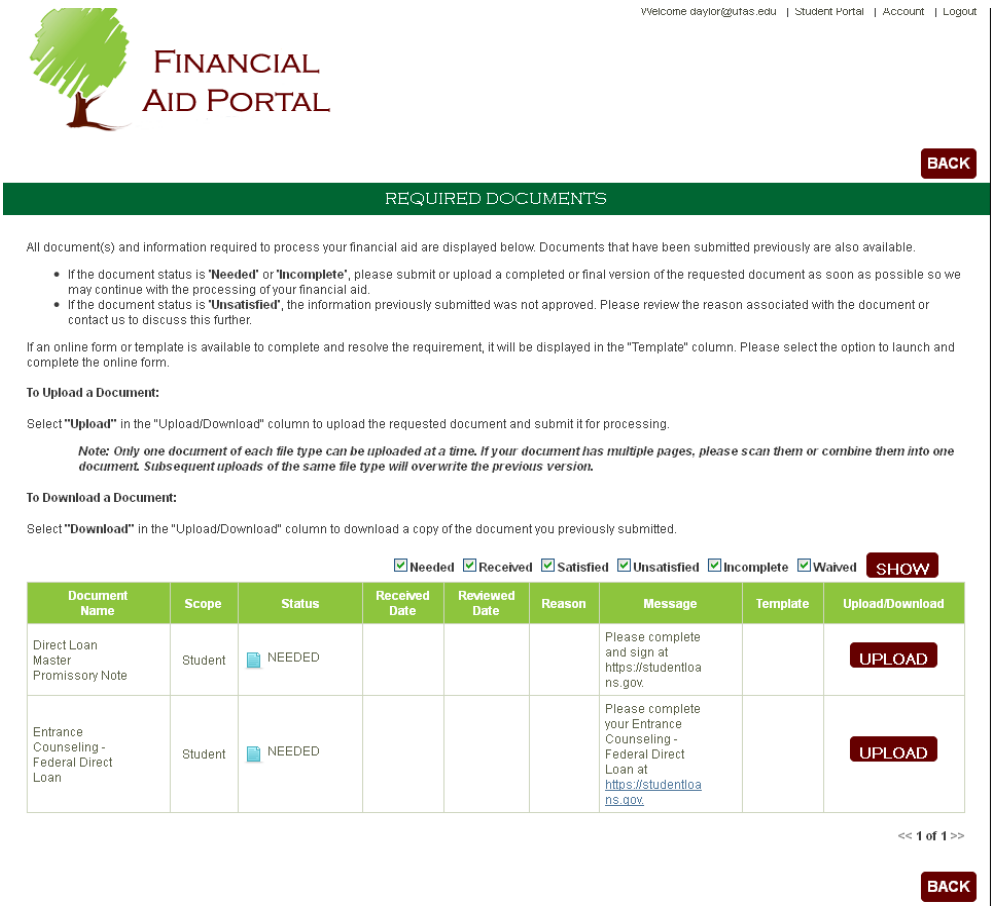


The page will only display the documents where the status matches one of the checked boxes. If you want to see documents with other statuses, check the appropriate box(es) and click on the **Show** button.



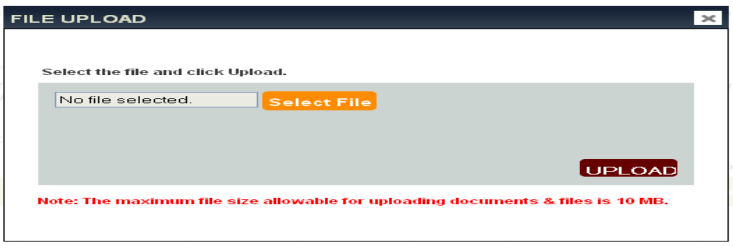
If there is an icon in the **Template** column, you can click on it to download a blank form for you to complete.

If a document is in a **Needed** or **Incomplete** status, you will see an **Upload** button displayed next to the document.



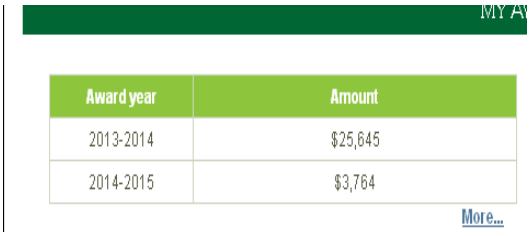
Clicking on the **Upload** button allows you to submit the requested information by uploading it from your computer directly into the portal by clicking on **Select File** and then navigating to the document's location on your computer.

Once you have uploaded a document, a **Download** button will appear. You can click on it to download a copy of the document that was uploaded.

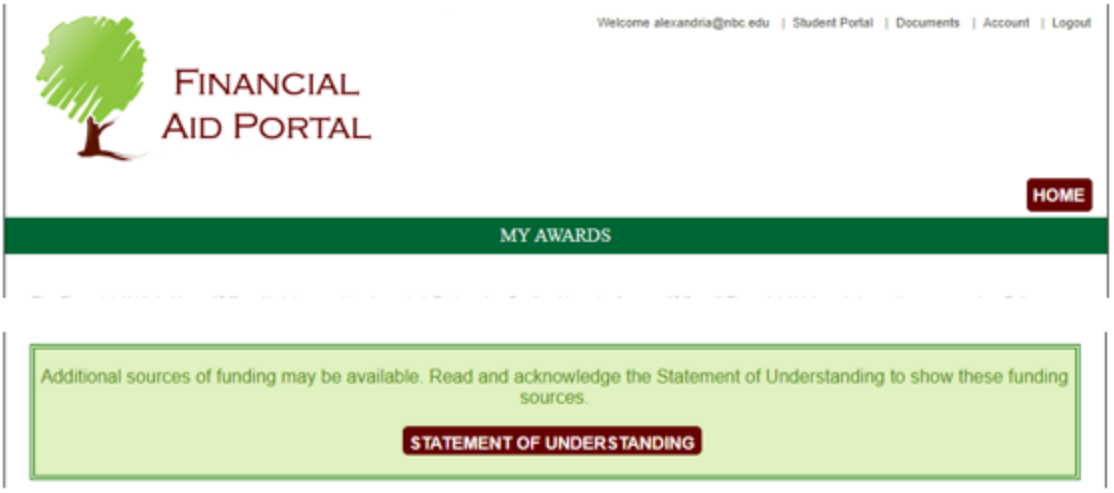


Using the Financial Aid Portal to View and Accept Awards

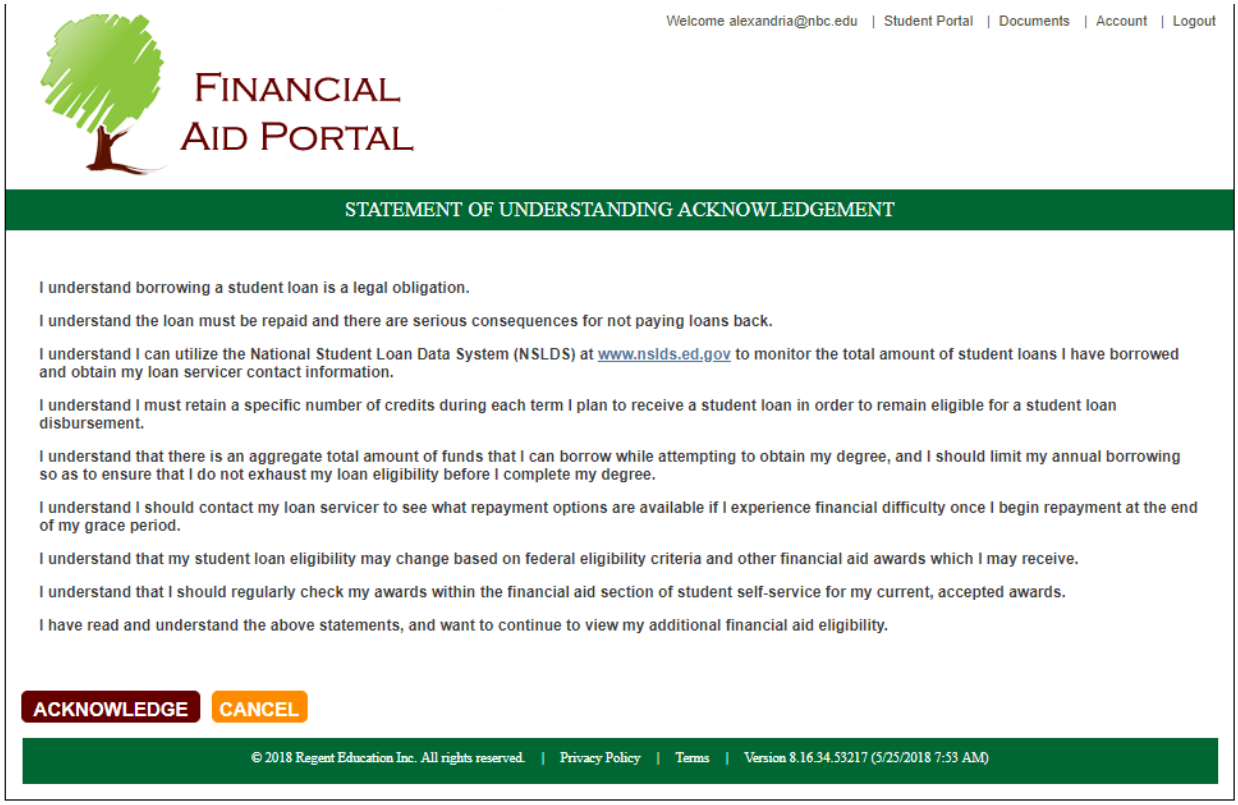
Click on **More…** to enter the **My Awards** portlet.



The first time that you click on **More…** to enter the **My Awards** portlet, you are presented with instructions regarding accepting and declining your awards. Below the instructions is a **Statement of Understanding** button. When you click on this button, you will be taken to the **Statement of Understanding.**



You should read the **Statement of Understanding** and then click on the **Acknowledge** button. Once you have done this, you will be taken to the Cost of Attendance and Awards and you will never be prompted again to review the **Statement of Understanding** as it is a one-time requirement to do so.

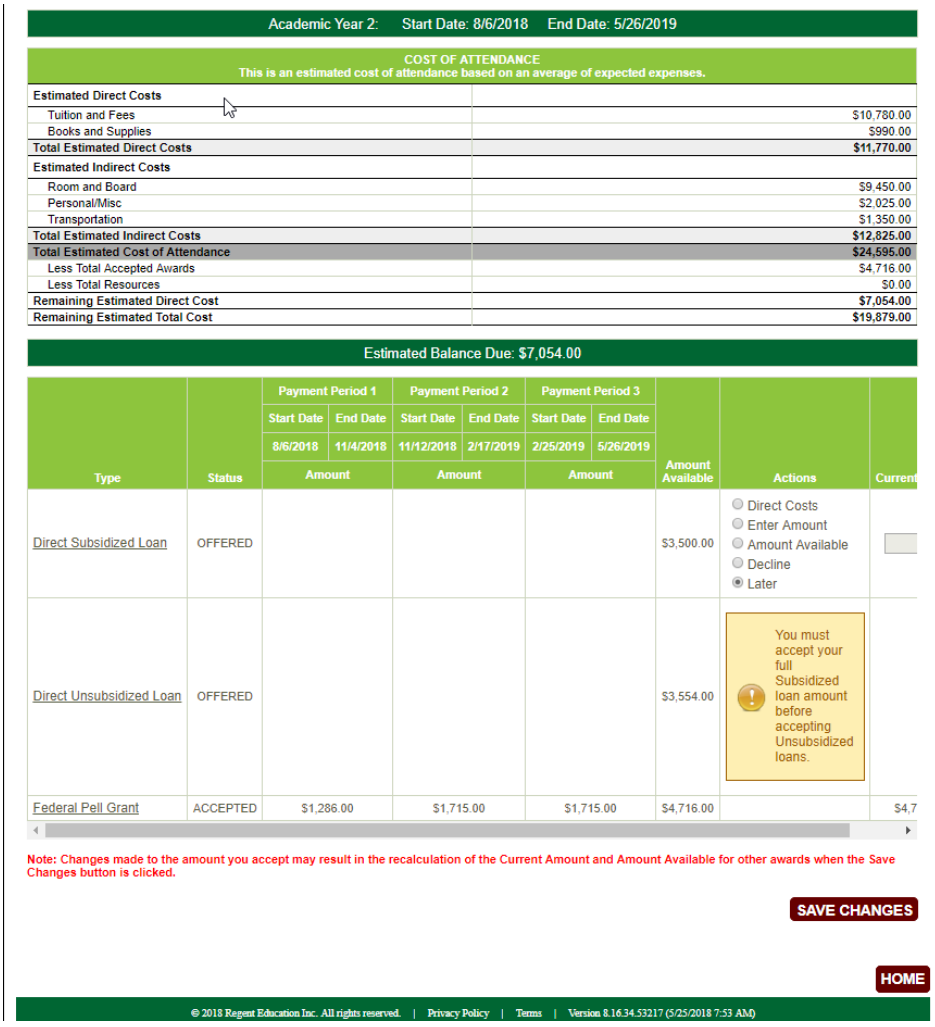


On the **My Awards** page, you will be able to see your full Cost of Attendance and your remaining Direct Cost and remaining Total Cost net of previously **Accepted Awards** and **Resources**. This way, you can make an informed decision as to how much you would like to borrow. The system blocks you from taking an action on the Unsubsidized Loan until you first take action on the Subsidized Loan. In this example, the **Estimated Balance Due** is $7,054 which is displayed just above the Awards. If you click on the award name, additional information about the award will be displayed.

The Status of the Award appears next to the Award name. The options presented for Offered Awards under **Actions** are:

- **Direct Cost** - By choosing this option, the system will set the Accepted Amount to the remaining amount of Direct Cost or the Award Amount, whichever is less.
- **Enter Amount** - By choosing this option, the system will allow you to enter any amount greater than $0 and less than or equal to the Award Amount.
- **Amount Available** - By choosing this option, the system will set the Accepted Amount to the Award Amount.
- **Decline** - By choosing this option, the system will set the Accepted Amount to $0.
  IMPORTANT: When declining loans, the Direct Unsubsidized loan must be declined first or you will not be able to decline the Direct Subsidized loan.
- **Later** - By choosing this option, the system will leave the award in an Offered state so that you can decide what to do at a later date.

After completion of making your selections, you should click on the **Save Changes** button near the bottom of the page. The Note in red instructs them on what to do.



Academic Year 2: Start Date: 8/6/2018 End Date: 5/26/2019

COST OF ATTENDANCE
This is an estimated cost of attendance based on an average of expected expenses.

Estimated Direct Costs	
Tuition and Fees	$10,780.00
Books and Supplies	$990.00
Total Estimated Direct Costs	**$11,770.00**
Estimated Indirect Costs	
Room and Board	$9,450.00
Personal/Misc	$2,025.00
Transportation	$1,350.00
Total Estimated Indirect Costs	**$12,825.00**
Total Estimated Cost of Attendance	**$24,595.00**
Less Total Accepted Awards	$4,716.00
Less Total Resources	$0.00
Remaining Estimated Direct Cost	**$7,054.00**
Remaining Estimated Total Cost	**$19,879.00**

Estimated Balance Due: $7,054.00

Type	Status	Payment Period 1 Start Date 8/6/2018 End Date 11/4/2018 Amount	Payment Period 2 Start Date 11/12/2018 End Date 2/17/2019 Amount	Payment Period 3 Start Date 2/25/2019 End Date 5/26/2019 Amount	Amount Available	Actions	Current
Direct Subsidized Loan	OFFERED				$3,500.00	Direct Costs Enter Amount Amount Available Decline Later	
Direct Unsubsidized Loan	OFFERED				$3,554.00	You must accept your full Subsidized loan amount before accepting Unsubsidized loans.	
Federal Pell Grant	ACCEPTED	$1,286.00	$1,715.00	$1,715.00	$4,716.00		$4,7

Note: Changes made to the amount you accept may result in the recalculation of the Current Amount and Amount Available for other awards when the Save Changes button is clicked.

SAVE CHANGES

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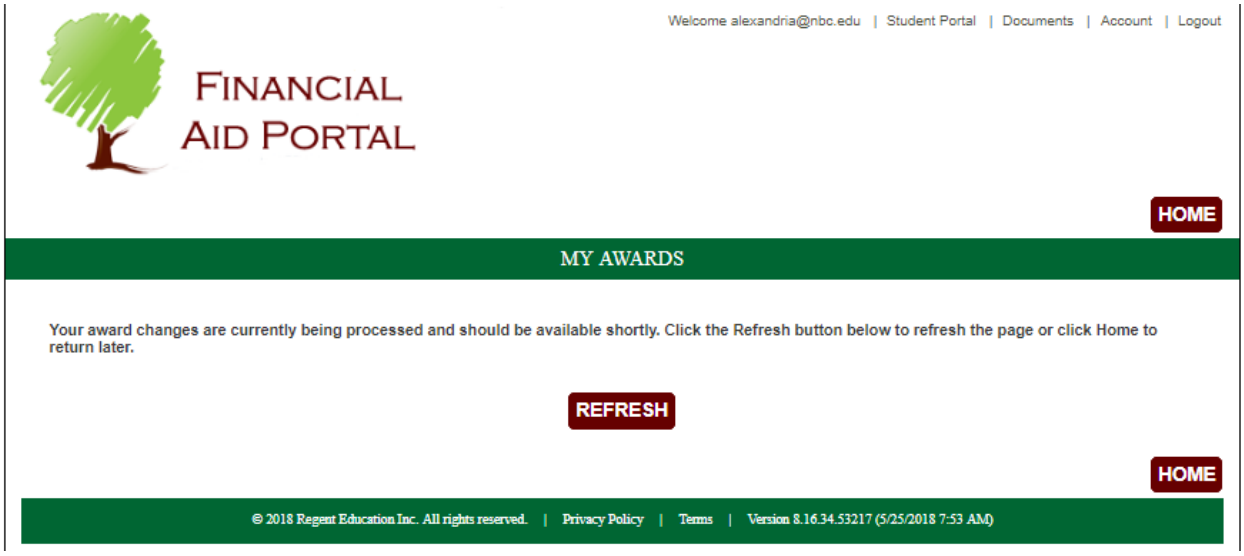
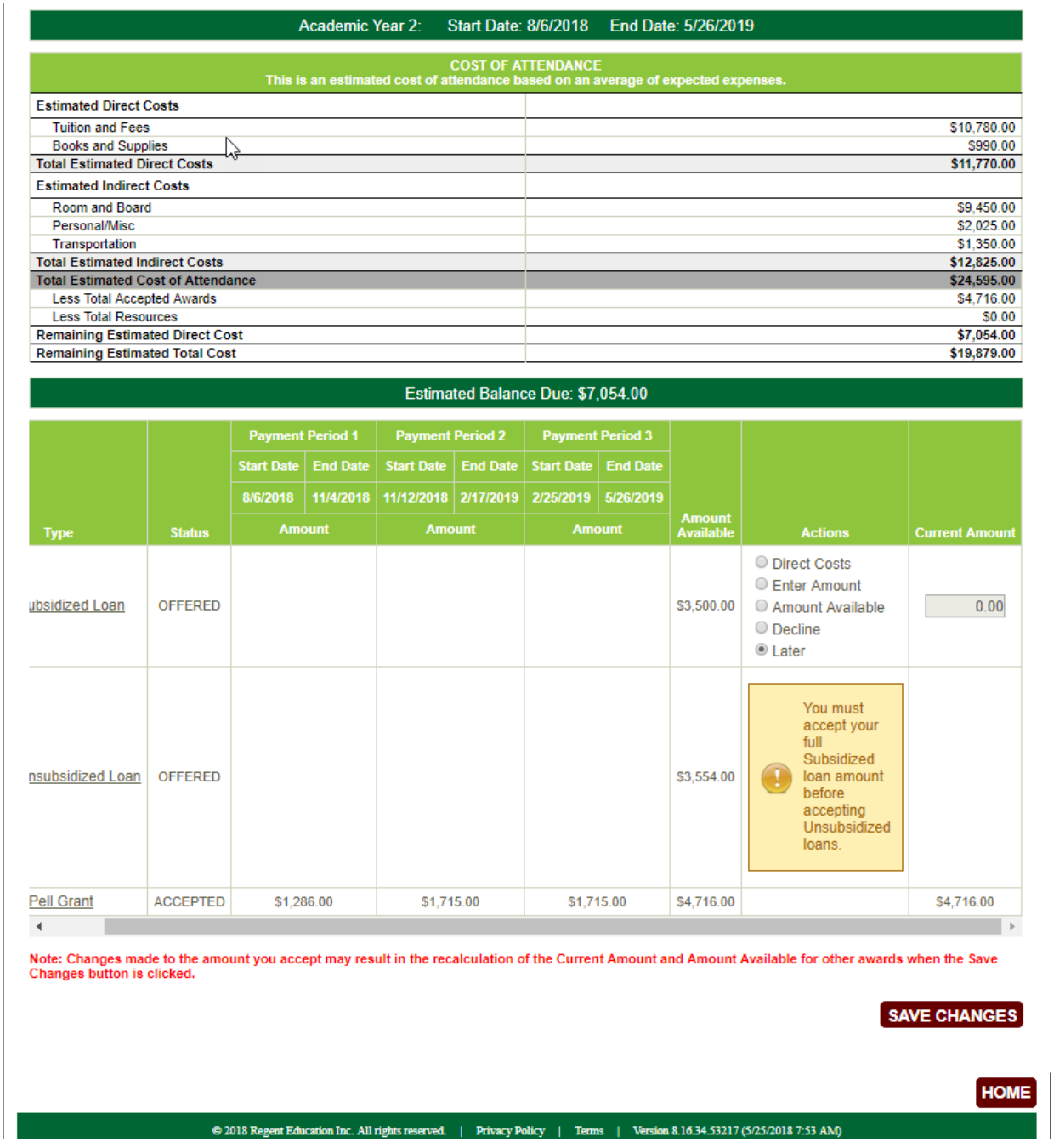
After clicking on the **Save Changes** button, you will be presented with the page below while the system processes the actions taken by you. You should click on the **Refresh** button after allowing time for the processing actions to finish. This will then take you back to the **My Awards** page.



If you do not Accept the full amount of the Subsidized Loan, the system will continue to block you from accepting any part of the Unsubsidized Loan.



Academic Year 2: Start Date: 8/6/2018 End Date: 5/26/2019

COST OF ATTENDANCE
This is an estimated cost of attendance based on an average of expected expenses.

Estimated Direct Costs	
Tuition and Fees	$10,780.00
Books and Supplies	$990.00
Total Estimated Direct Costs	**$11,770.00**
Estimated Indirect Costs	
Room and Board	$9,450.00
Personal/Misc	$2,025.00
Transportation	$1,350.00
Total Estimated Indirect Costs	**$12,825.00**
Total Estimated Cost of Attendance	**$24,595.00**
Less Total Accepted Awards	$4,716.00
Less Total Resources	$0.00
Remaining Estimated Direct Cost	**$7,054.00**
Remaining Estimated Total Cost	**$19,879.00**

Estimated Balance Due: $7,054.00

Type	Status	Payment Period 1 Start Date 8/6/2018 End Date 11/4/2018 Amount	Payment Period 2 Start Date 11/12/2018 End Date 2/17/2019 Amount	Payment Period 3 Start Date 2/25/2019 End Date 5/26/2019 Amount	Amount Available	Actions	Current Amount
ubsidized Loan	OFFERED				$3,500.00	Direct Costs / Enter Amount / Amount Available / Decline / Later	0.00
nsubsidized Loan	OFFERED				$3,554.00	You must accept your full Subsidized loan amount before accepting Unsubsidized loans.	
Pell Grant	ACCEPTED	$1,286.00	$1,715.00	$1,715.00	$4,716.00		$4,716.00

Note: Changes made to the amount you accept may result in the recalculation of the Current Amount and Amount Available for other awards when the Save Changes button is clicked.

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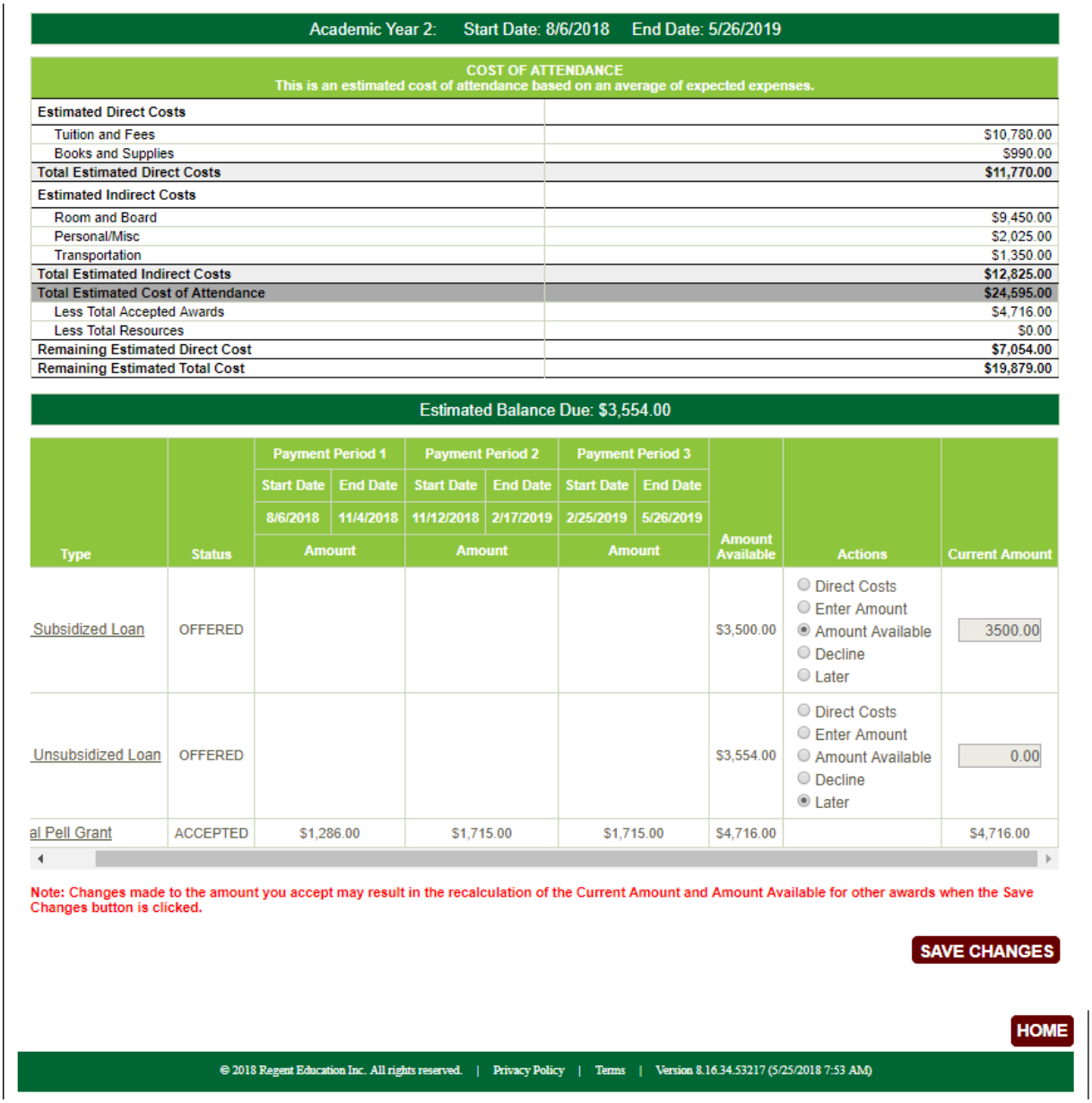
Once you Accept the full amount of the Subsidized Loan, the system will then allow you to take action on the Unsubsidized Loan. The **Estimated Balance Due** which is displayed just above the Awards, is now reduced to $3,554 after acceptance of the Subsidized Loan.



Academic Year 2: Start Date: 8/6/2018 End Date: 5/26/2019

COST OF ATTENDANCE This is an estimated cost of attendance based on an average of expected expenses.	
Estimated Direct Costs	
Tuition and Fees	$10,780.00
Books and Supplies	$990.00
Total Estimated Direct Costs	**$11,770.00**
Estimated Indirect Costs	
Room and Board	$9,450.00
Personal/Misc	$2,025.00
Transportation	$1,350.00
Total Estimated Indirect Costs	**$12,825.00**
Total Estimated Cost of Attendance	**$24,595.00**
Less Total Accepted Awards	$4,716.00
Less Total Resources	$0.00
Remaining Estimated Direct Cost	**$7,054.00**
Remaining Estimated Total Cost	**$19,879.00**

Estimated Balance Due: $3,554.00

Type	Status	Payment Period 1 Start Date 8/6/2018 End Date 11/4/2018 Amount	Payment Period 2 Start Date 11/12/2018 End Date 2/17/2019 Amount	Payment Period 3 Start Date 2/25/2019 End Date 5/26/2019 Amount	Amount Available	Actions	Current Amount
Subsidized Loan	OFFERED				$3,500.00	○ Direct Costs ○ Enter Amount ◉ Amount Available ○ Decline ○ Later	3500.00
Unsubsidized Loan	OFFERED				$3,554.00	○ Direct Costs ○ Enter Amount ○ Amount Available ○ Decline ◉ Later	0.00
al Pell Grant	ACCEPTED	$1,286.00	$1,715.00	$1,715.00	$4,716.00		$4,716.00

Note: Changes made to the amount you accept may result in the recalculation of the Current Amount and Amount Available for other awards when the Save Changes button is clicked.

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After completion of making your selections related to the Unsubsidized Loan, you should click on the **Save Changes** button near the bottom of the page. The Note in red instructs them on what to do.

Academic Year 2: Start Date: 8/6/2018 End Date: 5/26/2019

COST OF ATTENDANCE
This is an estimated cost of attendance based on an average of expected expenses.

Estimated Direct Costs	
Tuition and Fees	$10,780.00
Books and Supplies	$990.00
Total Estimated Direct Costs	**$11,770.00**
Estimated Indirect Costs	
Room and Board	$9,450.00
Personal/Misc	$2,025.00
Transportation	$1,350.00
Total Estimated Indirect Costs	**$12,825.00**
Total Estimated Cost of Attendance	**$24,595.00**
Less Total Accepted Awards	$4,716.00
Less Total Resources	$0.00
Remaining Estimated Direct Cost	**$7,054.00**
Remaining Estimated Total Cost	**$19,879.00**

Estimated Balance Due: $3,554.00

Type	Status	Payment Period 1 Start Date 8/6/2018 End Date 11/4/2018 Amount	Payment Period 2 Start Date 11/12/2018 End Date 2/17/2019 Amount	Payment Period 3 Start Date 2/25/2019 End Date 5/26/2019 Amount	Amount Available	Actions	Current Amount
Subsidized Loan	OFFERED				$3,500.00	○ Direct Costs ○ Enter Amount ◉ Amount Available ○ Decline ○ Later	3500.00
Unsubsidized Loan	OFFERED				$3,554.00	○ Direct Costs ○ Enter Amount ○ Amount Available ◉ Decline ○ Later	3554.00
al Pell Grant	ACCEPTED	$1,286.00	$1,715.00	$1,715.00	$4,716.00		$4,716.00

Note: Changes made to the amount you accept may result in the recalculation of the Current Amount and Amount Available for other awards when the Save Changes button is clicked.

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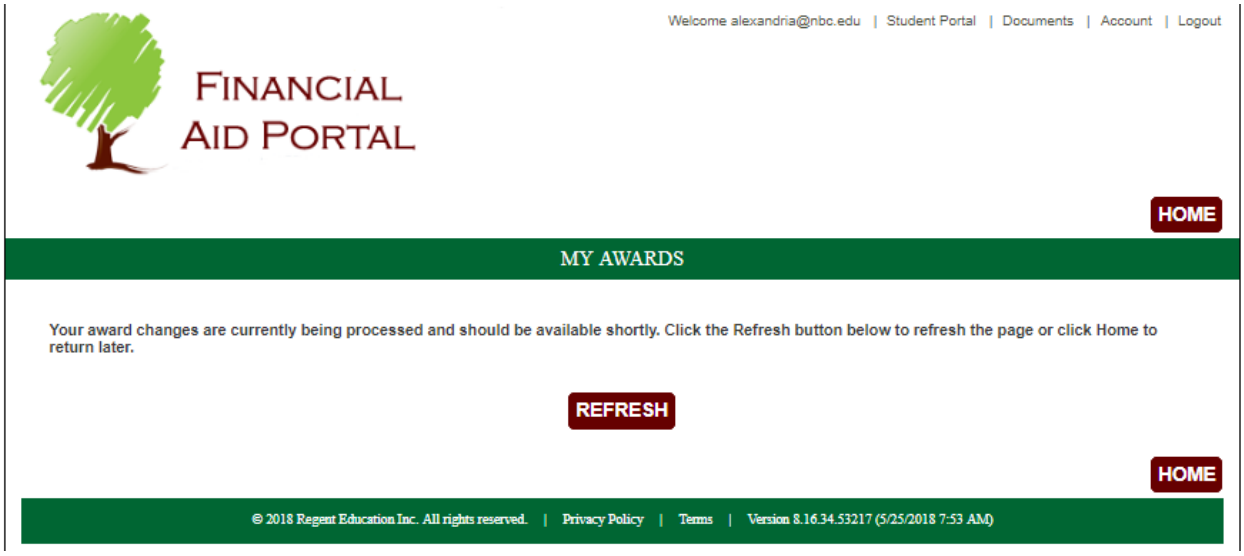
After clicking on the **Save Changes** button, you will be presented with the page below while the system processes the actions taken by you. You should click on the **Refresh** button after allowing time for the processing actions to finish. This will then take you back to the **My Awards** page.



The **Estimated Balance Due** which is displayed just above the Awards, is now reduced to $0 after acceptance of the Unsubsidized Loan. Additionally, you are blocked from making any changes to the Subsidized Loan after accepting all or a portion of your Unsubsidized Loan.

Academic Year 2: Start Date: 8/6/2018 End Date: 5/26/2019

COST OF ATTENDANCE This is an estimated cost of attendance based on an average of expected expenses.	
Estimated Direct Costs	
Tuition and Fees	$10,780.00
Books and Supplies	$990.00
Total Estimated Direct Costs	**$11,770.00**
Estimated Indirect Costs	
Room and Board	$9,450.00
Personal/Misc	$2,025.00
Transportation	$1,350.00
Total Estimated Indirect Costs	**$12,825.00**
Total Estimated Cost of Attendance	**$24,595.00**
Less Total Accepted Awards	$11,770.00
Less Total Resources	$0.00
Remaining Estimated Direct Cost	**$0.00**
Remaining Estimated Total Cost	**$12,825.00**

Estimated Balance Due: $0.00

Type	Status	Payment Period 1 Start Date 8/6/2018 End Date 11/4/2018 Amount	Payment Period 2 Start Date 11/12/2018 End Date 2/17/2019 Amount	Payment Period 3 Start Date 2/25/2019 End Date 5/26/2019 Amount	Amount Available	Actions	Current Amount
bsidized Loan	ACCEPTED	$1,167.00	$1,167.00	$1,166.00	$3,500.00	You have accepted an Unsubsidized Loan amount; therefore, you can no longer make changes to this award.	$3,500.00
subsidized Loan	ACCEPTED	$1,185.00	$1,185.00	$1,184.00	$3,554.00	○ Direct Costs ○ Enter Amount ○ Amount Available ◉ Later	3554.00
ell Grant	ACCEPTED	$1,286.00	$1,715.00	$1,715.00	$4,716.00		$4,716.00

Note: Changes made to the amount you accept may result in the recalculation of the Current Amount and Amount Available for other awards when the Save Changes button is clicked.

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