



## FINANCIAL AID ONLINE INSTRUCTIONS

The following steps can be taken to access both your financial aid account home page as well as your financial aid award offer tab.

### **Financial Aid Missing Document Instructions**

1. Go to a web browser and type in my.iwu.edu to access the MyIWU home page.
2. Log into your MyIWU account using your IWU network username and password.
3. On the left of the screen you will see a scrollable column with “Dashboard” at the top (highlighted in light green). Once you find this, scroll down until you find the “Banner Self Service” tab.
4. Click the drop down arrow next to it to display the “Ellucian Banner” tab.
5. Click on “Ellucian Banner” and it will open the Ellucian Home page. Each box has a title with corresponding links. Find the box titled “Financial Aid”. There will be two links to choose from. Click on the one named “Your Financial Aid Account”.
6. Once the new tab opens you will be at your financial aid home page. Here you can see your satisfied and unsatisfied requirements.

### **Financial Aid Accepting/Declining Award Offer Instructions**

1. Go to a web browser and type in my.iwu.edu to access the MyIWU home page.
2. Log into your MyIWU account using your IWU network username and password.
3. On the left of the screen you will see a scrollable column with “Dashboard” at the top (highlighted in light green). Once you find this, scroll down until you find the “Banner Self Service” tab.
4. Click the drop down arrow next to it to display the “Ellucian Banner” tab.
5. Click on “Ellucian Banner” and it will open the Ellucian Home page. Each box has a title with corresponding links. Find the box titled “Financial Aid”. There will be two links to choose from. Click on the one named “Your Financial Aid Account”.
6. Once the new tab opens you will be at your financial aid home page. Here you can see your satisfied and unsatisfied requirements.
7. Once at the home page you will see a horizontal row with several tabs to choose from. These tabs can be used to access different sections of your financial aid details. Click on the tab labeled “Award Offer”.
8. Once here you can view any grants or scholarships you may have received. Scroll down to view a section labeled “Options to Pay Net Cost”. This section is where you can view any loans or student employment you have been awarded.
9. There is a column labeled “Take Action”. Select whether you want to Select, Decline, or Modify the offers, followed by pushing “Submit”.
- 10. Please note you do not need to take action on any grants or scholarships that may appear to be in “offered” status.**