UMSL Financial Aid Tutorial

Follow these instructions on how to view and accept your Financial Aid in MyView! Once you have been awarded, access your MyView account at https://myview.umsl.edu.

You must complete E-Consent under the Self-Service Menu to accept and decline aid in MyView.

To Do List

Navigate to your Student Center. Missing information will be located on your To Do List located in the sidebar on the right.

Click on each Outstanding To Do Item to get instructions on how to complete the requirements.

Be sure to check your UMSL student e-mail regularly! All communication from our office will be sent via e-mail!

Your financial aid will not be available until all outstanding To Do List items are completed!

Note: Some To Do List items are informational and do not require any action, so please read each item carefully.
Finances

Lower on the Student Center Page, you will see a Finances Section. You will find billing information under **Account Inquiry**. You will be able to view and accept your financial aid by clicking on **View Financial Aid**, then clicking on the 2017 aid year.

**Note:** If after clicking on the 2017 aid year you do not see any financial aid, this does **NOT** mean you are not eligible. This means you have not been **awarded** yet. Make sure all outstanding To Do List Items are completed and check back.

Here you will see a summary of your financial aid for the 2016-2017 academic year. If you scroll down the page, you will see your aid broken down by semester. When you are ready to accept your aid, click on **Accept/Decline Awards**.

The **financial aid shopping sheet** is a consumer tool to notify students about their financial aid package and easily compare institutions to make informed decisions about where to attend school.

It is important to click on each **award hyperlink** to get more information about your awards like disbursement dates, how much is taken out of your loan for origination fees, and if there are any other requirements needed to receive the award. **For example, many grants and scholarships require full time enrollment.**
Be aware you have the option to reduce the amount of a loan offered to you by clicking Accept and then typing in an amount.

**NOTE:** The amount you accept will split and you will receive half in the Fall and half in the Spring.

Once you have reviewed all of the award information and accepted, declined, or reduced your awards please click the Submit button.

Q: What if you don’t accept the full amount of your loan now, and you end up needing it later in the year?

A: As long as you are eligible, awards you do not accept will still be available to you for the academic year. Contact our office to complete a Loan Adjustment Form or to check your eligibility!

After clicking Submit, proceed through the remaining steps. You will indicate whether you agree for your awards to apply to all of your charges with the University, read important Stafford Loan Information, and report if you have any outside aid that is not from the University.

When you arrive at the page with the green checkmark, click OK. Once you have clicked OK, you have completely accepted your awards.
If this is your first semester with UMSL, you will need to complete Stafford Loan Entrance Counseling and a Master Promissory Note at http://studentloans.gov. You only need to complete these two steps once while at UMSL, but you must complete them before we will disburse any aid!

When you go to http://studentloans.gov, login to complete both the Master Promissory Note (MPN) and Entrance Counseling. You will need your FSA ID to login!

Other Things to Know

Congratulations! You have completed the steps to accept your Financial Aid! Here’s a few more things you may want to know:

- You can find tons of information, deadlines, and forms on our website at http://www.umsl.edu/services/finaid/index.html
- We will begin disbursing financial aid to your student account no sooner than 10 days before the semester starts.
- Keep an eye on your bill! Payments are due on the first of every month, so keep track of your finances in MyView under Self Service > Campus Finances > View My Bill.

Contact Information

We’re here to help!

Student Financial Aid
327 Millennium Student Center
Phone: 314-516-5526
Fax: 314-516-5408
financialaid@umsl.edu
Monday - Thursday 8:00am - 6:00pm
Friday 8:00am - 5:00pm

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