FINANCIAL AID & SCHOLARSHIP SERVICES

myNMSU Instruction Guide

fa.nmsu.edu
• Signing in and viewing your Financial Aid status - Page 3
• Viewing your Financial Aid award - Page 10
• Accepting the Terms and Conditions - Page 14
• Accepting your award offers - Page 16
• Accessing verification requirements - Page 18
• Uploading documents through myNMSU - Page 21

Updated February 2019
SIGNING IN
VIEWING YOUR FINANCIAL AID STATUS
To access your financial aid account, sign in to your myNMSU.
*If you don't have a myNMSU account, click on “First Time Users” and follow the instructions.
After signing in, click on “Student” in the main menu bar.
Navigate to “Financial Aid” under the Quick Links menu.
To view your Financial Aid application process and verification requirements, click on “Financial Aid Status”.
Select the applicable aid year and click “Submit”.

SELECT AID YEAR

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

Submit

Not Applicable/No Value Found
2016-2017 Financial Aid Year
2015-2016 Financial Aid Year
2014-2015 Financial Aid Year
2013-2014 Financial Aid Year
2012-2013 Financial Aid Year
2011-2012 Financial Aid Year
2010-2011 Financial Aid Year
2009-2010 Financial Aid Year
2008-2009 Financial Aid Year
2007-2008 Financial Aid Year
On this page, you will be able to see your Academic Progress Status. If you click on “academic progress”, you will also be able to see your status for previous semesters.

Financial Aid Status for 2016-2017 Financial Aid Year

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have met all student requirements for this aid year.

Based on your academic transcript, the status of your academic progress is Good Standing as of 2015 Summer.

View your financial aid history.

Select Another Aid Year

RELEASE: 8.23

© 2016 Ellucian Company L.P. and its affiliates.
VIEWING YOUR FINANCIAL AID AWARD
After you have signed in and accessed the Financial Aid tab, click on “Award” to view your Financial Aid award for a specific aid year.
Select the applicable aid year and click “Submit”.

Aid Year

Select Aid Year: Not Applicable/No Value Found
- 2016-2017 Financial Aid Year
- 2015-2016 Financial Aid Year
- 2014-2015 Financial Aid Year
- 2013-2014 Financial Aid Year
- 2012-2013 Financial Aid Year
- 2011-2012 Financial Aid Year
- 2010-2011 Financial Aid Year
- 2009-2010 Financial Aid Year
- 2008-2009 Financial Aid Year
- 2007-2008 Financial Aid Year

© 2016 Ellucian Software Inc. All rights reserved.
Select the “Award Overview” tab to view your Cost of Attendance, Estimated Family Contribution, and your award amounts for the academic year.
ACCEPTING THE TERMS & CONDITIONS
After you have reached the “Award Overview” tab (as instructed in the above slides), you will be able to view and accept the Terms and Conditions. *You will have to accept the Terms and Conditions before you can accept your award offers. Navigate to the “Terms and Conditions” tab. Click the link to read the Terms and Conditions, and then click “Accept”.

**Terms and Conditions**

**Terms and Conditions**

Your federal, state or institutional aid has been awarded or adjusted as indicated on your award overview tab. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. Messages associated with certain programs will be listed on this tab for any awards you have been offered.

Acceptance of these terms and conditions includes acknowledgment of messages linked to specific programs. You must certify that you have read the terms and conditions and understand that the award messages may change if your award package is adjusted.

The University Financial Aid and Scholarship Services office will communicate with you regarding changes to your aid, including the terms and conditions, through your NMSU email account and your MyNMSU account. It is important to monitor both accounts regularly.

Full disclosure of the terms and conditions of your award, can be found at the following link: [http://fa.nmsu.edu/resources/terms-and-conditions/](http://fa.nmsu.edu/resources/terms-and-conditions/).

Students who choose to participate in a Study Abroad program will also be required to read the Study Abroad Terms and Conditions for financial aid.

[ Accept ] [ Do Not Accept ]
ACCEPTING YOUR AWARDS
After you have accepted the Terms and Conditions, you will be able to accept your award. Navigate to the “Accept Award Offer” tab. You will see your awards for the Fall and Spring semesters, and be able to accept the full amount of all awards, or accept awards individually.

Select your decision to accept or decline the award from the drop down menu. If you want to accept a partial loan, enter the amount you’d like to accept.
ACCESSING VERIFICATION REQUIREMENTS
After you have signed in and accessed the Financial Aid tab, you will be able to view any verification requirements you may have. If you have verification requirements, your status will state that “you have unsatisfied student requirements for this aid year”. Click on “student requirements” to view the verification requirements.
YOUR VERIFICATION REQUIREMENTS

Your verification requirements will be listed. Click on each one to complete the required action.

Eligibility Requirements for 2016-2017 Financial Aid Year

Unsatisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term Files Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Verification Form</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td>Choose File, no file selected</td>
</tr>
<tr>
<td>Loan Entrance Counseling</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td>Choose File, no file selected</td>
</tr>
<tr>
<td>Parents' 2015 IRS Tax Return Transcript</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td>Choose File, no file selected</td>
</tr>
<tr>
<td>Student/Spouse (if married) 2015 IRS Tax Return Transcript</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td>Choose File, no file selected</td>
</tr>
</tbody>
</table>

Terms and Conditions

Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid Accept</td>
<td>Feb 26, 2016</td>
<td></td>
</tr>
</tbody>
</table>
UPLOADING DOCUMENTS THROUGH MYNMSU
Documents required to complete your financial aid file can be uploaded through your myNMSU account. To upload a document, click on “Choose File”. *Only PDF documents can be uploaded.
After you have saved the document as a PDF and clicked on “Choose File”, select the applicable document and click “Choose” (or open).
After the document has uploaded, click “Submit” in the bottom right hand corner.
The file name will now appear under Files. If needed, click “Choose File” again to upload another document. The Status will change to “Pending File Transfer”. Once all documents are uploaded for an individual requirement, click “Submit”.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Unsatisfied Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loan Entrance Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Complete Loan Entrance Counseling before you can receive your Federal Student Loan.</td>
<td></td>
</tr>
<tr>
<td><strong>Institutional Verification Form</strong></td>
<td></td>
</tr>
<tr>
<td>Complete all sections of the required Federal Verification Worksheet.</td>
<td></td>
</tr>
<tr>
<td><strong>Parent’s 2015 IRS Tax Return Transcript</strong></td>
<td></td>
</tr>
<tr>
<td>You must submit a signed original of your parent’s IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the “Order a Return or Account Transcript” link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.</td>
<td></td>
</tr>
<tr>
<td><strong>Student/Spouse (if married) 2015 IRS Tax Return Transcript</strong></td>
<td></td>
</tr>
<tr>
<td>You must submit a copy of your (and if you are married, your spouse’s) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to <a href="http://www.irs.gov">www.irs.gov</a> and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9646. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.</td>
<td></td>
</tr>
<tr>
<td><strong>Terms and Conditions</strong></td>
<td></td>
</tr>
<tr>
<td>Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.</td>
<td></td>
</tr>
</tbody>
</table>

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.
After clicking “Submit”, the Status will change to “Uploaded: Not Yet Reviewed”. This means that your document uploaded successfully and is waiting to be reviewed by Financial Aid Staff.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
<th>Files</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Entrance Counseling</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Verification Form</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents' 2015 IRS Tax Return Transcript</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student/Spouse (if married) 2015 IRS Tax Return Transcript</td>
<td>Required</td>
<td>Feb 26, 2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Terms and Conditions**

Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.
When the document has been reviewed and approved, the requirement will drop down under Satisfied Requirements. Repeat these steps until all requirements are satisfied.

**SATISFIED REQUIREMENT**

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

### Loan Entrance Counseling
Complete Loan Entrance Counseling before you can receive your Federal Student Loan.

### Parents' 2015 IRS Tax Return Transcript
You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit [IRS website](https://www.irs.gov) and click on the "Order a Return or Account Transcript" link. Make sure to request an [IRS Tax Return Transcript](https://www.irs.gov) and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.

### Student/Spouse (if married) 2015 IRS Tax Return Transcript
You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to [www.irs.gov](https://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.

### Terms and Conditions
Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid</td>
<td>Accepted</td>
<td>Feb 26, 2016</td>
<td></td>
</tr>
<tr>
<td>Institutional Verification Form</td>
<td>Accepted</td>
<td>Apr 01, 2016</td>
<td></td>
</tr>
</tbody>
</table>