

## Steps to Completing Your Financial Aid File

1. Click on "on-line registration"
2. Read the Internet Agreement and answer "I don't agree" or "I agree"
3. Read about Web Registration and click "I have read the above"
4. You will be given 2 boxes, one for username and one for password. Your username is your student number or social security number for all new students. You will be given a student number once you have filed an admission application. Your password is your birth date (MMDDYY).
5. If this is your first time to log in to your account online, you will be asked several questions regarding yourself and possibly given the opportunity to change your password (you can change it but are not required to.) Once you get passed those questions, you will be directed to the main student registration screen.  
  
(This step will be omitted after you log in and answer the questions.)
6. Under the Student Information Center, go to the Financial Aid Requirement Link (on the right hand column)
7. Select the 2011 year and your information will be displayed. Any information displayed is required to complete your financial aid file. A receipt date will be shown once information is submitted to the financial aid office.

\*\*\*Forms are available to download and print on the first page of the website. Click on the appropriate link and the form will be displayed. If you are married, have 1 or more children that you support, or if you are at least 24 years of age, you will be required to submit an Independent Verification Form. If you are not married, have no children and are under the age of 24, you are required to submit Dependent Verification Form including parent's signatures and tax information.