Financial Aid Self-Service Guide

About Self-Service and Financial Aid

The Financial Aid Office at Niagara University utilizes Self-Service to provide students with a secure system to manage their student Financial Aid online.

You can log on to the Financial Aid Self-Service to:
- View your financial aid Checklist
- Satisfy requests for missing information
- View and accept your awards
- View and accept your Award Letter

In order to access Self-Service, you must first log into WebAdvisor. Then, click Financial Aid Checklist to launch Self Service.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information

Financial Information
- View Account and Make Payments
- View My 1098-T Forms
- Bank Information (U.S.)
- Refund Request
- Pay on My Account
- Current Account Statement

Financial Aid
- Financial Aid Checklist
- Niagara FA Application

Registrar
- Search Only for Classes
- Register for Classes
- Register and Drop Classes
- Registration Instructions
- Registration Video
- Barnes and Noble Text Books
- Niagara University Financial Agreement

Academic
- Grades
- Grade Point Average by Term
- Transcript
- Degree Audit
- My class schedule
Under **Financial Aid**, there are seven menu options.

- **Financial Aid Home** shown above, features your checklist and helpful resource links. (pg. 3)
- **Required Documents** brings you directly to the forms that our FA office is requesting. (pg. 4)
- **My Awards** gives you the status of your current aid; this is where you can accept or reject. (pg. 5)
- **Report/View Outside Awards** allows you to report any Outside Private Scholarships you have received. (pg. 6)
- The **Award Letter** shows our financial aid package for the academic year. (pg. 7)
- **Federal Shopping Sheet** is where you can review your financial aid data. (pg. 8)
- **Correspondence Option** (pg. 8)
The following is an overview of the seven options listed on the Financial Aid menu:

**Financial Aid Home Screen:**

- The status window will explain which stage in the financial aid process you are at.
- The checklist on the Financial Aid home screen provides you with details of items needed, actions to be taken, and it also shows you what documents have been completed.
- The home screen allows you to access important financial aid resources, by clicking on the provided links.

These are some “Status” examples you may encounter.

**Financial Aid Application Being Reviewed**
Currently your financial aid application is being evaluated by the Financial Aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.

**Your Financial Aid Package is now ready!**
Your financial aid award package is now ready for your review and acceptance.

Review and accept your Financial Aid Award Package

**Your Award Letter is now ready!**
Review and sign your Financial Aid Award Letter.

Review and sign your Financial Aid Award Letter
**Required Documents Screen:**

### Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

<table>
<thead>
<tr>
<th>Select an Award Year:</th>
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<td></td>
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- **Once you have submitted your requested documents, your checklist will reflect a green check mark to indicate received.**
- **For incomplete documents, the checklist will remain yellow.**
- **To access the documents needed, please click on the link provided.**

<table>
<thead>
<tr>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
</tr>
<tr>
<td>12/02/2016</td>
</tr>
<tr>
<td><strong>Green</strong></td>
</tr>
</tbody>
</table>

- Please complete this form on WebAdvisor. This is in addition to the FAFSA form.
  - [Niagara Financial Aid Application - Institutional form 2017-18](#)

<table>
<thead>
<tr>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/2016</td>
</tr>
<tr>
<td><strong>Green</strong></td>
</tr>
</tbody>
</table>

- **FAFSA 2017/18**
- In order to be considered for any Federal or State aid, a FAFSA form must be completed annually.
  - [FAFSA Website](#)
My Awards Screen:

- This is where you can accept or decline your Financial Aid awards.

- When you click the arrow, you will see the award breakdown.
**Report/View Outside Awards Screen:**

<table>
<thead>
<tr>
<th>Financial Information</th>
<th>Financial Aid</th>
<th>Report/View Outside Awards</th>
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### Outside Awards

You can report new or view existing awards.

Select an Award Year: 2017-2018

If you have received Financial Aid from any other sources please enter the awards below.

- **Add an award**

**Note:** Here you can report, to the Financial Aid Office, any outside awards that you may have received from sources other than Niagara University, NY State or the Federal Government.
Award Letter Screen:

• In order to sign your award letter, you must accept or decline your awards on the “My Awards” screen.
• After that step is completed you will be able to view, sign and print your award letter for the academic year.
Shopping Sheet Screen:

- The Financial Aid Shopping Sheet is a consumer tool that is designed to simplify information that prospective students receive, about costs and financial aid, so that they can make informed decisions about which postsecondary institution to attend.

Correspondence Option Screen:

- This option will allow you to receive your Financial Aid Correspondence through the mail.
- This can take 2-3 business days, depending on your mailing address.
- Currently, you are receiving the paperless format which is immediate access.