Financial Aid Self Service

• Login to https://portal.ferrum.edu
• Students should use their:
  • Student ID #, including the leading “0”
  • Password
    • For New Students: This is the same as the Panther Tracks password assigned.
    • For Returning Students: This is your normal Portal password.
  • For issues or assistance with passwords, students should contact the Help Desk at (540) 365-4357 or email helpdesk@ferrum.edu.
After Successful Login

• Scroll to the bottom right of the screen and click on “Applications.”

• Then click on “Student Self Service.”
Colleague Self Service

• Click on “Financial Aid.”
Financial Aid Menu

• Under the Financial Aid heading:
  • Financial Aid Home
  • Required Documents
  • My Awards
  • Report/View Outside Awards
  • Request a New Loan
  • Award Letter
Financial Aid Home

- Select the academic award year to review.
Complete the Checklist Items

• Click on each checklist item highlighted in yellow to complete the required information.
Required Documents

- Click on each link/incomplete item and submit document for processing.
Accept Your Self-Help Aid

Students will have to accept the following awards:

- Work Study
- Stafford Loans
- PLUS Loans
- Alternative Loans
My Awards

- Accept each award individually or accept/decline all at one time.
- Outside scholarships received will reflect an estimated status until the funds are actually received by the college.
My Awards

- Once completed, the color of the line will change and no longer be highlighted.
Report/View Outside Awards

• Let us know if you will receive outside scholarships.
Request a New Loan

• Students may request a new loan.
• **NOTE:** Financial Aid Counselors will determine what type of loan the student is eligible for and respond accordingly to the student.

• Enter the semesters the loan is for.
Review and Submit the Loan Request

I'm requesting a loan for $1,000.

I want to apply my loan to these award periods:
- Fall 2016: $500
- Spring 2017: $500
- You are requesting: $1,000
Award Letter

Students Must Accept or Decline Award Letter

• Make sure all awards are accepted or declined before completing this.
• Students will not be able to accept or decline their award letter until all awards are approved and accepted by their Financial Aid Counselor. If outside scholarship funds have not been received yet, students will not be able to accept their award letter until funds are received by the school.
• Under the Financial Aid Heading
  • Click award letter.
  • Check the box to verify acceptance and then click accept.
Other Important Items

- Helpful Links are Available
Questions?

- Contact Your Financial Aid Counselor

<table>
<thead>
<tr>
<th>Financial Aid Counselor</th>
<th>Phone: 540-365-4282</th>
<th>Contact Financial Aid Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Counselor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OFFICE OF FINANCIAL AID | 540.365.4282 | 800.868.9797 | FINAID@FERRUM.EDU