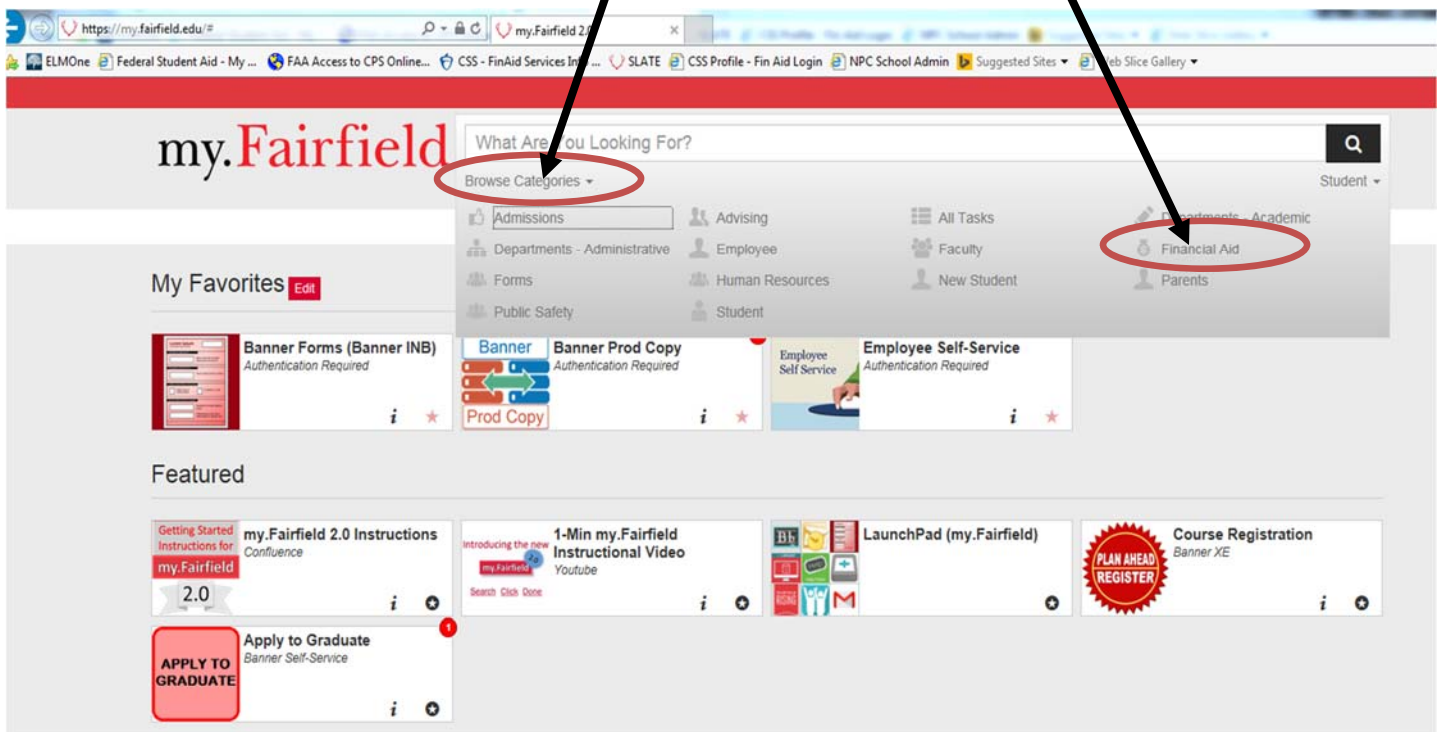


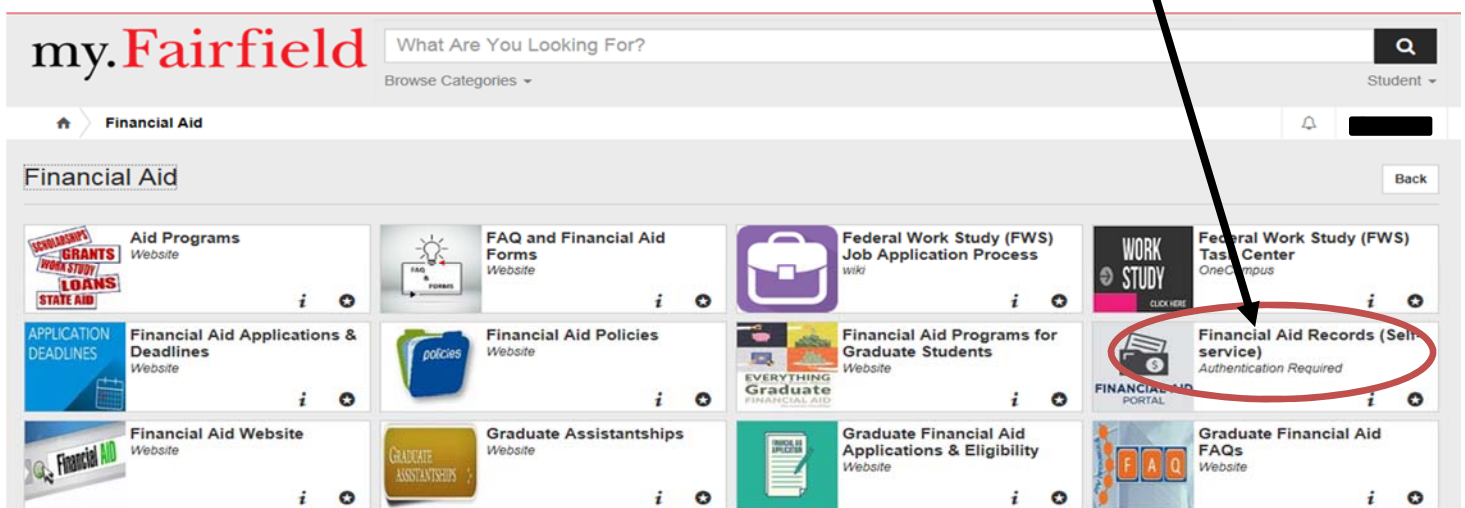


The Fairfield University student portal, **my.Fairfield**, is one of the main forms of communication between students and the Office of Financial Aid. It is very important that students manage this account regularly and contact the Office of Financial Aid when assistance is needed. Refer to the navigation below to check financial aid status, awards, required documents, etc.

1. Log into [my.Fairfield](https://my.fairfield.edu) with Net ID/password (for NetID issues, contact itsfairfield.edu).
2. Once you are logged in, select **"Browse Categories"** and then click on **"Financial Aid."**

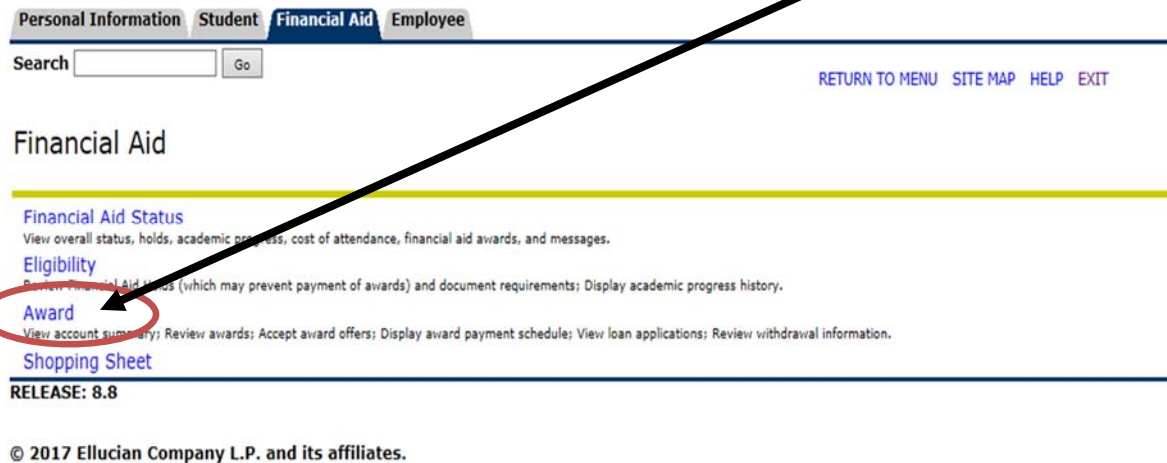


3. You will then be directed to the Financial Aid page. Once you are there, click on **"Financial Aid Records (Self-Service)."**



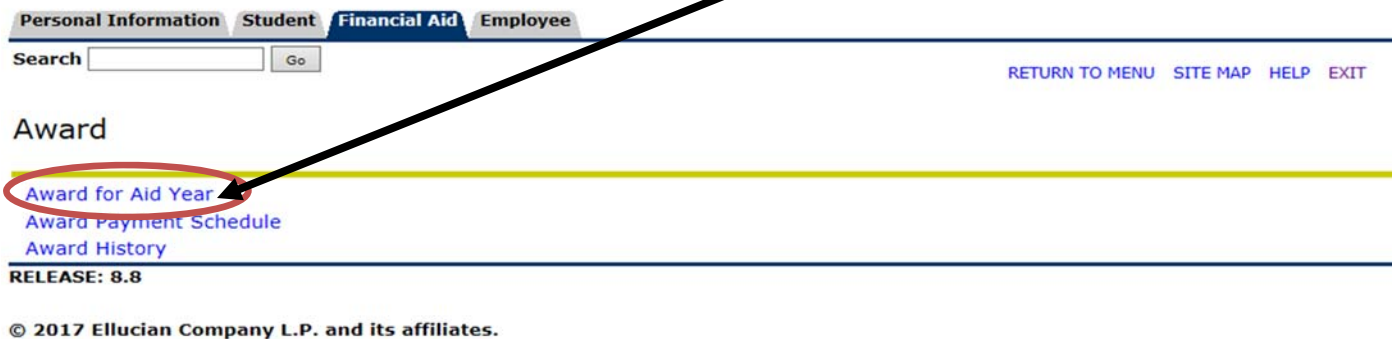
- By selecting “Financial Aid Records (Self-Service),” a new window will generate. On this page (“Financial Aid”), you will find detailed information about your financial aid status – that is, if you review the links: **Financial Aid Status**, **Eligibility**, **Award**, and, if applicable, **Shopping Sheet** – for a desired academic year.

To be able to view and take action on your Financial Aid Awards, click on **“Award.”**



The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid (selected), and Employee. Below the navigation bar is a search field with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Financial Aid'. Below this heading are four links: Financial Aid Status, Eligibility, Award (circled in red), and Shopping Sheet. Each link has a brief description below it. At the bottom of the page, it says 'RELEASE: 8.8' and '© 2017 Ellucian Company L.P. and its affiliates.'

- On this page (“Award”), you will be able to view information pertaining to your awards for a specified year clicking on the following links: **Award for Aid Year**, **Award Payment Schedule**, and **Award History**. To proceed with taking action on your financial aid awards, click on **“Award for Aid Year.”**



The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid (selected), and Employee. Below the navigation bar is a search field with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Award'. Below this heading are three links: Award for Aid Year (circled in red), Award Payment Schedule, and Award History. At the bottom of the page, it says 'RELEASE: 8.8' and '© 2017 Ellucian Company L.P. and its affiliates.'

6. On this page ("Aid Year"), you will be able to select – that is, **by clicking on the drop-down box** – a given academic year. Once an academic year has been selected, you will be able to view the financial aid awards for that given year.

Personal Information Student **Financial Aid** Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Aid Year

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

Select Aid Year **Not Applicable/No Award Found**

Submit

RELEASE: 8.21

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- 2017-2018
- 2016-2017
- 2015-2016 Financial Aid Year
- 2014-2015 Aid Year
- 2013-2014 Aid Year
- 2012-13 Aid Year
- 2011-2012 Aid year
- 2010-2011
- 2009-2010
- 2008-2009
- 2007-2008
- 2006-2007
- 2005-2006
- 2004-2005
- 2003-2004
- 2002-2003
- 2001-2002
- 2000-2001
- 1999-2000
- 1998-1999
- 1997-1998
- 1996-1997

7. On this page ("Award Package for 2017-2018" – or whichever academic year you have chosen), you will be able to view various aspects of your financial aid account. To take action – that is, either accept or decline – on your financial aid awards for the academic year, click on **"Accept Award Offer."**

Personal Information Student **Financial Aid** Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Award Package for 2017-2018

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer** Special Messages

No award information is available for you at this time, please contact your financial aid office if you have questions.

[Select Another Aid Year](#)

[[Award Messages](#) | [Overall Financial Aid Status](#) | [Award Payment Schedule](#) | [Award History](#)]

***IMPORTANT NOTE:** Some federal and state grants CANNOT be accepted in my.Fairfield. These aid sources will automatically be accepted and disbursed to your account ONLY after your file is verified *and/or* your aid is confirmed by the Office of Financial Aid *and* by the appropriate federal/state agency.

Checking on your Financial Aid Status and/or Required Documents:

To check on your financial aid status and/or what required documents may be needed to confirm your financial aid eligibility, review either the **“Financial Aid Status”** or the **“Eligibility”** link.

The screenshot shows a web interface with a navigation bar containing 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Financial Aid'. Below this heading, there are four links: 'Financial Aid Status', 'Eligibility', 'Award', and 'Shopping Sheet'. The 'Financial Aid Status' and 'Eligibility' links are circled in red. Two black arrows originate from the text above: one points to the 'Financial Aid Status' link and the other points to the 'Eligibility' link. Below the links, there is a 'RELEASE: 8.8' and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

If you clicked on the “Financial Aid Status” link, click on the **“Student Requirements”** link to view what documents are currently being requested for the academic year.

The screenshot shows the 'Financial Aid Status for 2017-2018' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a search box and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Financial Aid Status for 2017-2018'. Below this heading, there is a paragraph of text: '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 unsatisfied student requirements for this aid year. Based on your academic transcript, the status of your academic progress is Satisfactory as of Fall 2015. View your financial aid history.' The 'student requirements' text is circled in red. A black arrow points from the text above to this circled text. Below the paragraph, there is a link 'Select Another Aid Year', a 'RELEASE: 8.23', and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

OR

If you clicked on the “Eligibility” link, click on the **“Student Requirements”** link to view what documents are currently being requested for the academic year.

The screenshot shows the 'Eligibility' page. The navigation bar is the same as in the previous screenshots. Below the navigation bar is a search box and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Eligibility'. Below this heading, there are three links: 'Holds', 'Student Requirements', and 'Academic Progress'. The 'Student Requirements' link is circled in red. A black arrow points from the text above to this circled link. Below the links, there is a 'RELEASE: 8.8' and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

Once you get to the “Student Requirements” page, you will find:

- a. Financial Aid Requirements
- b. Status of Requirements (required/incomplete/satisfied)
- c. Status Date (date the requirement was posted to your account)
- d. Fund Term (term that the requirement may apply to)

***IMPORTANT NOTE:** The “*As of Date*” for *Unsatisfied Requirements* is **NOT** the date the requirement is DUE. Most of all the required documents are due **August 1** for each academic year. Please contact the Office of Financial Aid if you have questions.

UNSATISFIED REQUIREMENTS:

- a. If the requirement appears **BLUE** and has a **STATUS** of **REQUIRED**, click on the **requirement** to:
 - i. Open to a PDF document for you to print/complete, OR
 - ii. Open a web site for details on how to satisfy this requirement.
- b. If a requirement appears **BLACK** and has a **STATUS** of **REQUIRED**, there will be instructions on how to satisfy this requirement next to the requirement name.
- c. To ensure proper receipt of all your submitted documents, it will be important for you to note your Fairfield ID number on ALL correspondence to our office.
- d. Submit requirements to the Office of Financial Aid no later than **AUGUST 1**, unless otherwise indicated.

SATISFIED REQUIREMENTS:

- a. If the requirement has a **STATUS** of **SATISFIED**, NO further action is required.
- b. Once ALL requirements are **SATISFIED**, the review/verification process will begin and may take between 4-6 weeks. You will be notified by university email when your financial aid is final.