



# Navigating the Student Self-Service Financial Aid Portal

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University of San Francisco  
Office of Financial Aid

[Financial Aid Website](#)

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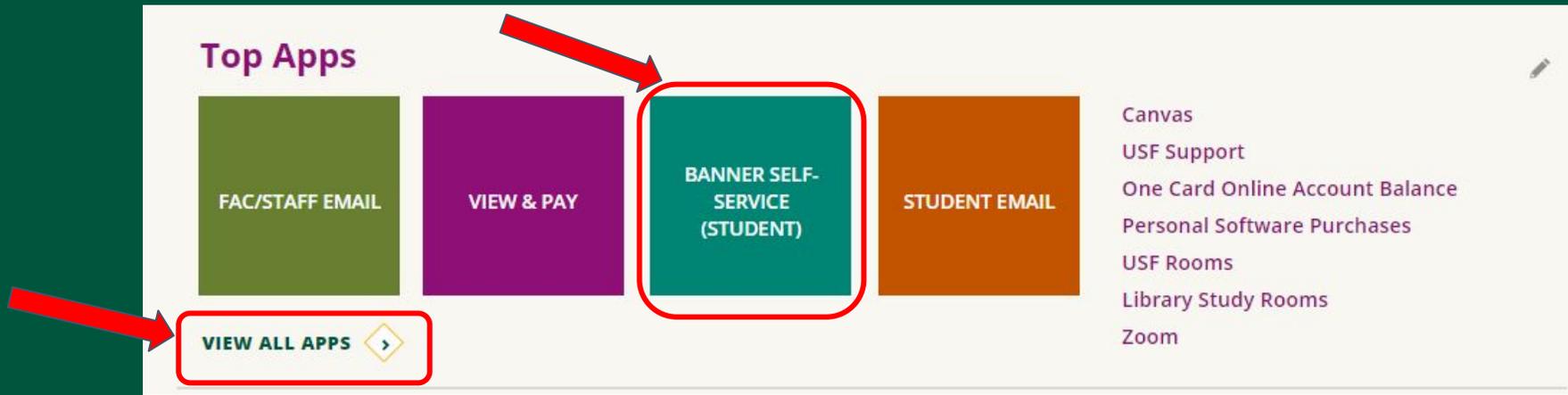
# Log into myUSF

1) Log in to your **myUSF account** at <https://myusf.usfca.edu>



# Log into myUSF (cont.)

2) On your Dashboard, go to your Apps section and locate **Banner Self-Service (Student)**. If you do not see it under your top apps, you will need click on “View All Apps.” Then click on the **Financial Aid** tab.



# Summary of Each Section

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## Home

The homepage will show you any outstanding financial aid requirements you may have, including federal verification, Master Promissory Notes, and Counselings. You can also access some useful quick links located at the bottom of the page.

## Award Offer

You can view and accept your awards on this page.

## Resources

This section shows you a snapshot of financial aid terms and conditions. Please review this information in order to ensure that you understand your eligibility for aid at a given time.

# Summary of Each Section

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## Notifications

Sometimes we will email you, directing you to view an important message on your account. This section will show you any open message we have sent you. Also, if you completely withdraw from a term, you will see details about that at the bottom of this section. We recommend you are familiar with [how withdrawals affect your financial aid](#).

## Satisfactory Academic Progress (SAP)

Please click the carrot on the right corner of the blue box in this section to see an overview of the SAP policy and your individual SAP status. You can [view the complete SAP policy](#) on our website.

## College Financing Plan

This is a one-page summary of your offered financial aid compared to the estimated cost of attendance. **This is not your bill.** The estimated costs listed on this plan are not unique to you and are generally the same for all students. The best way to understand your costs is to view your bill.

# Review and Accept Your Financial Aid

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To view and accept your financial aid award

1. Click on the **Financial Aid** tab.
2. Select the appropriate **award year** on the top right corner.
3. Click on **Award Offer**.
4. Review each section of your financial aid and make the selection to accept or decline your aid.

*\* You may need to answer the authorization questions prior to accepting your financial aid.*

Award Offer Tab

Select the Award Year

# Financial Aid

Award Year: Award Year 2022 - ...

Home **Award Offer** Financial Aid History Resources Notifications Satisfactory Academic Progress College Finance >

[View your Award Payment Schedule](#)

### Expected Enrollment Status ?

Full Time

### Housing Status ?

Campus Housing

### Cost of Attendance ?

Non Billable Items

Type	Amount
Tuition and Fees	\$55,532.00
Room and Board	\$22,490.00
Books and Supplies	\$1,152.00
Transportation	\$1,296.00

## Options to Pay Net Cost

### Work ⓘ

Type	Fall 2022	Spring 2023	Amount
Federal Work Study	\$3,000.00	\$3,000.00	\$6,000.00 ACCEPTED
	\$3,000.00	\$3,000.00	\$6,000.00
			-\$6,000.00

### Loans ⓘ

Type	Fall 2022	Spring 2023	Amount
Federal Direct Subsidized Lo...	\$1,750.00	\$1,750.00	\$3,500.00 ACCEPTED
Fed Direct Unsubsidized Loan	\$1,000.00	\$1,000.00	\$2,000.00 ACCEPTED
	\$2,750.00	\$2,750.00	\$5,500.00
			-\$5,500.00

Click "Submit" after accepting or declining your financial aid.

Submit

Here you can accept or decline your financial aid. Review each section. **Grants and scholarships are automatically accepted.**

# Review and Submit Outstanding Documents

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To view and accept your financial aid award

1. Click on the **Financial Aid** tab.
2. Select the appropriate **award year** on the top right corner.
3. Click on **Home** tab and navigate to the **Student Requirements** section.
4. **Unsatisfied Requirements** shows and outstanding tasks that needs to be completed prior to financial aid disbursement. You may click the link on each task to take you to the appropriate site to complete the requirement. **Satisfied Requirements** shows tasks that you have already completed.

*\* You may need to answer the authorization questions prior to accepting your financial aid.*

Home Tab

Select the Award Year

# Financial Aid

Award Year: Award Year 2022 - ...



Home

Award Offer

Financial Aid History

Resources

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Satisfactory Academic Progress

College Finance >

## Student Requirements @

Unsatisfied Requirements



Verification Documents Needed  
Last update: 01/30/2023

NEEDED



Satisfied Requirements



Complete FAFSA  
Last update: 03/07/2022

RECEIVED



Loan Counseling  
Last update: 06/16/2021

COMPLETE AND SATISFIED



Master Promissory Note  
Last update: 06/16/2021

COMPLETE AND SATISFIED



# myUSF Self-Service Navigation Video

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For a **step-by-step video tutorial** of your myUSF Student Self-Service financial aid portal, please visit the Financial Aid website at <https://myusf.usfca.edu/financial-aid/accept-offer>.



# Questions? Contact Us

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Office of Financial Aid

**Email:** [Financialaid@usfca.edu](mailto:Financialaid@usfca.edu)

**Phone:** (415) 422-3387

[Financial Aid Office Hours](#)