Navigating the Student Self-Service Financial Aid Portal

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](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 to click on “View All Apps.” Then click on the **Financial Aid** tab.
Summary of Each Section

**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

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

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

Expected Enrollment Status ©

- Full Time

Housing Status ©

- Campus Housing

Cost of Attendance ©

Non Billable Items

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$55,532.00</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$22,490.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,152.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,296.00</td>
</tr>
</tbody>
</table>
Here you can accept or decline your financial aid. Review each section. **Grants and scholarships are automatically accepted.**
Review and Submit Outstanding Documents

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.*
Select the Award Year

Home Tab

Financial Aid

Student Requirements

Verification Documents Needed
Last update: 01/30/2023

 Unsatisfied Requirements

Satisfied Requirements

Complete FAFSA
Last update: 03/07/2022

Loan Counseling
Last update: 06/16/2021

Master Promissory Note
Last update: 06/16/2021

UNIVERSITY OF SAN FRANCISCO
myUSF Self-Service Navigation Video

Questions?
Contact Us

Office of Financial Aid

Email: Financialaid@usfca.edu
Phone: (415) 422-3387

Financial Aid Office Hours