Navigating the Student Self-Service Financial Aid Portal
Go To: myUSF.usfca.edu

1) Login to myUSF
2) Go to your dashboard
3) Click into “Banner Self-Service (Student)”
1) Login to myUSF

2) Go to your dashboard
3) Click “Banner Self Service (Student)”

If you are unable to locate “Banner Self-Service (Student)” app on your dashboard, click on “View All Apps”
Navigating your Financial Aid

To view/accept your Financial Aid award:

1) Click on “Financial Aid”
2) Click on “Financial Aid Information”
3) Click on “Awards”
4) Select current Aid Year
1) Click on “Financial Aid”
Click on “Financial Aid Information”
3) Click on “Awards”
4) Select your current Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid). For financial aid purposes, the "aid year" usually refers to the FAFSA that you most recently completed, which was used to offer you financial aid for the current semester and/or academic year. Please select the appropriate year below from the pull down menu.
You should be led to your “Award Package”

Here you can browse through:
1) “General Information”
2) “Award Overview”
3) “Resources/Additional Info”
4) “Terms and Conditions” of your Award(s)
5) “Accept Award Offer”
2) “Award Overview”

Please note that this is only an example, your “Award Overview” may look different.
3) “Resources/Additional Information”

You must carefully read and submit your desired responses to these authorizations every Aid Year before accessing your “Accept Award Offer” tab.
4) “Terms and Conditions” of your Award(s)

**Terms and Conditions**

**Message**

The University provides need-based tuition assistance to undergraduate students through its Tuition Grant Program and named scholarship programs. In addition to the requirement of demonstrated need, these grants require a minimum admitted GPA that is determined after our review of the academic transcripts of the applicant pool. For new freshmen, the University Tuition Grant is available for up to 8 semesters of undergraduate study as long as the student reapplies for aid each year by the continuing student priority deadline of March 2nd, continues to demonstrate need, and makes satisfactory academic progress.

President’s New Freshmen applicants for timely admission may be eligible for this USF merit tuition award. The tuition award is for up to eight semesters of full-time undergraduate study at USF and renewal is automatic as long as recipients continue to meet the Satisfactory Academic Progress standards for financial aid.

Please note that this is only an example, your “Terms and Conditions” page may look differently.

**Federal Pell Grant**

This federally funded program provides grant assistance to needy undergraduates pursuing a first undergraduate degree. The maximum lifetime eligibility for a Pell grant is the equivalent of 12 full-time semesters, roughly the equivalent of six years. A Pell Grant offer may be reduced or cancelled at any time if we are notified by the Department of Education that a student has reached or exceeded the lifetime award limit. For more detailed information on this grant, please visit Federal Student Aid On The Web by clicking here. Please note: Your Federal Pell Grant eligibility is determined by both the EFC from your FAFSA application as well as your enrollment status. We will award your Pell grant at full-time enrollment eligibility, but the grant will pay to your student account according to your actual enrollment. Example: If you are enrolled half-time, you will receive one-half of the awarded Pell grant eligibility.

**Federal Work-Study (FWS)**

You have been offered a Federal Work-Study (FWS) award. Unlike most types of financial aid, such as grants and student loans, Federal Work-Study does not apply as a credit toward your University tuition and fees bill. Instead, the Work-Study award is paid in the form of employment compensation (semi-monthly paychecks) to students who work in a student employment position for the University. Students are not assigned to a FWS job; rather, students must seek employment by applying for individual jobs. Student employment opportunities are listed on an ongoing basis on the Student Employment Job board. Most jobs for the academic year are posted between mid-July and mid-September. Participation in this program is optional. If the award is declined, the maximum loan eligibility for PLUS or private loans will increase.

**Prerequisites for Federal Work-Study Employment:**

1. Accept your Federal Work-Study award
2. Register full-time
3. Apply for and receive a job offer

Upon receiving a job offer, work with your supervisor to complete additional paperwork required prior to beginning employment. For more information, please review the Student Employment website.

**Here you will see the Terms and Conditions required to maintain any Academic Awards. Please read carefully.**
5) “Accept Award Offer”

Please note that this is only an example, your “Accept Award Offer” page may look differently.

Here you can **accept** or **decline** any Academic Awards or Loans you may have.

You may accept the **full** amount of each award, or you can accept a **partial** amount.
Submitting Documents

1) Click on “Financial Aid” tab
2) Click “Complete Verification/Upload Documents”
3) Register or login to “Student Forms”
1) Click on “Financial Aid” tab

2) Click “Complete Verification/Upload Documents”
3) Register or login to “Student Forms”

Here you will submit verification documents to complete any Financial Aid requirements.

Please note that this is only an example, your “Student Forms” page may look differently.
Congratulations!

No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below. Contact the Financial Aid Office with any questions.

Here you will submit supporting documentation for any Outstanding requirements, this includes:

- Federal Verification
- Family Contribution Appeals
- SAP Appeals
- etc.

Please note that this is an example of a verification transaction. Your “Verify My FAFSA” transactions may look differently and require different documents.