Banner – Self-service (View Financial Aid Status / Accept/Decline Awards / Accept Terms and Conditions)

Gmail – Official form of communication (Missing Information Letters / Financial Aid Award Letters)

Click on MYSUNYORANGE
• Log in here
My college information (banner self-service)

**note username and password directions**
For your Gmail account
• Click on Gmail

For you Banner Self-Service
• Click on BANNER
  (see following slides for additional Banner Self-service directions)
Click on Financial Aid Tab
To check to see if you are missing documents
To accept Terms & Conditions Tab
To check awards
To accept or Decline awards

Financial Aid Status
• Choose Aid year
• If you need to submit additional information you will see Unsatisfied requirements
  (click to see what is needed)
Pick the award year from the drop-down menu and hit submit.
If you have not satisfied all requirements this link will be here. Click the student requirement link to view your unsatisfied and satisfied requirements.

Financial Aid Status for 2012-2013 Academic Year

The following information is based on your status as a Full Time In-State Non Comm. student receiving financial aid for the Fall-Spring Semesters.

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.
Your estimated cost of attendance is $15,862.00.
You have been awarded financial aid which totals $9,800.00.
Based on your academic transcript, the status of your academic progress is Federal Aid OK as of Spring 2013.
You have active messages.
View your financial aid history.

Select Another Aid Year
The Student Requirement Tab

- Gives a list of unsatisfied requirements
  - Some need to be completed by student
  - Will also list status of Financial Aid
- Below is a list of the requirements already completed and their dates

The links will bring up a new window with further information on the requirement.
The next tab over will show active messages for requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need Final (after graduation) HS Trans or GED</td>
<td>Proof of Financial Aid Eligibility - In order to be eligible to receive Financial Aid, you must supply Admissions with a copy of your final high school transcript, your GED, or provide proof of successful completion of the Ability to Benefit (ATB) Test. This ATB test is for those who do not have a GED or HS Diploma. This does not apply to students who are expecting to graduate from high school shortly. To make arrangements for this test, you must contact the Advising and Counseling Center at 341-4070.</td>
</tr>
</tbody>
</table>

Select Another Aid Year

RELEASE: 8.5
To view your awards, click back onto the Financial Aid tab, at the top of the page, then click on the “Awards” link.
Click on “Award for Aid Year”, and select aid year on the next page.
**All student loans must be accepted/declined at the Accept Offer link. Failure to complete this step will delay the loan process.**

Award Package for 2012-2013 Academic Year

You have unsatisfied tracking requirements
You have outstanding requirements that need to be reviewed on your Students Requirements Page. Your Financial Aid cannot be disbursed until all requirements have been fulfilled.

Student IRS 1040 Tax Transcripts are Required from the IRS
If you have not used the IRS Data Retrieval Tool on your FAFSA
Starting with the 2012-2013 academic year, Colleges will have to verify all applications that are flagged for verification by the Department of Education. The Office of the Federal Department of Education and the Internal Revenue Service have worked together to develop a process to simplify the steps that families must take each year to complete their FAFSA. Beginning January 1, 2012 all 2012-2013 FAFSA on the Web applicants, and the parents of dependent applicants, who indicate that they have filed their federal income tax returns prior to completing their FAFSA, will be directed to use the FAFSA-IRS Data Retrieval Tool.

The process of using the IRS Data Retrieval Tool is that it will greatly simplify and expedite the verification process. You will no longer be allowed to submit complete copies of your federal tax returns to our office before we can finalize your federal aid eligibility. W2(s) transcripts will still need to be submitted in the verification process. Not using the IRS Data Retrieval Tool will delay your awards by lengthening the verification process.

The "IRS Data Retrieval" process for the 2012-2013 academic year, is scheduled to be available starting February 5, 2012.

- Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after the 1040 return has been filed.
- If you filed your tax return application by paper, the data will be available in 6-8 weeks.

⚠️ In order to complete the Financial Aid Process you must click on the Terms and Conditions tab, then read and click on the Accept button at the bottom of the page. If you have already accepted your terms and conditions please disregard this message.

Select Another Aid Year

[ Award Messages | Overall Financial Aid Status | Account Summary By Term | Award Payment Schedule | Award History | Loan Application History ]

RELEASE: 8.14.1
This section of the award overview page shows your Cost of Attendance, Need Calculation, and Expected Enrollment Status.

This section of the page shows the Financial Aid you have been awarded.
In order for the Financial Aid you have been awarded to be credited to your account you **MUST READ AND ACCEPT THE TERMS AND CONDITIONS.**
In the page, the “Accept Award Offer” tab, you can
1. Accept the full award offered by selecting Full Amount on All Awards
2. Accept Partial Offer – and specify the amount you agree to accept
3. Decline Award Offer

**When accepting a Student loan you must complete the following:
- [An Electronic Promissory Note (e – MPN)](#)
- [An Entrance Interview/Counseling (first – time borrowers only)](#)
- A SUNY Orange Loan Test (available ONLY at Financial Aid Office)
Click on the Financial Aid Tab at the top of the screen, and click on the Awards link again. Then click on the **Award Payment Schedule link**. After clicking the link you will again have to select the Aid Year.
The Award Payment Schedule page shows you and **"Expected Date"** for disbursement. After attendance to class has been checked and applicability has been verified, refunds will be paid, assuming there are no holds on the student's account.

**"Expected Date"** for disbursement is only an estimate. This date represents the earliest possible date the student's funds will be paid to the Student Accounts Office. After course attendance and applicability are verified, refunds will be paid, assuming there are no other holds on the student's account.