

# Financial Aid Self-Service

The following help sheet is intended to guide you through the process of using Colleague Self Service and the Financial Aid Counseling module.

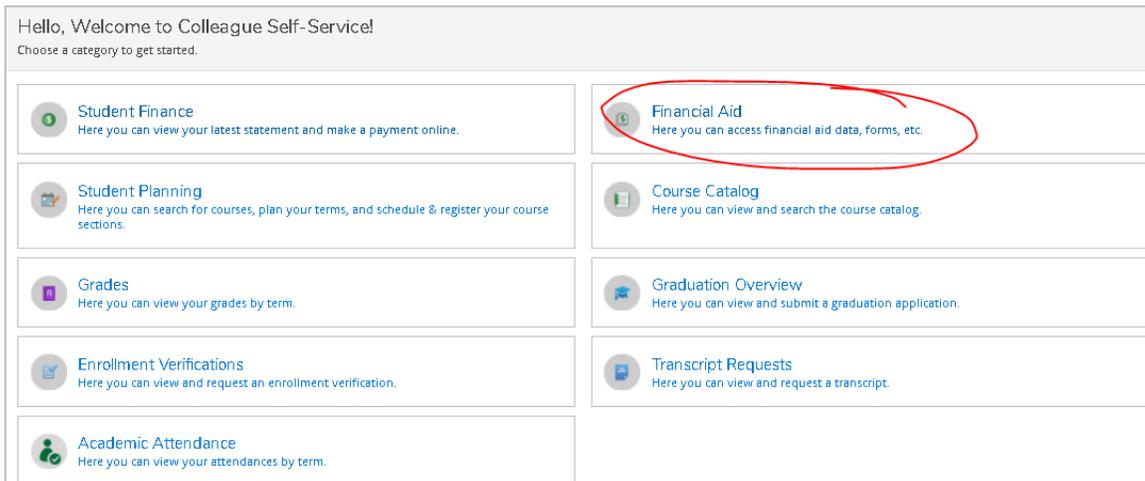
## HOW DO I ACCESS COLLEAGUE SELF-SERVICE?

In order to access Self-Service, visit <https://selfservice.digipen.edu/Student/> and login using your DigiPen credentials.



## HOW DO I VIEW MY FINANCIAL AID STATUS?

In Self-Service, navigate to the menu and choose Financial Aid Counseling.



Once you access Financial Aid Counseling in Self-Service, your home page will display your **Financial Aid Checklist** with a summary of your current Financial Aid status.

Your Financial Aid Checklist will let you see at a glance where you are in the process, if you have requirements outstanding, if your financial aid offer is available to view, accept or decline your offer and more.

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### Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to ...

Select an Award Year: 2021/2022 Academic Year [Contact Financial Aid Office](#)

**Warning:** Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Warning status and you may be at risk of losing your Financial Aid funding. Please contact your Financial Aid Counselor for assistance.

**You have missing documents!**

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

**Student Finance Account Summary**

Amount Due	\$11,016.00
Amount Overdue	\$0.00
<b>Total Amount Due</b>	<b>\$11,016.00</b>

[Go to Account Summary](#)

Checklist		Resources
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)	<b>Helpful Links</b> <ul style="list-style-type: none"><li><a href="#">FAFSA Application</a></li><li><a href="#">Scholarship Universe</a></li><li><a href="#">Loan Entrance Counseling</a></li><li><a href="#">Master Promissory Note</a></li><li><a href="#">PLUS Loan Application</a></li><li><a href="#">Graduate PLUS Loan Application</a></li><li><a href="#">NSLDS Information</a></li></ul>
⚠ Action Needed	<a href="#">Complete required documents</a>	
✓ Completed	Your application is being reviewed by the Financial Aid Office	
⚠ Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>	
✓ Completed	Complete Direct Loan Entrance Counseling	
⚠ Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>	
⚠ Action Needed	<a href="#">Annual Student Loan Acknowledgment</a>	
✓ Available	<a href="#">Review your Financial Aid Offer Letter</a>	

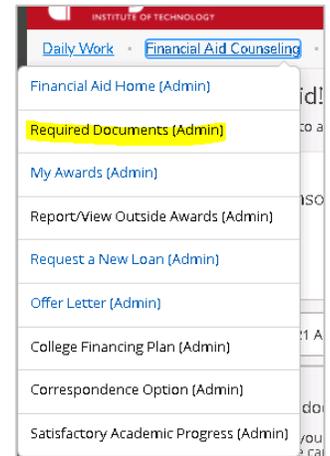
# Financial Aid Self-Service

## HOW DO I ACCESS MY FINANCIAL AID REQUIREMENTS?

From your financial aid checklist, select **Complete Required Documents** OR use navigate to **Required Documents** by navigating through the dropdown menu under Financial Aid Counseling as well.

Select an Award Year: 2020/2021 Academic Year

 You have missing documents!  
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.  
[Complete required documents](#)



- Financial Aid Home (Admin)
- Required Documents (Admin)**
- My Awards (Admin)
- Report/View Outside Awards (Admin)
- Request a New Loan (Admin)
- Offer Letter (Admin)
- College Financing Plan (Admin)
- Correspondence Option (Admin)
- Satisfactory Academic Progress (Admin)

Once you select required documents, it will take you to the screen where you can see all of your requirements for the current academic year. The screen provides an explanation of what is required, hyperlinks to forms and space to upload attachments for requirements.

### Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is no...

 Sarah Student  
Colleague ID: 0051380  
[Don't release any information about this person](#)  
[Change User](#)

Notifications 0

Select an Award Year: 2021/2022 Academic Year [Contact Financial Aid Office](#)

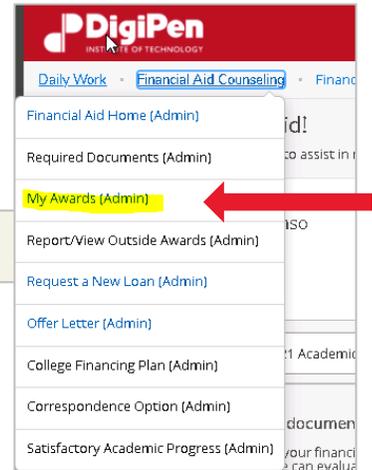
Document	Explanation	Due Date	Status	Attachments
21-22 Verification Worksheet	Please complete your Independent Verification Worksheet as soon as possible. You can access the form using the hyper-link below. ... <a href="#">more</a> <a href="#">Verification Worksheet</a>			<a href="#">Manage</a>
21-22 Aggregate Loan Limits	Federal databases indicate that you may have received federal student loans in excess of annual loan limits. This issue must be ... <a href="#">more</a>			<a href="#">Manage</a>
Pell Leu Close Or Exceeded	There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school ... <a href="#">more</a>			<a href="#">Manage</a>

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# Financial Aid Self-Service

## HOW DO I ACCESS MY FINANCIAL AID OFFER?

From the **Financial Aid Checklist**, you can select **Review and Accept your Financial Aid Award from Package** OR you can navigate to **My Awards** through the dropdown menu as well.



⚠ Action Needed      [Review and accept your Financial Aid Award Package](#)

Once you have navigated to **My Awards**, you will see an overview of your financial aid awards.

- To accept, revise or decline your awards select the **Accept or Decline** link underneath each fund to make a decision on a fund by fund basis.
- If you would like to accept or decline all funds at once use the link to **Accept or Decline All** at the bottom of your award under Total Awards.

Select an Award Year: 2020/2021 Academic Year
[Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

[View Disbursement Info](#)

71%

Scholarships and Grants

Money you don't have to pay back

\$13,345.00

Award	Status	Total Awarded Amount	2020 Fall	2021 Spring
FEDERAL PELL GRANT <a href="#">View award</a>	ACCEPTED	\$6,345.00	\$3,173.00	\$3,172.00
DIT Diversity, Equity, & Inclusion Scholarship <a href="#">View award</a>	ACCEPTED	\$5,000.00	\$2,500.00	\$2,500.00
FEDERAL SUPPLEMENTAL GRANT <a href="#">View award</a>	ACCEPTED	\$2,000.00	\$1,000.00	\$1,000.00

29%

Loans

Money you have to pay back

\$5,500.00

Award	Status	Total Awarded Amount	2020 Fall	2021 Spring
Subsidized Loans <a href="#">Accept or Decline</a>	Pending	\$3,500.00	\$1,750.00	\$1,750.00
Unsubsidized Loans <a href="#">Accept or Decline</a>	Pending	\$2,000.00	\$1,000.00	\$1,000.00

Award Total

Award	Total Awarded Amount	2020 Fall	2021 Spring
<b>Total Awards</b> <a href="#">Accept or Decline All</a>	<b>\$18,845.00</b>	<b>\$9,423.00</b>	<b>\$9,422.00</b>

## HOW DO I ACCESS MY LOAN REQUIREMENTS?

Under **My Awards**, scroll to the bottom of the page and you will see the **Loan Requirements Checklist**. This checklist details all of the completed and outstanding requirements for borrowing federal student loans. You can follow the hyperlinks in the checklist to be taken to the appropriate page at [www.studentaid.gov](http://www.studentaid.gov) to complete your requirement.

Loan Requirements Checklist	
✓ Complete	<a href="#">Complete Direct Loan Entrance Counseling</a> You completed the Direct Loan entrance counseling on 1/1/2020
⚠ Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>

## HOW DO I VIEW MY FINANCIAL AID LOAN HISTORY?

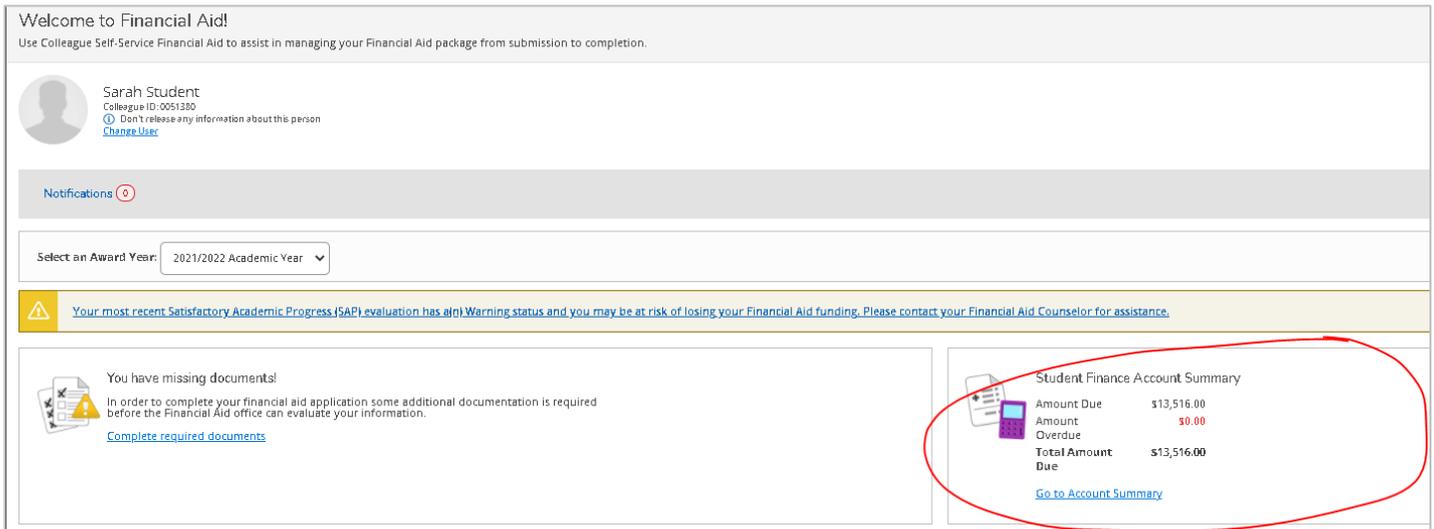
Your borrowing history is visible underneath your **Financial Aid Checklist**. It details your total loan borrowing at all the institutions you have attended. You can also view more details about your total student loan debt, estimated repayments and interest accrued by visiting **Offer Letter** and reviewing your award offer details.

Loan History	
DigiPen Institute of Technology	\$5,500
Art Institute of Seattle (The)	\$10,500
Other Loans	\$21,500
<b>Total Loan Amount:</b>	<b>\$37,500</b>

# Financial Aid Self-Service

## HOW DO I VIEW MY BALANCE (CURRENT CHARGES MINUS FINANCIAL AID)?

On your **Financial Aid Home** page you will see a box to the right side of the page that says **Student Finance Account Summary**.



Welcome to Financial Aid!  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

 Sarah Student  
Colleague ID: 0051380  
[Don't release any information about this person](#)  
[Change User](#)

Notifications 

Select an Award Year: 2021/2022 Academic Year 

 Your most recent Satisfactory Academic Progress (SAP) evaluation has a Warning status and you may be at risk of losing your Financial Aid funding. Please contact your Financial Aid Counselor for assistance.

 You have missing documents!  
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.  
[Complete required documents](#)

 Student Finance Account Summary

Amount Due	\$13,516.00
Amount	\$0.00
Overdue	
Total Amount Due	\$13,516.00

[Go to Account Summary](#)

This shows your total amount due as of today minus an estimate of pending financial aid. If you follow the link to **Go to Account Summary** then it will allow you to detail into all of your charges minus all of your financial aid.