



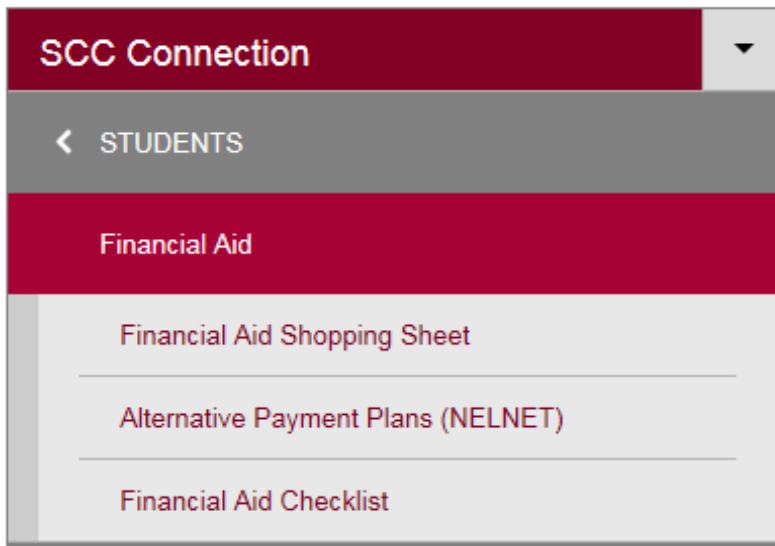
# FA Online Checklist

## Assisting a student with "Checking on their financial aid status."

1. Log in to MySCC (student portal).



2. Scroll down to SCC Connection. Select "STUDENTS", "Financial Aid" and then "Financial Aid Checklist."



3. At this time students will have to login again (in the future this will change and students will not need to reenter their login information). Students will not list the "@my.stchas.edu" portion of their email (see example below).



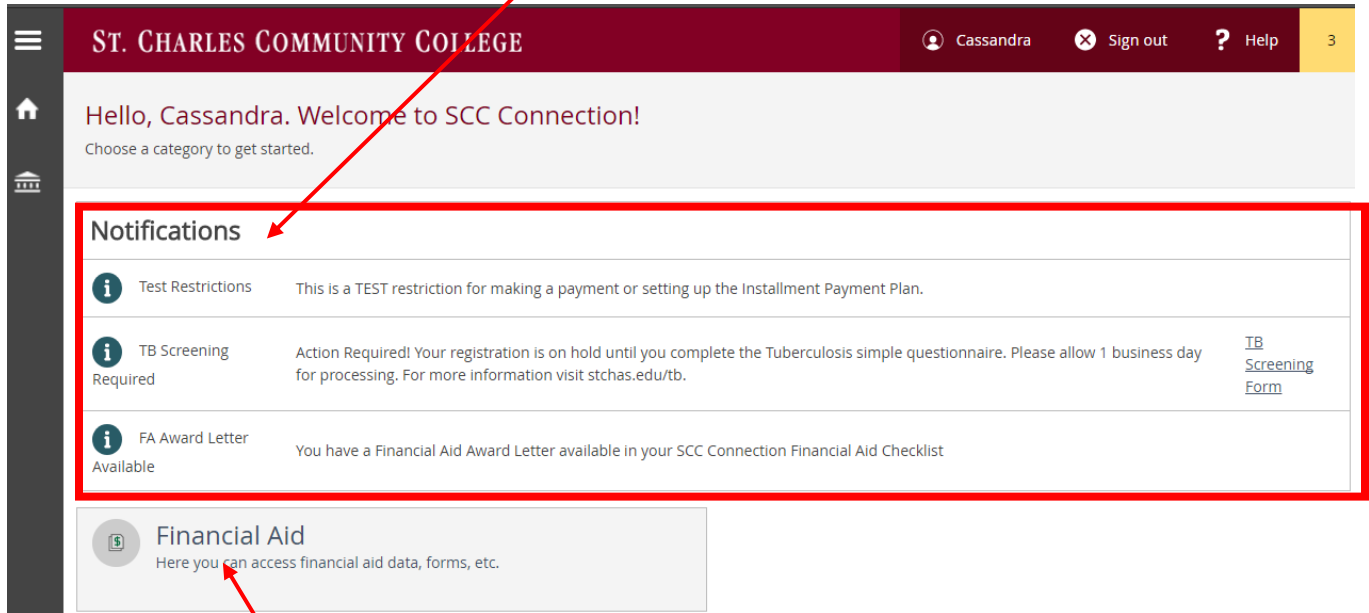
### Sign in

If your email is Scooter@my.stchas.edu then your UserName is Scooter

Sign in

**\*Make sure you are completely logged out of the student's record before you advise them to log in for the first time!**

4. Currently, only FA is listed but Student Finance (Business Office) will be available in the near future as well. The home page will show portal alters as well as all live pieces of Self-Service.



The screenshot shows the SCC Connection portal home page. At the top, there is a dark red header with the college name 'ST. CHARLES COMMUNITY COLLEGE' on the left, and user information 'Cassandra', 'Sign out', and 'Help' on the right. Below the header, a grey banner says 'Hello, Cassandra. Welcome to SCC Connection!' and 'Choose a category to get started.' A red box highlights the 'Notifications' section, which contains three items: 'Test Restrictions', 'TB Screening Required', and 'FA Award Letter Available'. Below the notifications is a 'Financial Aid' section with a red arrow pointing to it.

Notifications	
Test Restrictions	This is a TEST restriction for making a payment or setting up the Installment Payment Plan.
TB Screening Required	Action Required! Your registration is on hold until you complete the Tuberculosis simple questionnaire. Please allow 1 business day for processing. For more information visit <a href="http://stchas.edu/tb">stchas.edu/tb</a> . <a href="#">TB Screening Form</a>
FA Award Letter Available	You have a Financial Aid Award Letter available in your SCC Connection Financial Aid Checklist

**Financial Aid**  
Here you can access financial aid data, forms, etc.

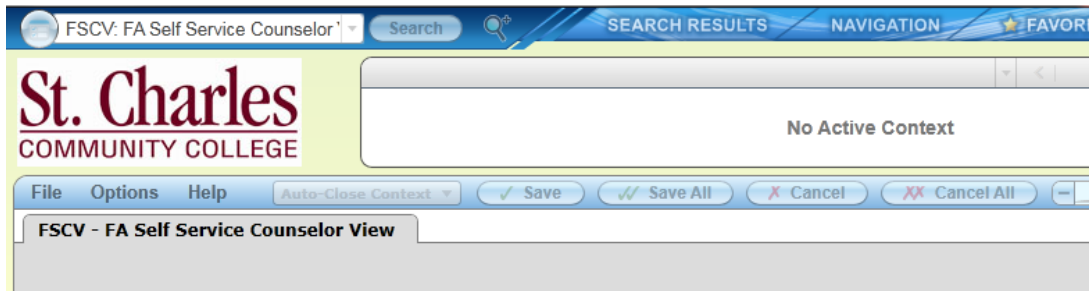
5. Click on Financial Aid and then student is in FA Student Self-Serve.



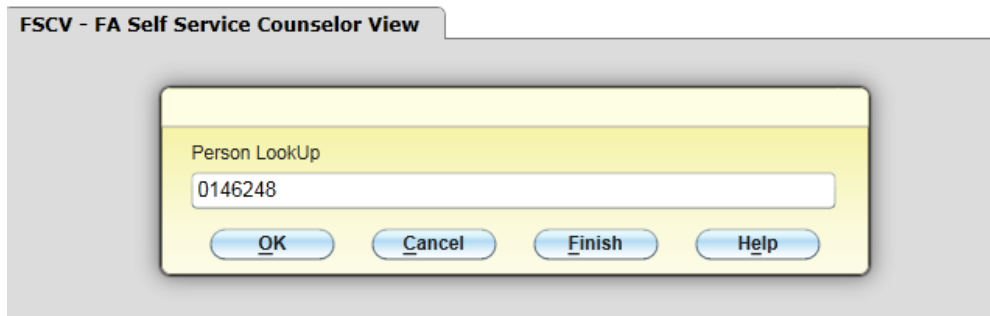
## Counselor View of FA Checklist

Staff members can view what students see in the FA Checklist (FA Self-Service). Enrollment Services will designate access to this screen. Self-Service is for 2017-2018 (Fall 2017, Spring 2018 and Summer 2018) and future. 2016-2017 will finish up with logging directly into eforms/etcentral for incomplete documents and checking portal alters.

1. In Colleague type in **FSCV**.



2. Enter the Student's ID number that you want to view.





3. You will be able to view the student's check list. However ...

- The alerts will be your own alerts not the students.
- You will not be able to view the documents/forms that the student needs to complete because once you click on the form you will be logged into eforms/etcentral as yourself and not the student.
- You will not be able to access the PDF version of the student's Award Letter or sign it.

File Edit View Favorites Tools Help

Facebook COD Common Originatio... Pinterest - Home SCC Home Page SCC Intranet

St. CHARLES COMMUNITY COLLEGE

Cassandra Sign out Help 3

Financial Aid Counseling Financial Aid Home (Admin)

### Welcome to Financial Aid!

Current ID: 0146248 Cassandra Hagan

Select an Award Year: 2017-2018 Academic Year [Contact Financial Aid Office](#)

#### FAFSA Application

Currently, we have no federal financial aid application from you for the current year. If you are interested in applying for financial aid you must first:

[Submit a Free Application for Federal Student Aid \(FAFSA\)](#)

Checklist	
⚠ Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
⚠ Action Needed	<a href="#">Complete required documents</a>
🟢 In-Progress	Your application is being reviewed by the Financial Aid Office
⚠ Action Needed	<a href="#">Complete Direct Loan Entrance Counseling</a>
⚠ Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
⚠ Action Needed	<a href="#">Review and sign your Financial Aid Award Letter</a>

#### Resources

##### Form Links

- [etcentral - eForms](#)
- [Loan Request Form 17-18](#)

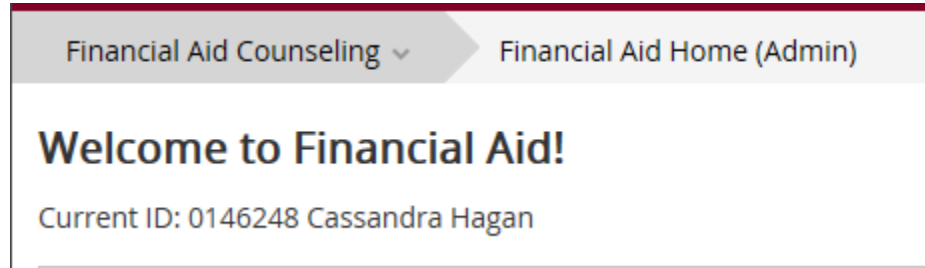
##### Helpful Links

- [FAFSA Application](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#)
- NSI DS Information



## Other Screens in FA Self-Service

In the top left corner of the screen, you can wave the mouse over the gray arrow with the heading, "Financial Aid Counseling" and a drop down menu will be available.



The dropdown menu will give you the following options:

- Financial Aid Home (Admin) ... The original landing page with the FA Checklist
- Required Documents (Admin) ... What still needs to be completed/addressed by student
- My Awards (Admin) ... If student has pending awards, details regarding awards
- Award Letter (Admin) ... If student has been awarded, Sign award letter before Nelnet
- Federal Shopping Sheet (Admin) ... Information only
- Satisfactory Academic Progress (Admin) ... Details regarding FA SAP eligibility