

My Sac State Financial Aid Navigation

To access your My Sac State account:

1. Go to www.my.csus.edu
2. Enter your SacLink Username and Password, and click the **Log in** button
3. You are now logged into the Student Services page
4. Select the **Student Center** link located in the Student Center box

You are now able to view your Student Center. This checklist helps guide you in accessing important financial aid information.

Review your Messages - located under **My Sac State Messaging**

- ◆ New Messages will appear in red letters
- ◆ The All Messages link will allow you to view previously read and sent messages
- ◆ An email message will be sent to you if you have not read your message

Sac State Messaging is our main form of communication with students. Be sure to check your messages and emails regularly and frequently.

Review your To Do List - located in the box to the right hand side

- ◆ Click on the details link to view the entire list of documents requested
- ◆ The To Do Items are listed by Department and Aid Year. The Aid Year is the last year of the academic year, for example 2012 = Fall 2011 and Spring 2012
- ◆ Review the items requested by the Financial Aid Department. Refer to the description for instructions and click on the Link to access the required documents
- ◆ The Status of Initiated means we need you to complete the requirements. After you submit the document or take appropriate action, the Status will change to Received, usually within 2 days.
- ◆ During peak periods, it can take from 8 to 10 weeks to review documents. After the document has been reviewed and is accepted, the To Do Item will be removed. If the document is not acceptable, you will receive a To Do Item with further instructions.
- ◆ Some To Do List items are informational only and require no action, such as the Fee Deferment message



My Sac State Financial Aid Navigation *Continued*

- Review your Financial Aid Awards** - located under **Finances**
 - ◆ Under Financial Aid, click on the Accept/Decline Awards link
 - ◆ Select the corresponding Aid Year
 - ◆ Read your Award Package and Award Code Explanations
 - ◆ Read the Authorization, click on the Award Letter Guide link, and be sure to print it out to refer to as it contains important information regarding requirements to maintain eligibility to receive your financial aid and repayment of ineligible aid received
 - ◆ If you agree to the terms and conditions of your financial aid awards, Accept or Decline your financial aid awards and review and update your Fall/Spring units, if applicable
 - ◆ **NOTE:** *If you are NOT a senior graduating at the end of Fall or NOT a student paying the non-resident fees, you DO NOT need to update your units if you reported 12 units (full-time status) and you enroll in more than 12 units. Submitting unit changes will delay your disbursement since your awards will need to be reviewed and may be adjusted.*
 - ◆ To get your financial aid disbursement faster, sign up for eRefund by clicking the eRefund button

- Review your Holds** - located under **Hold**s
 - ◆ Click on the details link to view all holds
 - ◆ Holds are listed by Hold Item, Term (semester) and Department
 - ◆ Financial Aid Holds are term specific
 - ◆ If you have a Financial Aid Hold, review the description and applicable term, and follow the instructions; more details are located on our website: www.csus.edu/faid under the Most Commonly Asked Questions on the financial aid home page

- Review your Satisfactory Academic Progress (SAP)** - located under **Finances**
 - ◆ Under Financial Aid, click on the View Satisfactory Academic Progress link
 - ◆ Select the corresponding Aid Year
 - ◆ Review your Sac State Academic Standing and Financial Aid SAP Standing to determine your SAP Status
 - ◆ If you have Failed any section, please view your To Do list instructions for further information