

Saint Martin's

How to: Accept/Decline your Awards Online

Saint Martin's Online Financial Aid Portal

All students are given an account to access their financial aid offer online. An email notification is sent to you with login information to create or login to your account. The portal is used to view your financial aid offer for the academic year, view disbursements, and view any missing documents.

Each year students are required to accept/decline their awards to notify the Office of Financial Aid which awards they would like to accept or decline.

1. If it is your first time Saint Martin's into this site, follow the instructions on **Financial Aid Portal** LOG IN the main login Welcome to Saint Martin's University Financial Aid Portal! This portal allows you to Student ID (without "P - Check the status of your financial aid page. If you are a - Track documents - View your financial aid awards returning user, - View the anticipated disbursement dates for your financial aid funds login to your - Receive important announcements Financial Aid Portal Billing Information can be found at: SelfService FAFSA/WASFA Priority Deadline - January 1 using your Saint Log-In Instructions *Continuing Students will NOT receive a hard-copy of their award letter. Students ill receive an email to notify them that the award letter is available online. All Students, Martin's Student ID As of April 20, new password requirements will be implemented for the Financial Aid Portal. To prepare for this change, we are recommending that users change their password now to prevent any disruption in service. A new password must meet the following criteria: # without the "P" 1. Minimum length of 9 characters and the password Contain at least one unpercase (A-z) and one lowercase (a-z) letter
Contain at least one number (0-9)
Contain at least one special character (!@#\$%^&*) you created.

You will be locked out of your account after 5 failed attempts and will need to contact the Financial Aid

2. Once logged in, click the top left dropdown menu and select "accept/decline awards".

Office to have your account reset.

				t transit t	You are currently logged in as: Spongebob Squarepants
~				Current	Award Year: 2023/2024 V My Account Log Out Help
Home			A Saint	Montine	
Documents & Messages				ERSITY	
Awards					
Accept/Decline Awards	◄				
Disbursements	lues of faith reason	sonuico, and communi	by the Office of F	inancial Aid strives to provide you	2023/2024
with information on your finan	cial assistance inclu	ding scholarships, awa	rds and additiona	al support. At Saint Martin's, we	Contact info
are committed to supporting y	our academic journ	ey, ensuring that afforda throughout all of campu	ability is a priority	. We work closely with other	Office of Einancial Aid
departments to ensure a supp	on the environment	an or campu	0.		Phone: 360-688-2150
					Text 360-995-1008
Don't forget to ac	cept or decline you	ur awards for the year	on the Accept/I	Decline Awards page!	Email: finaid@stmartin.edu
Your Award Information					Please Use Secure Dropbox to Return Forms.
SUM 23L	FALL 23	SPR 24		Total	
\$9,000.00	\$9,000.00	\$9,000.00		\$27,000.00	
Get More Detailed Award Information					
Your Documents					
Document	Required For	Status	Status Date	Message	
2021 Non-US Tax Return Stu/Spouse	Disbursement	Not Received	8/2/2023		
FAFSA or FAFSA Waiver	Disbursement	Waived	10/17/2023		
Get More Documents					
Office of Financial Aid					
Old Main 250					
Phone: 360.688.2150					
e: finaid@stmartin.edu					



- 3. On this page, carefully review each award and select the drop-down button on the far right under "status" and make your selection of accept or decline. Any awards kept at pending will prevent the rest of the accepted awards to be applied towards your student balance.
- 4. Make sure to click submit on the bottom left.

Accept/Decline Awards						
Your Resource Information						
Resources						Amount
		No data to dis	olav			
Total Resources						\$0.00
Your Awards						
Award	FALL 23	SPR 24	Total	Message	Status	
Chancellor's Scholarship	\$10,000.00	\$10,000.00	\$20,000.00		Pending 🗸	
Visit Scholarship	\$250.00	\$250.00	\$500.00		Pending 🗸	
Alum/Friend Refer Schol	\$500.00	\$500.00	\$1,000.00		Pending 🗸	
Total	\$10,750.00	\$10,750.00	\$21,500.00			
Decline All Accept All						
4						Þ
Submic	=					

5. You are now done with viewing your awards. Do note that if you initially select decline to any awards can be reversed after you fill out an award change form in the Office of Financial Aid.

When to request for a password reset

- You forget your account security question's answer
- You receive an error code and told to contact the system administrator
- You are locked out after multiple attempts to input your password

How to request for a password temporary pin

- Email <u>Finaid@stmartin.edu</u> with subject line: "Your Student ID #_ Financial Aid Portal Password Reset"
- Call: 360-688-2150 or text: 360-995-1008 to request for a temporary pin

If you have any questions, contact the Office of Financial Aid, Finaid@stmartin.edu or 360-688-2150.