PURDUE
POLYTECHNIC

COLUMBUS

FINANCIAL AID STEPS

www.purdue.edu/dfa/mypurdue.php

Viewing Offered Financial Aid Awards

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Award for Aid Year in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Select the Award Overview tab

Accepting Offered Financial Aid Awards

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Award for Aid Year in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Select the Accept Award Offer tab
6. Accept desired awards (NOTE: Parent/Grad PLUS Loans or Private Loans shown as “GOAP” cannot be accepted through myPurdue - each requires a separate application online. Click on the Parent/Grad PLUS Loan to complete the application at www.studentloans.gov.)

Declining Offered Financial Aid Awards

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Award for Aid Year in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Select the Accept Award Offer tab
6. Decline desired awards (NOTE: Parent/Grad PLUS Loans or Private Loans shown as "GOAP" cannot be declined through myPurdue - no action will be taken if you do not complete a separate application online to request the loan.)

Viewing Outstanding Financial Aid Requirements

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. View the Financial Aid Requirements section
4. Items with a red flag are outstanding and need to be completed; items with a green checkmark are already complete. Blue links mean there is a document for you to download and complete or a website for you to complete additional steps. Requirements listed in black mean the document(s) need to be provided by you (e.g. tax return transcripts)

Reporting Private Scholarships

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Award for Aid Year in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Select the Resources/Additional Information tab
6. Report each private scholarship received. Scholarship amounts need to be entered for each semester. No more than one (1) academic year scholarship (reported as two semesters) or two (2) one-semester scholarships can be reported at the same time.
7. Submit the information; repeat these steps to report additional private scholarships

Reading Financial Aid Messages

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Click Important Messages in the Quick Links menu on the left side
4. Follow any instructions listed in the message or reference the information provided

Obtaining a Copy of Financial Aid Eligibility

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Award for Aid Year in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Click the Award Overview tab
6. Click Print above the Need Calculation heading at the top left portion of the display.
7. An identical window will open. Right click on the page in the new window and select Print if a paper copy is needed. The Financial Aid Director's signature will appear on the printed version.

Confirming Enrollment Each Semester to Secure Classes

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Click "Confirm your enrollment for the coming semester" under the Enrollment Confirmation section
4. If all requirements have been satisfied for the semester, a message will appear in green as notification. If further action is required before you are able to successfully confirm your enrollment, a message will appear in red with additional information.

Viewing Academic Progress status

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Financial Aid Status in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Click academic progress (in approximately the 4th line down)
6. Read the message and view the status
7. Satisfactory means no action is required; a warning means you are still eligible for financial aid but are at risk for becoming ineligible; a denial means academic progress requirements have not been met, and you are not eligible for financial aid. Students with a denial may complete an appeal to try to obtain a probationary semester of financial aid. Academic progress is reviewed after grades post at the end of each semester. More information about Satisfactory Academic Progress (SAP) can be found at https://www.purdue.edu/dfa/policies/sap.php.

Determining if Holds Exist

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Do I have any Holds? in the Quick Links menu on the left side
4. Select the appropriate academic year from the drop-down menu; submit
5. Any current holds will be listed and must be cleared to avoid financial aid or academic delays

Setting up Direct Deposit for Financial Aid Refunds

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Manage My Account on the right side under TouchNet Payment Portal
4. A new page will open, and you will be logged in to the TouchNet Payment Gateway. Select the eRefunds tab at the top.
5. Enter bank account information
6. Authorize Purdue to be able to deposit excess financial aid into the account

Setting up an Authorized User

1. Log in to myPurdue at https://mypurdue.purdue.edu
2. Select the Financial tab
3. Choose Manage My Account on the right side under TouchNet Payment Portal
4. A new page will open, and you will be logged in to the TouchNet Payment Gateway. Select the Authorized User tab at the top.
5. Enter the email address of the person you wish to authorize.
6. The individual you selected as an Authorized User will receive an email with a link and password to TouchNet. This information will give the Authorized User the ability to view and pay bills online.