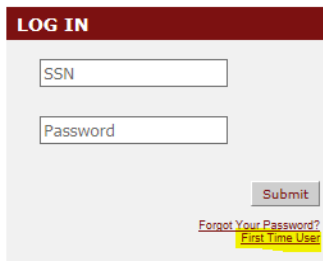


# My Financial Aid Portal

## Logging in for the first time:



LOG IN

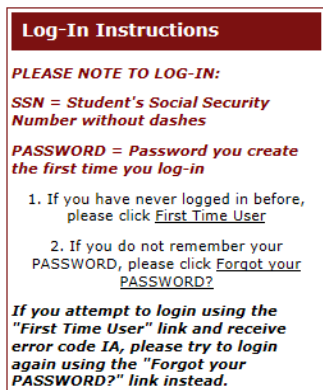
SSN

Password

Submit

[Forgot Your Password?](#)

[First Time User](#)



**Log-In Instructions**

**PLEASE NOTE TO LOG-IN:**

**SSN = Student's Social Security Number without dashes**

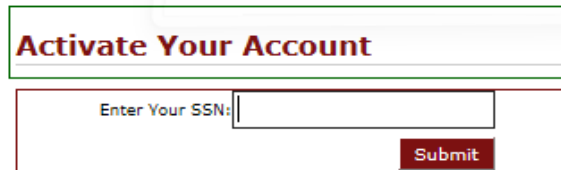
**PASSWORD = Password you create the first time you log-in**

1. If you have never logged in before, please click [First Time User](#)
2. If you do not remember your PASSWORD, please click [Forgot your PASSWORD?](#)

**If you attempt to login using the "First Time User" link and receive error code IA, please try to login again using the "Forgot your PASSWORD?" link instead.**

First time users follow the instructions under the main login section. To log in for the first time click on the First Time User link. This links to the "Activate Your Account" screen. Type the Social Security Number without dashes. Submit and follow the prompts to set a password and security question answers.

If the password is forgotten, and the "Forgot Your Password" link is not working, call Student Financial Services (417-865-2815 ex. 7300) for assistance.



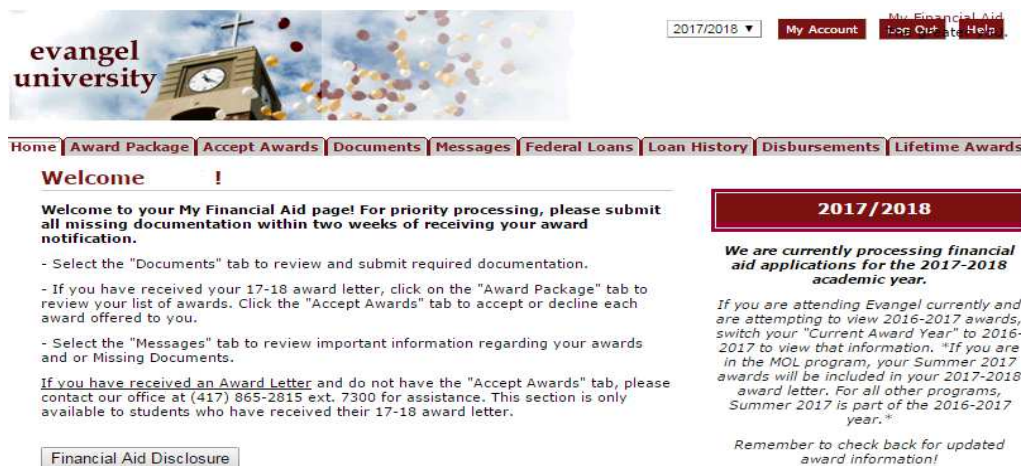
**Activate Your Account**

Enter Your SSN:

Submit

## Tab 1- Home

Once login information is set up, the user is ready to log in for the first time. This tutorial will walk through the function of each tab.



evangel university

2017/2018 My Account Log Out Help

Home Award Package Accept Awards Documents Messages Federal Loans Loan History Disbursements Lifetime Awards

**Welcome !**

Welcome to your My Financial Aid page! For priority processing, please submit all missing documentation within two weeks of receiving your award notification.

- Select the "Documents" tab to review and submit required documentation.
- If you have received your 17-18 award letter, click on the "Award Package" tab to review your list of awards. Click the "Accept Awards" tab to accept or decline each award offered to you.
- Select the "Messages" tab to review important information regarding your awards and or Missing Documents.

If you have received an Award Letter and do not have the "Accept Awards" tab, please contact our office at (417) 865-2815 ext. 7300 for assistance. This section is only available to students who have received their 17-18 award letter.

Financial Aid Disclosure

**2017/2018**

**We are currently processing financial aid applications for the 2017-2018 academic year.**

*If you are attending Evangel currently and are attempting to view 2016-2017 awards, switch your "Current Award Year" to 2016-2017 to view that information. \*If you are in the MOL program, your Summer 2017 awards will be included in your 2017-2018 award letter. For all other programs, Summer 2017 is part of the 2016-2017 year.\**

*Remember to check back for updated award information!*

# My Financial Aid Portal

## Tab 2- Award Package

This tab shows scholarships and loans split up by semester. This is **not** where awards are declined and/or accepted.

Home	Award Package	Accept Awards	Documents	Messages	Federal Loans	Loan History	Disbursements	Lifetime Awards
<b>Awards</b>								
Your Award Package								
POE	Fund	Amount	Message					
Fall - Undergrad Level	Distinction Award	\$4,500.00	<a href="#">As a recipient of institutions...</a>					
	Alumni Legacy Scholarship	\$500.00	<a href="#">As a recipient of institutions...</a>					
	Federal Work-Study	\$1,050.00	<a href="#">A Federal Work-Study award doe...</a>					
	Direct Subsidized Loan	\$1,750.00						
	Direct Unsubsidized Loan	\$1,000.00						
	<b>Subtotal</b>	<b>\$8,800.00</b>						
Spring - Undergrad level	Distinction Award	\$4,500.00	<a href="#">As a recipient of institutions...</a>					
	Alumni Legacy Scholarship	\$500.00	<a href="#">As a recipient of institutions...</a>					
	Federal Work-Study	\$1,050.00	<a href="#">A Federal Work-Study award doe...</a>					
	Direct Subsidized Loan	\$1,750.00						
	Direct Unsubsidized Loan	\$1,000.00						
	<b>Subtotal</b>	<b>\$8,800.00</b>						

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## Tab 3- Accept Awards

Accept awards on this page. Read and agree to Award Terms and Conditions BEFORE accepting awards.

Home	Award Package	Accept Awards	Documents	Messages	Federal Loans	Loan History	Disbursements	Lifetime Awards
<b>Award Terms &amp; Conditions</b>								
<p><b>ALL STUDENTS:</b></p> <p>I agree to view my awards electronically through this secure site.</p> <p>I agree to read the "Messages" tab for important information regarding my awards.</p> <p>I understand these awards are based on current information available and are subject to adjustments per federal regulations and institutional policy.</p> <p><b>TRADITIONAL UNDERGRADUATE STUDENTS ONLY:</b></p> <p>I understand these awards are based on full-time enrollment.</p> <p>I understand certain awards are contingent upon on-campus residency and will be removed or reduced if I move off-campus.</p> <p>I understand that institutional awards contingent on GPA are automatically renewed and will be evaluated for continued eligibility after spring grades are posted in May.</p>								
<input type="checkbox"/> I agree to these Terms and Conditions								
<input type="button" value="Submit"/>								

# My Financial Aid Portal

Users are required to accept and/or decline all awards for financial aid to process. **USERS MUST accept or decline awards individually** (by the drop down menu) and not by the decline all or accept all buttons. This helps prevent errors in financial aid packaging and ensures the awards are accepted or declined intentionally.

## Loans

Accept or decline the loans listed. Users may reduce the amount of the loans **prior** to accepting them.

**You must accept or decline each award listed below!**

*Check out the "Messages" tab for important information regarding your awards.*

- **Declined** awards will be removed from your award package; you will not receive the amount listed.
- **Accepted** awards will be posted to your student account. Additional documents may be required; check the "Documents" tab for details.
- You may **reduce** a loan if you do not want the full amount listed. Reduce the value in the "amount" box before accepting. You cannot increase the value of any award.

**If you decline an award or reduce the amount of a loan, please allow 1-2 business days for these changes to be reflected when completing financial registration.**

**\*Please note:** You cannot make additional changes online after you have taken action on the awards offered to you. Please contact our office if you would like to make changes to an accepted or declined loan, and your financial aid counselor will be happy to assist you.

**For updated 2017-2018 tuition & fees visit:** <http://www.evangel.edu/financial/tuition-cost/>

Questions regarding your awards? contact Student Financial Services at (417) 865-2815 x7300, or email [finervices@evangel.edu](mailto:finervices@evangel.edu)

Your Awards			
Fund	Amount	Message	Status
Distinction Award	\$9,000.00	<a href="#">As a recipient of institutiona...</a>	Pending ▼
Alumni Legacy Scholarship	\$1,000.00	<a href="#">As a recipient of institutiona...</a>	Pending ▼
Federal Work-Study	\$2,100.00	<a href="#">A Federal Work-Study award doe...</a>	Pending ▼
Direct Subsidized Loan	<input type="text" value="3500"/>		Pending ▼
Direct Unsubsidized Loan	<input type="text" value="2000"/>		Pending ▼
<b>Total Awards:</b>	<b>\$17,600.00</b>		<del>Decline All</del> <del>Accept All</del>

Submit

# My Financial Aid Portal

## Tab 4- Documents

It is crucial to complete all documents needed for financial aid to be processed. The status shows whether Evangel Student Financial Services received the documents or not.

[Home](#) | [Award Package](#) | [Accept Awards](#) | [Documents](#) | [Messages](#) | [Federal Loans](#) | [Loan History](#) | [Disbursements](#) | [Lifetime Awards](#)

### Documents

Below is a list of documents needed to process your financial aid. Items listed as **Not Received** require action on your part before we can disburse funds to your student account. **Loan documents are only available for completion after you have received your award letter.**

Please review the following information regarding documents required for loan processing:

- [Federal Direct Loan Entrance Counseling](#) - You will be directed to the StudentLoans.gov website.
- [Federal Direct Loan Master Promissory Note \(MPN\)](#) - You will be directed to the StudentLoans.gov website.
- [Perkins Loan Master Promissory Note & Entrance Interview](#) - You only need to submit this document if you have been awarded a Perkins Loan.

You can click the name of many documents listed as "Not Received" to link to the website with the necessary form for completion. Forms are also accessible on our [general financial aid webpage](#).

**PLEASE NOTE: Documents are not automatically updated! Please allow 72 hours for processing.** If the status is still "Not Received" on an item you have completed after 72 hours please contact our office.

Your Documents	
Document	Status
<a href="#">Federal Direct Loan MPN</a>	Not Received
<a href="#">Federal Direct Loan Entrance Counseling</a>	Not Received
<a href="#">Federal Perkins Master Promissory Note</a>	Not Received
<a href="#">2015 Tax Return Transcript Parent</a>	Not Received
<a href="#">2015 Tax Return Transcript Student</a>	Not Received
<a href="#">Federal Perkins Loan Entrance Counseling</a>	Not Received
<a href="#">V1 Verification Worksheet - Dependent</a>	Not Received

- Verification Worksheets are hyperlinked to PDF files. Print out, complete and fax, email, or mail to the financial aid office (Fax Number: 417-575-5478, Email: [finservices@evangel.edu](mailto:finservices@evangel.edu) )
- Tax Return PDF forms should be completed and faxed to the IRS fax number on the front page of the PDF. Once received, send the Tax Return Transcript to the financial aid office.
- The Entrance Counseling and Master Promissory Note (MPN) links connect with the site where the documents must be completed. If there are loans accepted, complete entrance counseling and the MPN as soon as possible. Until these items are complete, loans will not be disbursed to the student account, and the remaining balance will be the student's responsibility.
- If there are additional documents listed, follow the instructions provided on the document.

# My Financial Aid Portal

## Tab 5- Messages

Messages concerning loans, grants, and work-study are located here. Review these notes and check back for any updates.

[Home](#) | [Award Package](#) | [Accept Awards](#) | [Documents](#) | [Messages](#) | [Federal Loans](#) | [Loan History](#) | [Disbursements](#) | [Lifetime Awards](#)

### Messages

Please review the following important information regarding your financial aid award package:

Your Messages

**Message**

As a recipient of institutional aid, it is important that you understand the responsibilities as a student in order to receive these awards. Please review the Community Standards policy as outlined in the Student Handbook on Evangel's website [www.evangel.edu/admissions/more-information/student-handbook](http://www.evangel.edu/admissions/more-information/student-handbook).

The Institutional Grant - Renewable is renewable for four years providing you maintain a 2.0 GPA, remain in good standing with the university, and maintain demonstrated financial need.

A Federal Work-Study award does not guarantee employment or reduce the balance due at the time of registration. Students must apply and be hired through a competitive process. Please visit our website for additional information.

## Tab 6- Federal Loans

To check on loan amounts review this tab. They are listed by type and loan period.

[Home](#) | [Award Package](#) | [Accept Awards](#) | [Documents](#) | [Messages](#) | [Federal Loans](#) | [Loan History](#) | [Disbursements](#) | [Lifetime Awards](#)

### Loans

Our records show that you are eligible for, or have received, the following federal student loans for this academic year. A status of "pending" indicates the loan has been submitted to our office for review.

The loan will be processed by our office when all required loan documents are received. Review "Documents" to ensure that none are marked as **Not Received**.

Direct Subsidized Loan		
	Amount	Loan Period
	\$4,500.00	8/18/17-5/5/18

Direct Unsubsidized Loan		
	Amount	Loan Period
	\$2,000.00	8/18/17-5/5/18

Federal Perkins Loan		
	Amount	Loan Period
	\$1,500.00	8/23/17-5/5/18

# My Financial Aid Portal

## Tab 7- Loan History

This tab will show cumulative student loan history, including outstanding balances and pending disbursements.

Home | Award Package | Accept Awards | Documents | Messages | Federal Loans | **Loan History** | Disbursements | Lifetime Awards

### Loan History

This is your cumulative student loan history. For more detailed information, please refer to the NSLDS website at [www.nsls.ed.gov](http://www.nsls.ed.gov). You will need your four digit FAFSA pin to log in.

Your total Federal Stafford/Direct loan amounts are listed under "Sub FFELP/FDSL" and "Unsub FFELP/FDSL." Our records show that you have received the following student loans:

Your Federal Loan History from the National Student Loan Data System					
Loan Type	Outstanding Balance	Pending Disbursement	Total Reported	Actual	
FFELP/Direct Subsidized	\$0.00	\$0.00	\$0.00	\$0.00	
FFELP/Direct Unsubsidized	\$0.00	\$0.00	\$0.00	\$0.00	
FFELP/Direct Combined	\$0.00	\$0.00	\$0.00	\$0.00	
FFELP/Direct Consolidated	\$0.00	\$0.00	\$0.00	\$0.00	
TEACH Loan	\$0.00	\$0.00	\$0.00	\$0.00	
Perkins Principal	\$0.00	\$0.00	\$0.00	\$0.00	
Perkins Current Year	\$0.00	\$0.00	\$0.00	\$0.00	

## Tab 8- Disbursements

This tab will list the amount of financial aid to be disbursed and whether or not the funds have been disbursed to the account yet.

Home | Award Package | Accept Awards | Documents | Messages | Federal Loans | Loan History | **Disbursements** | Lifetime Awards

### Disbursements

**Sched Amount** indicates the award amount you are scheduled to receive. **Transaction Amount** indicates the actual amount that has been disbursed to your account.

POE	Award Name	Your Disbursements	
		Scheduled Amount	Transaction Amount As of Date
Fall - Undergrad Level	Excellence Award	\$4,000.00	
	AG Award	\$250.00	
	Zimmerman Ministerial Discount	\$1,000.00	
	Evangel Grant	\$1,350.00	
	Federal Pell Grant	\$2,235.00	
	Federal Work-Study	\$1,050.00	
	Federal Perkins Loan	\$750.00	
	Direct Subsidized Loan	\$2,250.00	
	Direct Unsubsidized Loan	\$1,000.00	
		<b>Subtotal Scheduled</b>	<b>\$13,885.00</b>
Spring - Undergrad level	Excellence Award	\$4,000.00	
	AG Award	\$250.00	
	Zimmerman Ministerial Discount	\$1,000.00	
	Evangel Grant	\$1,350.00	
	Federal Pell Grant	\$2,235.00	
	Federal Work-Study	\$1,050.00	
	Federal Perkins Loan	\$750.00	
	Direct Subsidized Loan	\$2,250.00	
	Direct Unsubsidized Loan	\$1,000.00	
		<b>Subtotal Scheduled</b>	<b>\$13,885.00</b>
	<b>Total Scheduled</b>	<b>\$27,770.00</b>	<b>Total Disbursed</b>

# My Financial Aid Portal

\*\*\*Funds are disbursed for each semester after attendance is established in all classes and verification, MPNs and entrance counseling documents are complete. If financial aid has not yet been disbursed, make sure all of the above have been completed.\*\*\*

## Tab 9- Lifetime Awards

This tab shows how many loans, grants, and non-federal awards have accumulated. This is a good way to keep up to date on loan totals during college.

Home | Award Package | Accept Awards | Documents | Messages | Federal Loans | Loan History | Disbursements | **Lifetime Awards**

### Lifetime Awards

This is a cumulative total of all financial aid you have received in prior years as well as the current year.

Your Lifetime Awards		
Award Type	Year in School	Totals
Federal Pell Grant	Undergraduate	\$4,470.00
Federal Perkins Loans	Undergraduate	\$1,500.00
Federal Subsidized Loans	Undergraduate	\$4,500.00
Federal Unsubsidized Loans	Undergraduate	\$2,000.00
Federal Work-Study	Undergraduate	\$2,100.00
Non-Federal Awards	Undergraduate	\$13,200.00

Admissions and financial aid counselors are available as a resource for any other questions concerning the My Financial Aid Portal.