

# How to ✓ your Financial Aid Requirements

**Go to [www.umpqua.edu](http://www.umpqua.edu)**

Step 1: Select Student Self-Service

A. Enter **SIGN IN INFO**

- Enter User ID (800XXXXXX number)
- Enter Password (8-15 characters)
- Sign In

Step 2: Financial Aid

B. Select the **FINANCIAL AID** link

Step 3: Unsatisfied Requirements

C. Review **FINANCIAL AID HOME PAGE** (see example below)

The screenshot shows the 'Financial Aid' home page. At the top, there are navigation tabs: 'Home' (underlined), 'Award Offer', 'Financial Aid History', 'Resources', and 'Notifications'. Below the tabs, there is a section titled 'Responses Required' with a question mark icon. A red box highlights a message: 'Questions from the Financial Aid Office. Please answer the questions from FAO' with a 'VIEW QUESTIONS' link. Below this is a section titled 'Student Requirements' with a question mark icon. Underneath, it says 'Unsatisfied Requirements'. A requirement is listed: 'Title IV Authorization for Academic Expenses' with a yellow warning icon, 'Last update: 05/01/2013', and a 'NEEDED' status with a dropdown arrow.

Refer to the red box above and click the View Questions to Accept or Decline. Accepting this requirement will allow Umpqua Community College to use your financial aid to pay for any charges you incur for purchasing books, supplies and other educationally related goods and services provided by the college.