Create/Edit and FSA ID:
- Go to https://studentaid.gov/
- Create an account

Filling out the FAFSA:
- Go to https://studentaid.gov/
- Sign in with FSA ID
- Under APPLY FOR AID TAB select Complete the FAFSA form
  - SHSU school code: 003606
  - Once you submit your application your schools listed on the FAFSA should receive your application within 4 business days

Check the Status of your Financial Aid application or verification documents:
- Visit: www.shsu.edu
- Click Campus Tools at the top of the page
- Choose My Sam, then login
- Click My Account on the left Side of the screen.
- Scroll down on the bottom right side of the page, click Financial Aid Requirements
- Select Aid Year
- You can view your requirements, read messages and print requested documentation if any.
  - Completed documents can be

How to check the status of your Award Package or accept your awards:
- Visit: www.shsu.edu
- Click Campus Tools at the top of the page
- Choose My Sam, then login
- Click My Account on the left Side of the screen.
- Click on Financial Aid Awards on the bottom right corner of the screen.
- Select Aid year
- Proceed through EACH tab, left to right;
  - On the Resources and Additional Information tab; if you agree to the terms, click accept in the drop down boxes;
  - Enter resources in the spaces provided at the bottom part of the page; if any
  - Click on the Terms and Conditions tab and carefully read before accepting;
  - Click on Accept Award Offer tab; accept your awards by clicking on the “Submit Decision” tab.
Entrance Counseling:

- Go to [https://studentaid.gov/](https://studentaid.gov/)
- Login using STUDENT FSA ID
- On the home page select
  In School Tab (complete Loan Entrance Counseling)
- Once you are on the Complete Counseling screen you will need to select the start button next to entrance counseling.
- Make sure you select SAM HOUSTON STATE UNIVERSITY as your school

Parent Plus Loan:

- Go to [https://studentaid.gov/](https://studentaid.gov/)
- Select the APPLY FOR AID TAB
- Select APPLY FOR PLUS LOAN
  - Apply for a PLUS Loan
- The PARENT must sign in using the PARENT FSA ID
- Follow the steps to complete the Application and the Credit Check
- If your credit is APPROVED, you must:
  - Select Complete loan agreement for Plus Loan (MPN).
  - Select Complete PLUS Credit Counseling
    - Complete Loan Agreement for a PLUS Loan (MPN)
    - Complete PLUS Credit Counseling
  - Submit the PLUS Disbursement Authorization form to the Financial Aid Office.
    - This form can be found on the student’s MY Sam account.
    - This form is also available at the front desk of the Financial Aid Office
- If your Credit is denied, your options are:
  - Undecided OR I will not pursue the parent PLUS loan. If this option is selected the office will offer the student the additional unsubsidized loan if their budget allows
  - Pursue an endorser. If this option is selected the parent will need to have their endorser complete an application on [https://studentaid.gov/](https://studentaid.gov/) and if approved will have to submit the Endorser Disbursement Authorization form to the Financial Aid Office
  - Appeal Decision. If this option is selected you will complete an appeal on [https://studentaid.gov/](https://studentaid.gov/)

Master Promissory Note:

- Go to [https://studentaid.gov/](https://studentaid.gov/)
- Login using STUDENT FSA ID
- On the home page select
  In School Tab (Complete Loan Agreement)
  Master Promissory Note
- Complete MPN for Subsidized/Unsubsidized Loans
- Make sure you select SAM HOUSTON STATE UNIVERSITY as your school

Exit Counseling:

- Go to [https://studentaid.gov/](https://studentaid.gov/)
- Login using STUDENT FSA ID
- On the home page select Manage Loans Tab (Complete Exit Counseling)
- Once you are on the Complete Counseling screen you will need to select the start button next to exit counseling.
- Make sure you select SAM HOUSTON STATE UNIVERSITY as your school