Create/Edit and FSA ID:

- Visit studentaid.gov
- Click Create Account

Filling out the FAFSA:

- Visit studentaid.gov
- Login using STUDENT FSA ID (You will be directed to your account Dashboard)
- Click I'M PREPARING FOR SCHOOL from MY CHECKLIST
- Click 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 submitted:
    - In person
    - Fax: (936)294-3668
    - Email: FADocuments@shsu.edu from your shsu.edu email account
    - Mailed: Box 2328 Huntsville, TX 77341

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.
- 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.
Sam Houston State University
Financial Aid How-To Guide for Students
Completing the Loan Process

- Visit studentaid.gov
- Login using **STUDENT FSA ID** (You will be directed to your account Dashboard)
- Click I’M IN SCHOOL for the dropdown menu

![MyAid Dashboard]

**First Time Borrowers** you MUST complete the following:

1. Annual Student Loan Acknowledgement
2. Entrance Counseling
3. MPN (Loan Agreement)

**Continuing Borrowers** you MUST complete the following:

1. Annual Student Loan Acknowledgement

**Graduating Borrowers (or enrolled less than 6 hours)** you MUST complete the following:

2. Exit Counseling

**This may be required multiple times during a student’s academic career.**

- Renew Your FAFSA Form
- **NEW!** Complete Your Annual Student Loan Acknowledgement
- Understand your responsibilities as a student loan borrower
- Apply for a PLUS Loan for Graduate School
- PLUS loans can help pay for education expenses not covered by other aid
- Complete Entrance Counseling
- Learn about the costs of borrowing, eligibility, and repayment
- Complete Exit Counseling (for students who are finishing school)
- Learn about your responsibilities when repaying your loan
- Complete MPN (i.e., Loan Agreement)
- You must complete a Master Promissory Note (MPN) to take out a loan