

# FINANCIAL AID HOW-TO GUIDE

## STUDENTS

### 1) CHECK YOUR FINANCIAL AID MISSING REQUIREMENTS

- Visit **www.shsu.edu**
- Click **Campus Tools** at the top of the page
- Choose **MySam** and log in
- Click **My Account**
- Click **Missing Requirements** under Financial Aid Dashboard
- Select **Aid Year**



### 2) SUBMIT MISSING REQUIREMENTS

Completed documents can be submitted:

- In person
- Fax: 936-294-3668
- Email: [fadocuments@shsu.edu](mailto:fadocuments@shsu.edu) as a **PDF** from your SHSU appointed email
- Mailed: Box 2328, Huntsville, TX 77341



### 3) ACCEPT/DECLINE YOUR FINANCIAL AID

- Visit **www.shsu.edu**
- Click **Campus Tools** at the top of the page
- Choose **MySam** and log in
- Click **My Account**
- Click **Accept/Decline Financial Aid** under Financial Aid Dashboard
- Select **Aid Year**
- Proceed through **each** tab in order from 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



### 4) IF YOU ACCEPT ANY DIRECT LOANS

- First time and continuing borrowers **MUST** complete:
  - Master Promissory Note (MPN) and
  - Direct Loan Entrance Counseling
- Graduating borrowers or students enrolled in less than 6 hours **MUST** complete Direct Loan Exit Counseling.

