



The myNMSU Instruction Guide

Provided by the Financial Aid & Scholarship Services Office



BE BOLD. Shape the Future.
fa.nmsu.edu

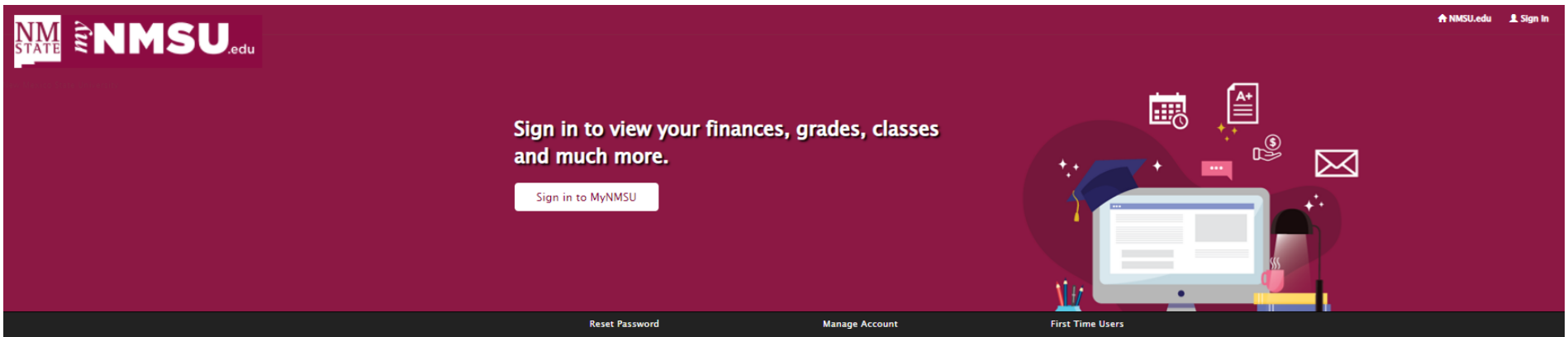
TABLE OF CONTENTS

- Signing in and Viewing your Financial Aid status - Page 3
- Viewing your Financial Aid award - Page 9
- Accepting the Terms and Conditions - Page 13
- Accepting your Award Offers - Page 15
- Accessing Verification Requirements - Page 17
- Uploading Documents through myNMSU - Page 20
- Checking Your Student Account Balance - Page 27

SIGNING IN AND VIEWING YOUR FINANCIAL AID STATUS

Visit MY.NMSU.EDU

The MyNMSU home page gives you direct access to student online resources such as your **Financial Aid Status**. Once you are admitted to NMSU, you will have an account made with your student information that you will have to register online on this page.



NEED ASSISTANCE?

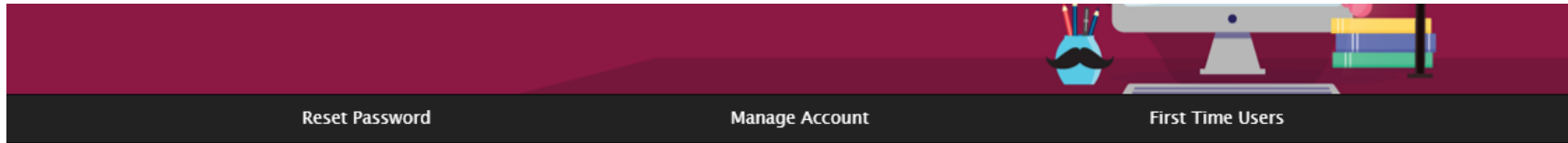
Contact the ICT Help Desk
at (575) 646-1840 or help@nmsu.edu.

For Students For Faculty and Staff Frequently Requested Help

Canvas (learn.nmsu.edu)	Email (Outlook)	NMSU (Person Lookup)
CAMPUS RESOURCES Athletics Bookstore Dining Library Parking NMSU News	ACADEMICS Advising Aggie Schedule Builder Registration Look Up Classes Degree Audit Order Transcripts Student Records & Degree Application	HEALTH & SAFETY Aggie Health and Wellness Student Help & Complaint Process Student Accessibility Services Campus Activities (Student Life)
FINANCES Financial Aid Status Pay NMSU / Payment Plan MyHousing and Dining Plans	EMPLOYMENT Career Services Handshake Internships & Co-Ops	TECHNOLOGY Computer Labs Email: Settings, Devices and Troubleshooting Equipment Rental

CLICK ON FINANCIAL AID STATUS

First Time Users will have to register their account.
Once you are registered, you may login through the [Financial Aid Status](#) link.



NEED ASSISTANCE?

Contact the ICT Help Desk
at (575) 646-1840 or help@nmsu.edu.

If you are a first-time user, please select this link where you will be prompted to verify your personal information.



For Students

For Faculty and Staff

Frequently Requested Help

Canvas
(learn.nmsu.edu)

Email
(Outlook)

NMSU
(Person Lookup)

CAMPUS RESOURCES

Athletics
Bookstore
Dining
Library
Parking
NMSU News

ACADEMICS

Advising
Aggie Schedule Builder
Registration
Look Up Classes
Degree Audit
Order Transcripts
Student Records & Degree Application

HEALTH & SAFETY

Aggie Health and Wellness
Student Help & Complaint Process
Student Accessibility Services
Campus Activities (Student Life)

FINANCES

[Financial Aid Status](#)
[Pay NMSU/Payment Plan](#)
MyHousing and Dining Plans
Direct Deposit Enrollment
Scholarships (Scholar \$)

EMPLOYMENT

Career Services
Handshake
Internships & Co-Ops
Training Central
Timesheet

TECHNOLOGY

Computer Labs
Email: Settings, Devices and Troubleshooting
Equipment Rental
Help Desk
Office 365 (Apps)
Personal Information
Student Resources
Network Information

CLICK ON FINANCIAL AID STATUS

To view your financial aid progress, award, or verification requirements, click on the “Financial Aid Status”.

The screenshot shows the New Mexico State University website's navigation menu. The 'Financial Aid' tab is selected. Below the navigation bar, there is a search field and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'Financial Aid' section is titled, and a horizontal line separates it from the main content. The 'Financial Aid Status' link is circled in blue. Below it are links for 'Eligibility', 'Award', 'E-Mail NMSU Financial Aid Office', and 'General Financial Aid'. At the bottom, there is a 'RELEASE: 8.7' notice and a copyright notice for 2016 Ellucian Company L.P. and its affiliates.

NM STATE New Mexico State University

[Personal Information](#) [Student](#) **[Financial Aid](#)** [Employee](#) [Proxy Access](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Financial Aid

[Financial Aid Status](#)
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

[Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

[E-Mail NMSU Financial Aid Office](#)

[General Financial Aid](#)
Financial Aid Application and Information Links

RELEASE: 8.7

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SELECT AID YEAR

Select the applicable aid year and click "Submit".

The screenshot shows the New Mexico State University website's Financial Aid section. At the top, there is a navigation bar with the university logo and name, and tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Proxy Access'. Below the navigation bar is a search field with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Aid Year'. A note states: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. The 'Select Aid Year' dropdown menu is open, showing a list of financial aid years from 2007-2008 to 2016-2017. The 'Not Applicable/No Value Found' option is selected. A 'Submit' button is located below the dropdown. The text 'RELEASE: 8.21' and '© 2016 Ellucian' are also visible on the page.

Select Aid Year ✓ Not Applicable/No Value Found

- 2016-2017 Financial Aid Year
- 2015-2016 Financial Aid Year
- 2014-2015 Financial Aid Year
- 2013-2014 Financial Aid Year
- 2012-2013 Financial Aid Year
- 2011-2012 Financial Aid Year
- 2010-2011 Financial Aid Year
- 2009-2010 Financial Aid Year
- 2008-2009 Financial Aid Year
- 2007-2008 Financial Aid Year

Submit

RELEASE: 8.21

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ACADEMIC PROGRESS STATUS

On this page, you will be able to see your Academic Progress Status. If you click on "academic progress", you will also be able to see your status for previous semesters.

NM STATE New Mexico State University

Personal Information Student **Financial Aid** Employee Proxy Access

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Financial Aid Status for 2016-2017 Financial Aid Year

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.
Based on your [academic transcript](#), the status of your [academic progress](#) is Good Standing as of 2015 Summer.
View your [financial aid history](#).

[Select Another Aid Year](#)

RELEASE: 8.23

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VIEWING YOUR FINANCIAL AID AWARDS

CLICK ON AWARD

After you have signed in and accessed the Financial Aid tab, click on “Award” to view your Financial Aid award for a specific aid year.

The screenshot shows the New Mexico State University (NMSU) Financial Aid portal. At the top left is the NMSU logo and the text "New Mexico State University". Below this is a navigation menu with tabs for "Personal Information", "Student", "Financial Aid", "Employee", and "Proxy Access". The "Financial Aid" tab is currently selected. Below the navigation menu is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is the heading "Financial Aid". Underneath this heading is a list of links: "Financial Aid Status" (with a description: "View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages."), "Eligibility" (with a description: "Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history."), "Award" (circled in blue, with a description: "View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information."), "E-Mail NMSU Financial Aid Office", and "General Financial Aid" (with a description: "Financial Aid Application and Information Links"). At the bottom of the page, there is a footer that reads "RELEASE: 8.7" and "© 2016 Ellucian Company L.P. and its affiliates."

SELECT AID YEAR

Select the applicable aid year and click "Submit".

The screenshot shows the New Mexico State University website's Financial Aid section. At the top, there is a navigation bar with the university logo and name, and tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Proxy Access'. Below the navigation bar is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Aid Year'. A yellow horizontal line separates the heading from the content below. The text states: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. Below this is a 'Select Aid Year' dropdown menu, which is circled in blue. The dropdown menu is open, showing a list of options: 'Not Applicable/No Value Found' (selected), '2016-2017 Financial Aid Year', '2015-2016 Financial Aid Year', '2014-2015 Financial Aid Year', '2013-2014 Financial Aid Year', '2012-2013 Financial Aid Year', '2011-2012 Financial Aid Year', '2010-2011 Financial Aid Year', '2009-2010 Financial Aid Year', '2008-2009 Financial Aid Year', and '2007-2008 Financial Aid Year'. A 'Submit' button is located to the left of the dropdown menu. Below the dropdown menu, there is a copyright notice: '© 2016 Ellucian' and the word 'ates.'.

Select Aid Year

RELEASE: 8.21

© 2016 Ellucian **ates.**

- Not Applicable/No Value Found
- 2016-2017 Financial Aid Year
- 2015-2016 Financial Aid Year
- 2014-2015 Financial Aid Year
- 2013-2014 Financial Aid Year
- 2012-2013 Financial Aid Year
- 2011-2012 Financial Aid Year
- 2010-2011 Financial Aid Year
- 2009-2010 Financial Aid Year
- 2008-2009 Financial Aid Year
- 2007-2008 Financial Aid Year

CLICK ON THE "AWARD OVERVIEW" TAB

Select the "Award Overview" tab to view your Cost of Attendance, Estimated Family Contribution, and your award amounts for the academic year.

Award Package for 2016-2017 Financial Aid Year

[General Information](#)
[Award Overview](#)
[Terms and Conditions](#)
[Accept Award Offer](#)
[Special Messages](#)

[Print](#)

<p>Need Calculation</p> <p>Cost of Attendance</p> <p>Estimated Family Contribution</p> <p>Initial Need</p> <p>Outside Resource</p> <p>Need</p> <p>Housing Status</p> <p>Off Campus</p>	<p>Cost of Attendance</p> <p>Tuition</p> <p>Fees</p> <p>Room & Board</p> <p>Books & Supplies</p> <p>Transportation</p> <p>Personal Expenses</p> <p>Total:</p>
--	---

Financial Aid Award by Term for the 2016-2017 Financial Aid Year

Fund	2016 Fall		2017 Spring		Total
	Status	Amount	Status	Amount	

ACCEPTING THE TERMS & CONDITIONS

CLICK ON THE "TERMS AND CONDITIONS" TAB

After you have reached the "Award Overview" tab (as instructed in the above slides), you will be able to view and accept the Terms and Conditions. *You will have to accept the Terms and Conditions before you can accept your award offers. Navigate to the "Terms and Conditions" tab. Click the link to read the Terms and Conditions, and then click "Accept".

The screenshot shows a web interface for financial aid. At the top, there is a navigation bar with tabs: Personal Information, Student, Financial Aid, Employee, and Proxy Access. Below this is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Award Package for 2016-2017 Financial Aid Year'. Below this is another navigation bar with tabs: General Information, Award Overview, Terms and Conditions, Accept Award Offer, and Special Messages. The 'Terms and Conditions' tab is circled in blue. The content area is titled 'Terms and Conditions' and contains several paragraphs of text. At the bottom of the content area, there are two buttons: 'Accept' and 'Do Not Accept', with the 'Accept' button circled in blue. At the very bottom, there is a footer with links: [Overall Financial Aid Status | Account Summary By Term | Award Payment Schedule | Award History | Loan Application History]

Personal Information Student **Financial Aid** Employee Proxy Access

Search Go RETURN TO MENU SITE MAP HELP EXIT

Award Package for 2016-2017 Financial Aid Year

General Information Award Overview **Terms and Conditions** Accept Award Offer Special Messages

Terms and Conditions

Terms and Conditions

Your federal, state or institutional aid has been awarded or adjusted as indicated on your award overview tab. You must agree to the following [terms and conditions](#), including any program-specific conditions linked to your awards. Messages associated with certain programs will be listed on this tab for any awards you have been offered.

Acceptance of these [terms and conditions](#) includes acknowledgment of messages linked to specific programs. You must certify that you have read the [terms and conditions](#) and understand that the award messages may change if your award package is adjusted.

The University Financial Aid and Scholarship Services office will communicate with you regarding changes to your aid, including the [terms and conditions](#), through your NMSU email account and your MyNMSU account. It is important to monitor both accounts regularly.

Full disclosure of the [terms and conditions](#) of your award, can be found at the following link: <http://fa.nmsu.edu/resources/terms-and-conditions/>.

Students who choose to participate in a Study Abroad program will also be required to read the Study Abroad [Terms and Conditions](#) for financial aid.

[Overall Financial Aid Status | Account Summary By Term | Award Payment Schedule | Award History | Loan Application History]

ACCEPTING YOUR AWARDS

CLICK ON THE "ACCEPT AWARD OFFER" TAB

After you have accepted the Terms and Conditions, you will be able to accept your award. Navigate to the "Accept Award Offer" tab. You will see your awards for the Fall and Spring semesters, and be able to accept the full amount of all awards, or accept awards individually.

General Information Award Overview Terms and Conditions Accept Award Offer Special Messages					
Award Decision	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted Automatic	2016 Fall	\$2,908.00		
	Accepted Automatic	2017 Spring	\$2,907.00		
	Fund Total: \$5,815.00				
Federal SEOG Grant LC	Accepted Automatic	2016 Fall	\$500.00		
	Accepted Automatic	2017 Spring	\$500.00		
	Fund Total: \$1,000.00				
Lottery Scholarship: 15 Hours	Accepted Automatic	2016 Fall	\$2,465.08		
	Accepted Automatic	2017 Spring	\$2,465.08		
	Fund Total: \$4,930.16				
Regents Success Fees	Accepted Automatic	2016 Fall	\$711.00		
	Accepted Automatic	2017 Spring	\$711.00		
	Fund Total: \$1,422.00				
Regents Lottery Gap	Accepted Automatic	2016 Fall	\$188.42		
	Accepted Automatic	2017 Spring	\$188.42		
	Fund Total: \$376.84				
Direct Subsidized Loan	Offered to Student	2016 Fall	\$1,404.00	Select Decision ▾	<input type="text"/>
	Offered to Student	2017 Spring	\$1,403.00	Select Decision ▾	<input type="text"/>
	Fund Total: \$2,807.00				

Select your decision to accept or decline the award from the drop down menu. If you want to accept a partial loan, enter the amount you'd like to accept.

Please note: Semester-only loans have split disbursements. To learn more, please visit fa.nmsu.edu/disbursement.

ACCESSING VERIFICATION REQUIREMENTS

CLICK ON THE "STUDENT REQUIREMENTS"


After you have signed in and accessed the Financial Aid tab, you will be able to view any verification requirements you may have. If you have verification requirements, your status will state that "you have unsatisfied student requirements for this aid year". Click on "student requirements" link to view the verification requirements.

The screenshot shows the New Mexico State University website interface. At the top left is the NM STATE logo. The main header reads "New Mexico State University". Below this is a navigation menu with tabs for "Personal Information", "Student", "Financial Aid", "Employee", and "Proxy Access". A search bar is located below the menu. On the right side of the page, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Financial Aid Status for 2016-2017 Financial Aid Year". A blue arrow points to the text "You have unsatisfied [student requirements](#) for this aid year." Below this, it states "Based on your [academic transcript](#), the status of your [academic progress](#) is Good Standing as of 2015 Summer." and "View your [financial aid history](#)." At the bottom of the page, there is a link "Select Another Aid Year" and a footer "RELEASE: 8.23".

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YOUR VERIFICATION REQUIREMENTS

Your verification requirements will be listed. Click on each one to complete the required action.



New Mexico State University

Personal Information
Student
Financial Aid
Employee
Proxy Access

Search
RETURN TO MENU SITE MAP HELP EXIT

Eligibility Requirements for 2016-2017 Financial Aid Year


Student Requirements
Holds
Academic Progress




Unsatisfied Requirements

Requirement	Status	As of Date	Fund Term	Files Upload
Institutional Verification Form Complete all sections of the required Federal Verification Worksheet.	Please Submit	Required: Feb 26, 2016		<input type="button" value="Choose File"/> no file selected
Loan Entrance Counseling Complete Loan Entrance Counseling before you can receive your Federal Student Loan.	Please Submit	Required: Feb 26, 2016		<input type="button" value="Choose File"/> no file selected
Parents' 2015 IRS Tax Return Transcript You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the "Order a Return or Account Transcript" link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.	Please Submit	Required: Feb 26, 2016		<input type="button" value="Choose File"/> no file selected
Student/Spouse (if married) 2015 IRS Tax Return Transcript You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.	Please Submit	Required: Feb 26, 2016		<input type="button" value="Choose File"/> no file selected
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.	Please Submit	Required: Feb 26, 2016		<input type="button" value="Choose File"/> no file selected

Any forms will be linked to the listed requirement.



 The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

Requirement	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accept	Feb 26, 2016	

Continue to next page to learn how to upload documents.

UPLOADING DOCUMENTS THROUGH MYNMSU

UPLOADING REQUIRED DOCUMENTS TO MYNMSU

Documents required to complete your financial aid file can be uploaded through your myNMSU account. To upload a document, click on "Choose File". *Only PDF documents can be uploaded.

New Mexico State University

Personal Information Student **Financial Aid** Employee Proxy Access

Search Go RETURN TO MENU SITE MAP HELP EXIT

Eligibility Requirements for 2016-2017 Financial Aid Year

Student Requirements Holds Academic Progress

Unsatisfied Requirements

Requirement	Status	As of Date	Fund Term	Files Upload
Institutional Verification Form Complete all sections of the required Federal Verification Worksheet.	Required: Feb 26, 2016 Please Submit			<input type="button" value="Choose File"/> no file selected
Loan Entrance Counseling Complete Loan Entrance Counseling before you can receive your Federal Student Loan.	Required: Feb 26, 2016 Please Submit			<input type="button" value="Choose File"/> no file selected
Parents' 2015 IRS Tax Return Transcript You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the "Order a Return or Account Transcript" link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.	Required: Feb 26, 2016 Please Submit			<input type="button" value="Choose File"/> no file selected
Student/Spouse (if married) 2015 IRS Tax Return Transcript You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.	Required: Feb 26, 2016 Please Submit			<input type="button" value="Choose File"/> no file selected
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.	Required: Feb 26, 2016 Please Submit			

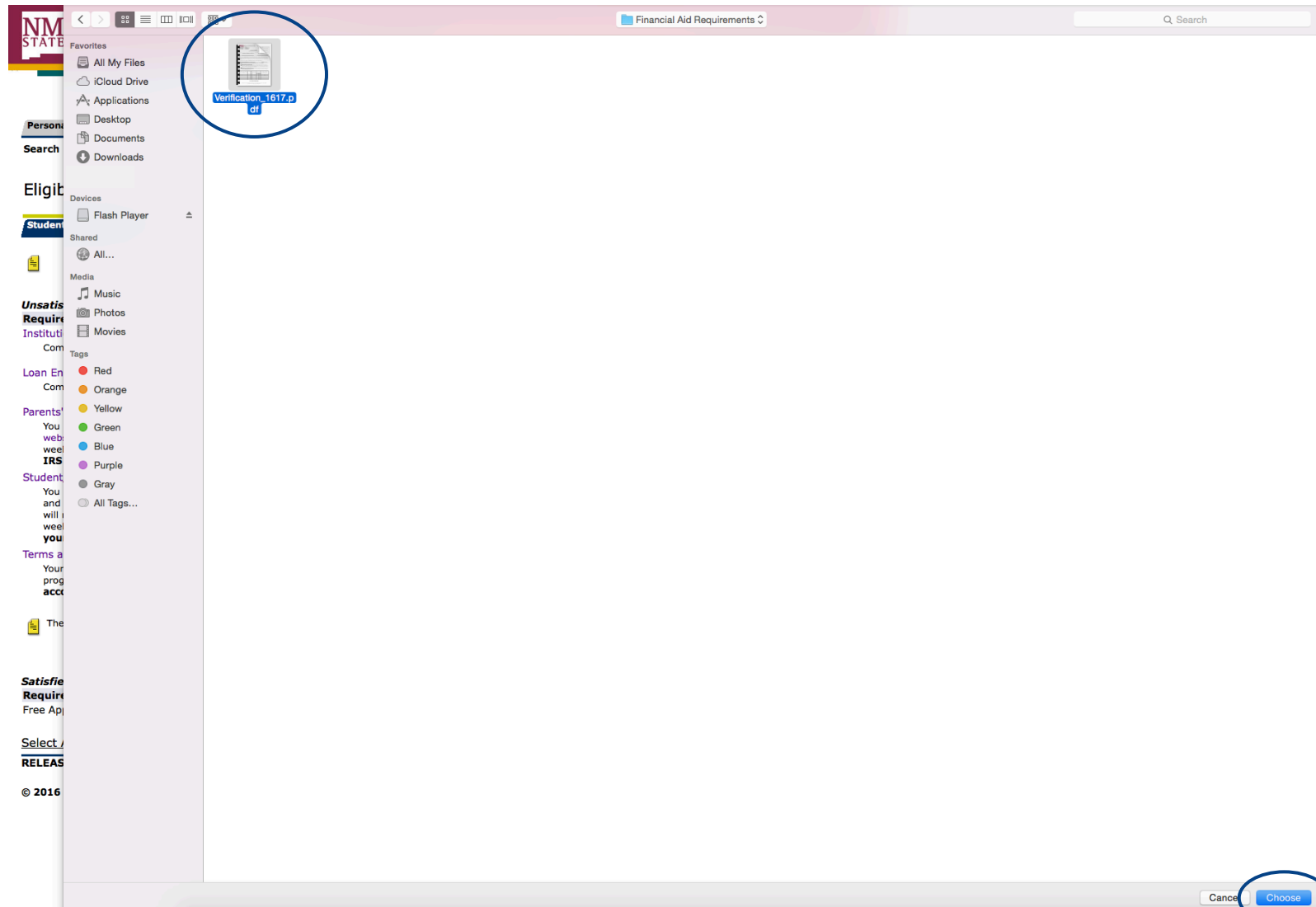
The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

Requirement	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accept	Feb 26, 2016	

SELECT APPLICABLE DOCUMENT FROM YOUR COMPUTER


After you have saved the document as a PDF and clicked on "Choose File", select the applicable document and click "Choose" (or open).



CLICK SUBMIT

After the document has uploaded, click "Submit" in the bottom right hand corner.

Uploaded Document



University Financial Aid & Scholarship Services
MSC 5100
New Mexico State University
P.O. Box 30000
Las Cruces, NM 88003-0000
financialaid@nmsu.edu

Financial Aid Office
2016-2017 Institutional Verification Form

Student: _____ Student ID: _____
LAST FIRST MI

Email: _____ Phone: _____

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between your FAFSA and the verification information provided, we will recalculate your financial aid eligibility and send you an updated award. If you are submitting a contribution review form, verification must be completed first before any additional adjustments can be made for special circumstances. Delays in completion and resubmission of this form may result in limited funding for 2016-2017.

If needed, we reserve the right to request additional documents that are not specified on this form.

HOUSEHOLD/FAMILY INFORMATION (Please check the appropriate box.) - List all the people in your household, including their names and ages. Also write the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2016 and June 30, 2017, and will be enrolled in a degree or certificate program.

FAFSA with parental data (dependent student): Complete the following information about your parent's household. Include yourself, your parent(s) (including step-parent), your parent(s) other dependent children if (a) your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or (b) the children would be required to provide parental information when applying for Federal Student Aid.

FAFSA without parental data (independent student): Complete the following information about your household. Include yourself, your spouse (if married), your and/or your spouse's children if you will provide more than half of their support from July 1, 2016 through June 30, 2017.

Full names of those in household (Parent(s) must be listed for dependent student)	Student ID	Age	Relationship to student (parent, brother/sister, etc.)	This person will attend college full-time or more in 2016-17		Print the name of the college and degree program the student is pursuing (i.e. B.A., B.S., PhD)
				Yes	No	
1. List yourself here			Self			NMSU
2.						

Submit

Cancel

CLICK SUBMIT AGAIN

The file name will now appear under Files. If needed, click “Choose File” again to upload another document. The Status will change to “Pending File Transfer”. Once all documents are uploaded for an individual requirement, click “Submit”.

Requirement	Unsatisfied Requirements	Status	As of Date	Fund Term	Files	Upload
Loan Entrance Counseling Complete Loan Entrance Counseling before you can receive your Federal Student Loan.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Institutional Verification Form Complete all sections of the required Federal Verification Worksheet.		Pending File Transfer	Apr 01, 2016		VERWK1_1_1.pdf - Delete Submit	<input type="button" value="Choose File"/> no file selected
Parents' 2015 IRS Tax Return Transcript You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the “Order a Return or Account Transcript” link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Student/Spouse (if married) 2015 IRS Tax Return Transcript You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Requirement	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accepted	Feb 26, 2016	

UPLOADED: NOT YET REVIEWED

After clicking “Submit”, the Status will change to “Uploaded: Not Yet Reviewed”. This means that you’re document uploaded successfully and is waiting to be reviewed by Financial Aid Staff. Documents may take 10-14 business days to review and process.



Requirement	Unsatisfied Requirements	Status	As of Date	Fund Term	Files	Upload
Loan Entrance Counseling Complete Loan Entrance Counseling before you can receive your Federal Student Loan.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Institutional Verification Form Complete all sections of the required Federal Verification Worksheet.		Uploaded: Not Yet Reviewed	Apr 01, 2016		VERWK1_1_1.pdf	
Parents' 2015 IRS Tax Return Transcript You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the “Order a Return or Account Transcript” link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Student/Spouse (if married) 2015 IRS Tax Return Transcript You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.		Required: Please Submit	Feb 26, 2016			<input type="button" value="Choose File"/> no file selected



The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Requirement	Satisfied Requirements	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accept	Feb 26, 2016		

SATISFIED REQUIREMENT

When the document has been reviewed and approved, the requirement will drop down under Satisfied Requirements. Repeat these steps until all requirements are satisfied.



Requirement		Unsatisfied Requirements			Status	As of Date	Fund Term	Files	Upload
Loan Entrance Counseling Complete Loan Entrance Counseling before you can receive your Federal Student Loan.					Required: Please Submit	Feb 26, 2016		<input type="button" value="Choose File"/>	no file selected
Parents' 2015 IRS Tax Return Transcript You must submit a signed original of your parent's IRS Tax Return Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript, your parents should visit IRS website and click on the "Order a Return or Account Transcript" link. Make sure to request an IRS Tax Return Transcript and not an IRS Tax Account Transcript. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.					Required: Please Submit	Feb 26, 2016		<input type="button" value="Choose File"/>	no file selected
Student/Spouse (if married) 2015 IRS Tax Return Transcript You must submit a copy of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers. It is strongly encouraged you use the IRS Data Retrieval Tool on your FAFSA to avoid waiting on your transcript.					Required: Please Submit	Feb 26, 2016		<input type="button" value="Choose File"/>	no file selected
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the following terms and conditions, including any program-specific conditions linked to your awards. To accept the terms and conditions of your award, please visit the Terms and Conditions tab within your MyNMSU account.					Required: Please Submit	Feb 26, 2016			



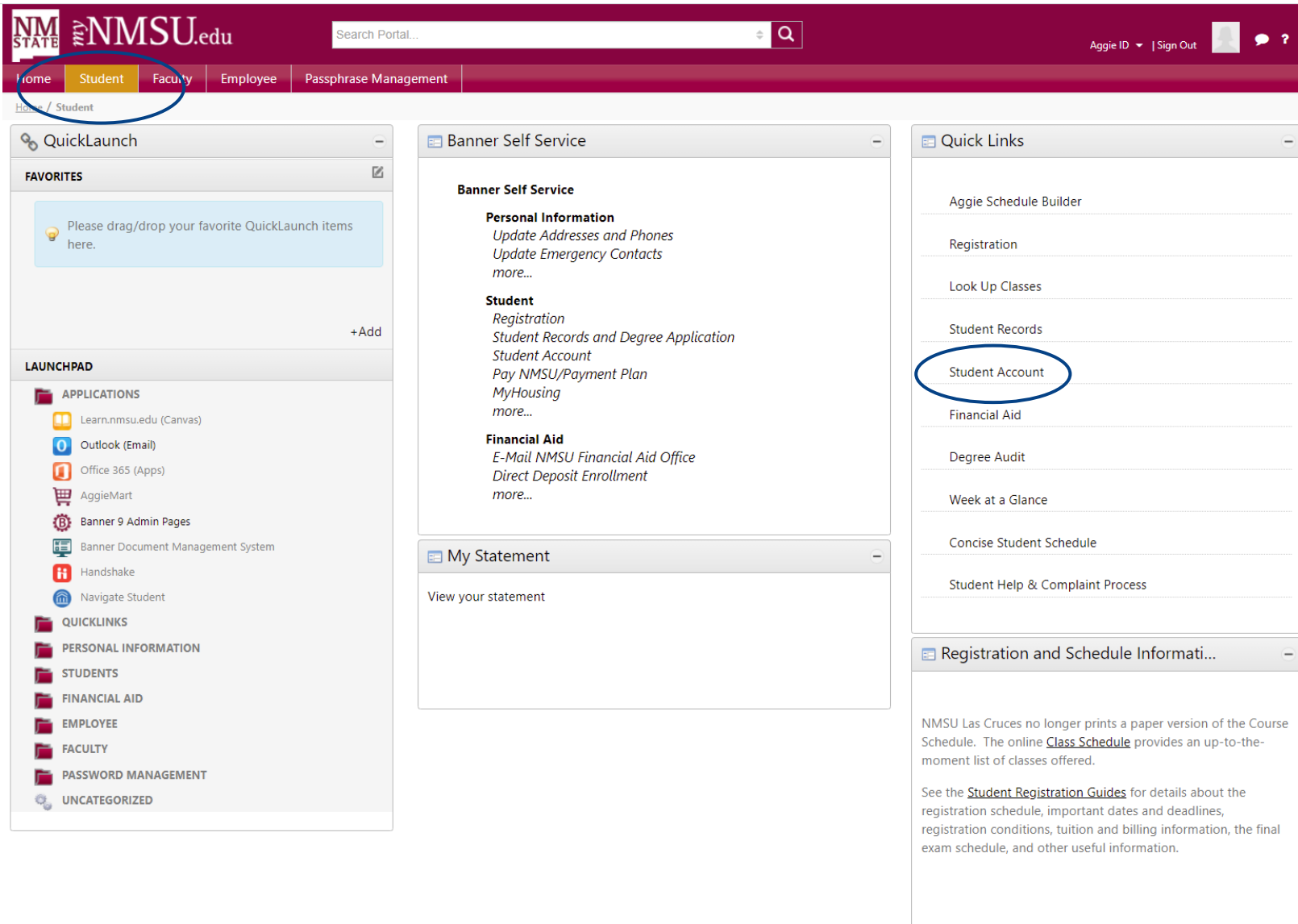
The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements		
Requirement	Status	As of Date Fund Term
Free Application for Federal Student Aid	Accept	Feb 26, 2016
Institutional Verification Form	Accept	Apr 01, 2016

CHECKING YOUR STUDENT ACCOUNT BALANCE

Student Account

From the myNMSU dashboard you can select the "Student" tab from the top, then "Student Account" from the Quick Links section.



Account Summary by Term

From the Student Account Selection you can click "Account Summary by Term".

The screenshot shows the New Mexico State University website interface. At the top, there is a maroon header with the 'NM STATE' logo and the text 'New Mexico State University'. Below this is a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', 'Finance', and 'Proxy Access'. The 'Student' tab is currently selected. Underneath the navigation bar is a search bar with a 'Go' button. The main content area is titled 'Student Account' and contains a list of links: 'Statement and Payment History', 'Account Summary by Term', 'Account Detail for Term', 'Select Tax Year', 'Tax Form 1098T', 'View Holds', 'Pay NMSU/Payment Plan', 'MyHousing', 'MyDining', 'Direct Deposit Enrollment', and 'Direct Deposit Allocation'. A blue arrow points to the 'Account Summary by Term' link. At the bottom of the page, there is a footer with the text 'RELEASE: 8.9.1.3' and '© 2021 Ellucian Company L.P. and its affiliates.'

Account Balance

On this screen, you can review your balance for each “term” or semester. Financial aid will show by the award name applied to the account. Financial aid typically disburses on the Monday before classes start, so awards will only show on this screen when those awards are applied at the beginning of each semester or when requirements are satisfied.

2021 Spring

Detail Code	Description	Charge	Payment	Balance
ACTV	RESIDENT HALL ASSN FEE	\$14.00		\$0.00
ASN1	ASNMSU SPR	\$0.00		\$0.00
DGMA	LC DEGREE	\$25.00		\$0.00
DIST	LC COURSE DELIVERY FEE	\$105.00		\$0.00
FCHM	HOU SEM CHAMISA VLG FAL	\$0.00		\$0.00
HGMA	LC HEALTH CENTER	\$11.00		\$0.00
HGMF	LC HEALTH CENTER	\$1.00		\$0.00
NAPT	HOU SEM CHAMISA VLG	\$2,850.95		\$0.00
RFND	REFUND(S) ISSUED	\$2,761.40		\$0.00
UNF1	LC TUITION SPR UG NRES FT	\$9,822.00		\$0.00
UNP1	LC TUITION SPR UG NRES PT	\$0.00		\$0.00
UV51	LC TWAIVER SPR UG NRES 135M	-\$6,524.40		\$0.00
CCMA	LC CREDIT CARD PMT		\$51.00	\$0.00
GPLL	LC FED PELL GRANT		\$2,822.00	\$0.00
GSEL	LC FED SEOG GRANT		\$500.00	\$0.00
LSDL	LOAN: FED DIRECT SUBSIDIZED		\$2,722.00	\$0.00
LUDL	FEDERAL DIRECT UNSUB LOAN		\$2,969.00	\$0.00
Term Charges:		\$9,065.95		
Term Credits and Payments:			\$9,064.00	
Term Balance:				\$ 1.95

For information about your billing, charges, direct deposit, or refund please visit the University Accounts Receivable website at uar.nmsu.edu.

For information about the payment plan, please visit student-accounts.nmsu.edu.

When awards have been applied to your account, you will see the name followed by the amount awarded for the term.

At the bottom of the screen, you will see the charges, the credits (financial aid) or payments, and the balance remaining for the term/semester.

