

1. Log into your [Financial Aid Self-Service Portal](#) with your username and password.
2. From the VU Self-Service homepage select “Financial Aid.”
3. Select “2022 Fall – 2023 Summer” in the drop-down box.
4. Select “Review and Accept your Financial Aid Package.”
 - a. Review all awards and Accept or Decline any awards with a “Pending” status.
 - b. Loan(s) offered are your maximum eligibility.
 - c. If you only need to borrow a portion of the loan(s), indicate the amount next to each loan and submit for review. The Financial Aid Office will review the request and change “Pending” status to “Accepted” on your financial aid package.
 - d. If you accept your loans, review the “Loan Requirements Checklist” at the bottom and complete the items listed.
5. Scroll to the top of the page and select “Financial Aid” on the header and then select “Required Documents” from the drop-down menu.
 - a. Review document(s) with an “Incomplete” status.
 - b. Select “Manage” to upload required documents.
 - c. When refreshed, the uploaded documents will show as “Pending Review.” While document(s) are in “Pending Review” status, you can edit uploads by selecting “Manage” to add/delete items.
 - d. Once reviewed, the item will show as “Received” or “Incomplete.” You will be notified if additional information/clarification is needed for an incomplete status. e. Missing and/or incomplete documents must be submitted to the Financial Aid Office before financial aid can be processed
6. Monitor your Vanguard email for missing documents and financial aid status updates.
7. Submit all required documents by June 1 to ensure all awarded financial aid is reflected on your student account prior to the Financial Registration deadline.