Manage Your Mitchell Hamline Financial Aid On-line

This guide provides help for your first sign-in through disbursement review.

From the portal front page, in the LOG IN box, click on “First Time User Activate Here”

Don’t enter an MHSL ID or Password until you have completed First Time User Activate

Activate Your Financial Aid Account: Enter your MHSL ID here and click on Submit
Activate Your Financial Aid Account (cont): Complete Password set-up

Please Verify Your Identity
What is your student ID?

Please enter your Social Security Number (no dashes xxxxxxxx)

Security Questions
Please select and answer two security questions. We will ask you to answer these questions if you forget your PASSWORD OR PIN.

Question 1:
Mother’s maiden name

Answer 1:

Question 2:
Mother’s maiden name

Answer 2:

Change PASSWORD OR PIN
Your PASSWORD OR PIN must be at least 5 characters in length and cannot contain spaces

Enter Your New PASSWORD OR PIN:

Confirm Your New PASSWORD OR PIN:

E-mail us for help with any log-in issue, or a password reset:
finaid@mitchellhamline.edu

For more information:
Financial Aid Office | mitchellhamline.edu/financial-aid/ | finaid@mitchellhamline.edu | 875 Summit Avenue Room 120 | St. Paul, MN 55105 | 651-290-6403 | 1-888-962-5529 | Confidential Fax (651) 290-6437
Sign-in to the website using your own MHSL ID and self-selected Password

The Home tab provides general information and announcements. Use the next four tabs to find detailed financial aid information.

- **Award Action:** 2016-17 Terms and Conditions and your financial aid awards
- **Messages/Alerts:** Messages and RED ALERTS needing action from you
- **Loan Terms/Info:** Federal and non-federal loan info, terms and links
- **Disbursements:** Semester aid scheduling and processing updates
How to accept Loans for disbursement processing

On the Award Action tab, review the displayed budget which includes academic year tuition and fee charges and estimated amounts for expenses. The Total Budget is the maximum available aid for the year.

At the bottom of the page, financial aid items are listed that will fund the total budget. You may lower loan amounts. Email us for any question or assistance.

Be sure to "Submit" your loan status decisions!

2016-17 FINANCIAL AID:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fed Unsubsidized Loan</td>
<td>20500</td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td>Fall/Spr Fed Grad-PLUS Loan</td>
<td>23652</td>
<td></td>
<td>Accept</td>
</tr>
<tr>
<td>Total Awards:</td>
<td>$60,380.00</td>
<td></td>
<td>Decline All</td>
</tr>
</tbody>
</table>

Once you are satisfied with loan amounts, change the “Pending” status to “Accept” or “Decline” and click on “Submit” to save your decisions. Email us for assistance, and to make changes to submitted amounts.

finaid@mitchellhamline.edu

To figure gross loan amounts:
unsubsidized loan: multiply the net loan wanted by 1.068%, round down, and add the result to the net loan
Grad PLUS: multiply net loan amount by 4.262%, round down, and add the result to the net loan

Fall loan processing begins around August 1st. As processing progresses, any needed p-notes, entrance counseling, or loan issues will be posted in the Messages and Alerts tab. Be sure to check there for any issues that could delay loan disbursement.

How disbursement works

The Disbursement tab provides a semester overview of scheduled payments. When loans are disbursed to your Student Account, the Transaction (net loan) amount is updated.

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Check your Student Account detail to see the funds applied to your account and if a refund check cut.