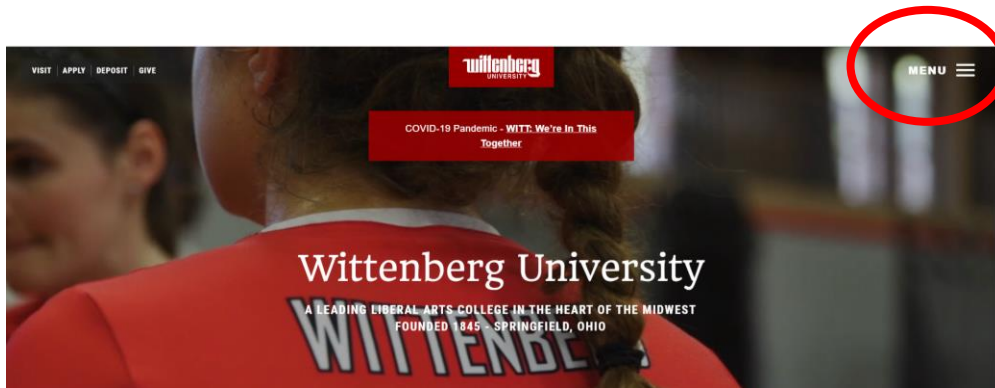




## Accessing the Self-Service Portal for Financial Aid- Student Access

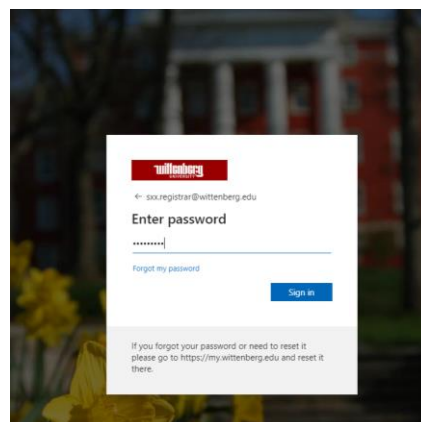
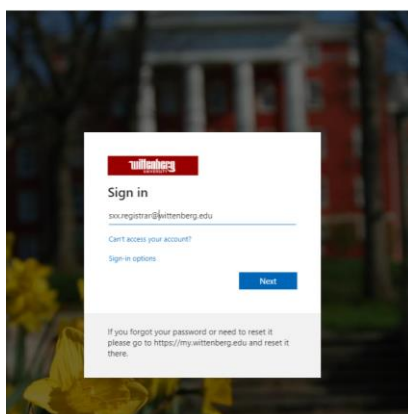
- 1) Go to [www.wittenberg.edu](http://www.wittenberg.edu)
- 2) Click on the Menu icon in the top right corner of the page:



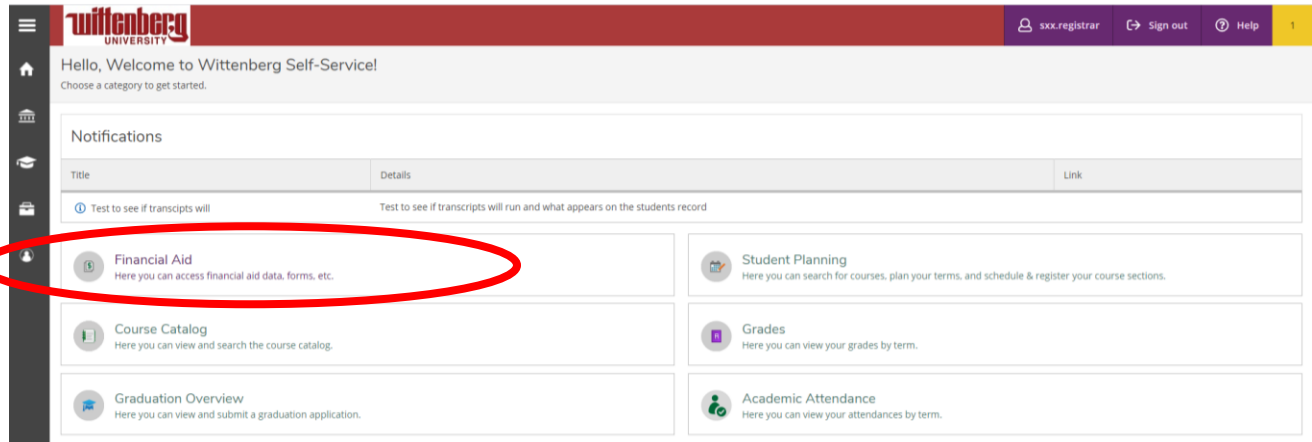
- 3) Select the Self Service Portal from the Email and Portals menu items:



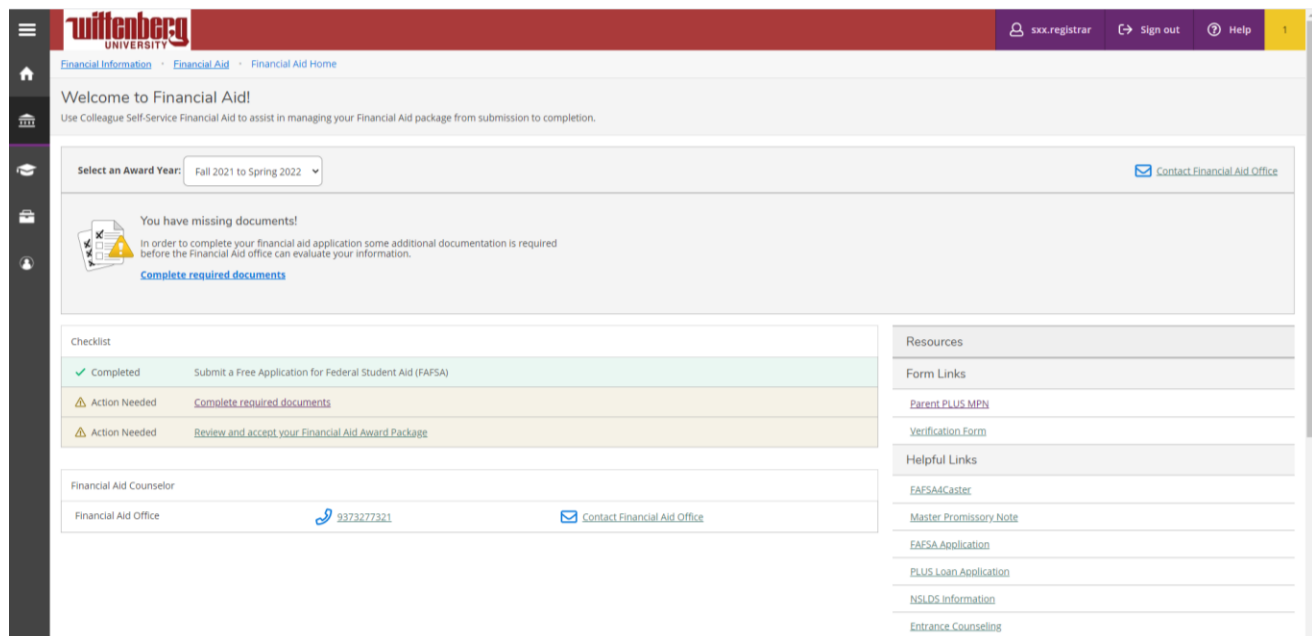
- 4) Sign in using your Wittenberg email address and password and click on Sign In on the second screen:



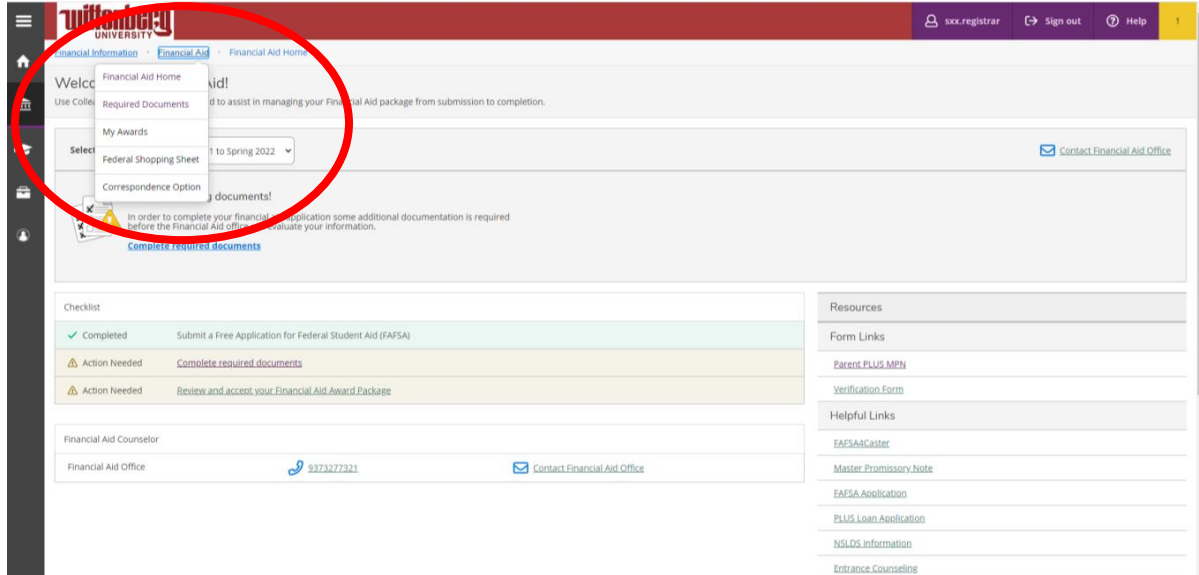
- 5) You will be taken the Self Service homepage where you will see options for Registrar Area choices and to view your Financial Aid. Click on the Financial Aid Icon. Please know that it will take a few moments for the financial aid section to load.



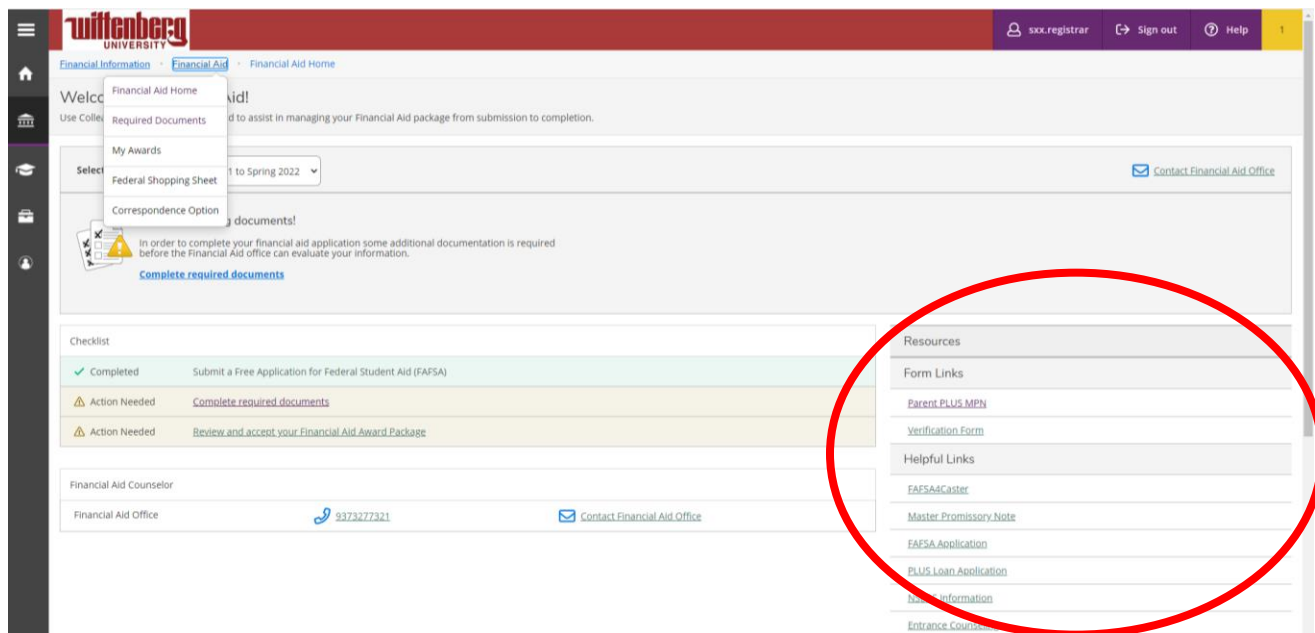
- 6) Once you've clicked the Financial Aid icon, you will enter the Financial Aid Home Page of Self Service. From the home page, you can navigate to view your available financial aid, a list of documents or processes you will need to complete, and a way to print out the federally mandated College Financing Plan/Shopping Sheet, if you are interested in receiving this document.



- 7) At the top of the page, there is blue writing. This is a navigation menu. From this menu, you can go to each section of the Self Service Portal for Financial Aid.



- 8) You will also see a menu of helpful links located on the right side of the page. These links will take you to a variety of resources with helpful information and financial aid policies.



- 9) Using the top menu, click on Required Documents. This page will show you any financial aid related documents or processes that you will need to complete for your financial aid file. The items are color-coded so that you know which items need to be completed and the items you've already completed. You can upload certain documents to the portal as well.

**Wittenberg UNIVERSITY**

Financial Information · Financial Aid · Required Documents

### Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year: Fall 2021 to Spring 2022 [Contact Financial Aid Office](#)

Document	Explanation	Due Date	Status	Attachments
Stu- 2019 Fed. 1040 Tax Form	In order for us to fully process your verification materials, you must submit a signed copy of your Federal 1040 tax form along ... <a href="#">more</a> <a href="#">Verification Process Details</a>		Incomplete	<a href="#">Manage</a> 0
Copy of Student W-2 From 2019	In order to fully process your verification documentation, we need a copy of the student's W-2 from 2019. Please make a copy and ... <a href="#">more</a> <a href="#">Verification Process Details</a>		Incomplete	<a href="#">Manage</a> 1
Verification Form 2021-22	Your FAFSA for the 2021-2022 academic year has been selected for a review process called verification. This means we must review ... <a href="#">more</a> <a href="#">Wittenberg University Verification Worksheet</a>	01/13/2021	Received	
2021-22 Fafsa	Your FAFSA for the 2021-22 academic year has been received at Wittenberg. Please look for additional emails for further ... <a href="#">more</a> <a href="#">FAFSA Website</a>	10/02/2020	Received	

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- 10) To upload a document for the financial aid team to process. Click on the Blue Manage button by the document you plan to upload. Accepted file types are .pdf, .jpg, .png, .tif, .tiff, and .gif. Click the Choose File button, and then select the document from your device for upload. Click Upload. When your file has successfully uploaded, you will see the second screen appear. The Office of Financial Aid Team will pick up your documents and process them. You will see that the status has changed from Incomplete to Pending Review for your documents as well.

**Attachments**

Upload new attachment

[Choose File](#) No file chosen [Upload](#) [Clear](#)

Accepted File Types: (.pdf, .jpg, .png, .tif, .tiff, .gif)  
Maximum File Size: ( 19.53 MB )

No attachments found.

[Close](#)

**Attachments**

TEST DOCUMENT FOR UPLOAD.pdf has been uploaded successfully

Upload new attachment

[Choose File](#) No file chosen [Upload](#) [Clear](#)

Accepted File Types: (.pdf, .jpg, .png, .tif, .tiff, .gif)  
Maximum File Size: ( 19.53 MB )

Name	Uploaded On	Actions
TEST DOCUMENT FOR UPLOAD.pdf	1/21/2021 12:28:54 PM	<a href="#">Download</a>
OET.jpg	1/20/2021 11:32:19 AM	<a href="#">Download</a>

[Close](#)

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- 11) To view all your financial aid awards, go back to the top menu, and select My Awards. You will see all of your available financial aid as currently processed on this screen. You can also accept or decline your work award and student loans on this page.

To accept or decline your work award or student loans, simply click on the accept or decline option at the bottom of each award. You can also choose to borrow less student loans than the recommended amount on your award listing. If you accept your loans, there are additional processes that you must complete before your loans can be fully processed. You will need to go back to your Required Financial Aid Documents Section to view any new processes or forms that must be completed.

**Wittenberg UNIVERSITY**

Financial Information | Financial Aid | My Awards

**My Awards**  
You can accept or decline awards, and update your loan amounts.

Select an Award Year: Fall 2021 to Spring 2022 [Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled fulltime. If you enroll less than fulltime, the financial aid you actually receive may be less than what is stated here. Please contact our office if you have questions about your enrollment status.

Scholarships and Grants Money you don't have to pay back		\$9,545.00	
Award	Status	Total Awarded Amount	
<a href="#">Federal Pell Grant</a> View award	Offered	\$6,345.00	
<a href="#">Federal Supp. Opportunity Grant</a> View award	Offered	\$1,200.00	
<a href="#">OFIC Scholarship</a> View award	Estimated	\$1,500.00	
<a href="#">Lutheran Brotherhood</a> View award	Offered	\$500.00	
Work Money you work for		\$1,500.00	
<a href="#">Federal Work Study</a> Accept or Decline	Need Paperwork	\$1,500.00	
Loans Money you have to pay back		\$12,500.00	
<a href="#">Subsidized Loans</a> Accept or Decline	Pending	\$5,500.00	
<a href="#">Unsubsidized Loans</a> Accept or Decline	Pending	\$7,000.00	
Award Total			
Award		Total Awarded Amount	

12) Students can also contact the Office of Financial Aid via email directly from the Self Service Portal. You can click the Contact Financial Aid Office icon located on the top right corner of every page. The email will be sent to the Office of Financial Aid general email account, which is regularly monitored for immediate response.