Accessing the Self-Service Portal for Financial Aid- Student Access
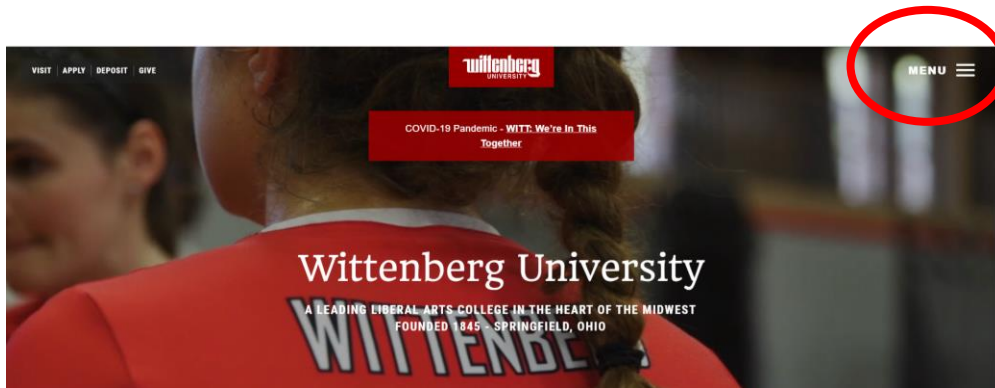
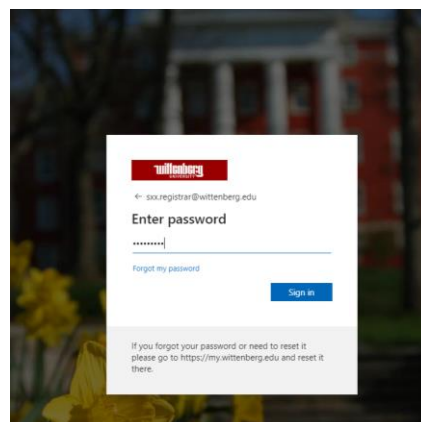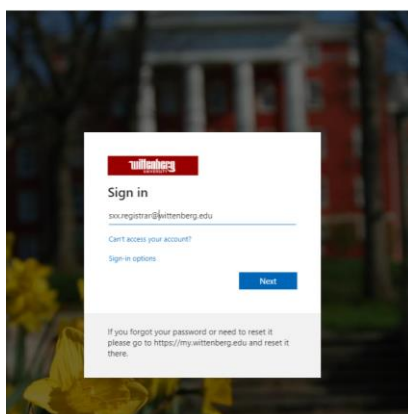1) Go to www.wittenberg.edu

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.
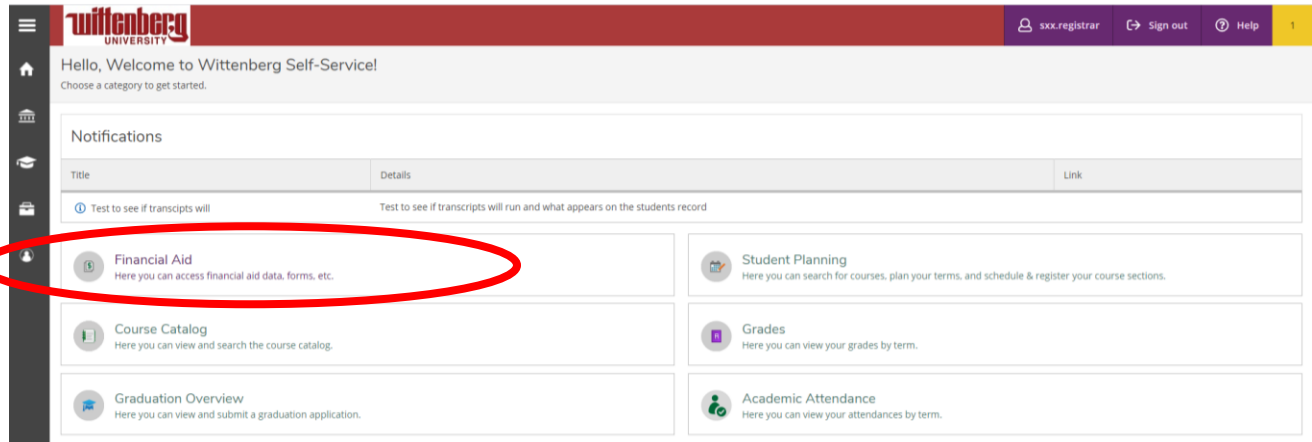

6) Once you've clicked the Financial Aid icon, you will enter the Financial Aid Home Page of Self Service. From the home page, you can navigate to view your available financial aid, a list of documents or processes you will need to complete, and a way to print out the federally mandated College Financing Plan/Shopping Sheet, if you are interested in receiving this document.
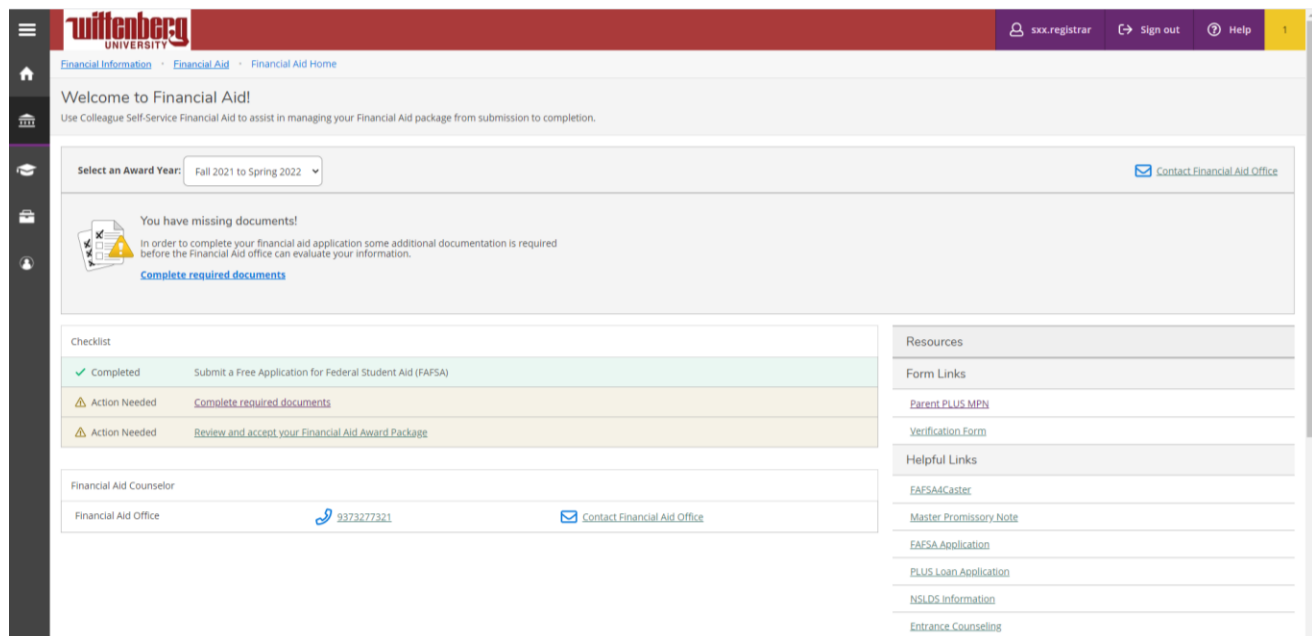
7) At the top of the page, there is blue writing. This is a navigation menu. From this menu, you can go to each section of the Self Service Portal for Financial Aid.
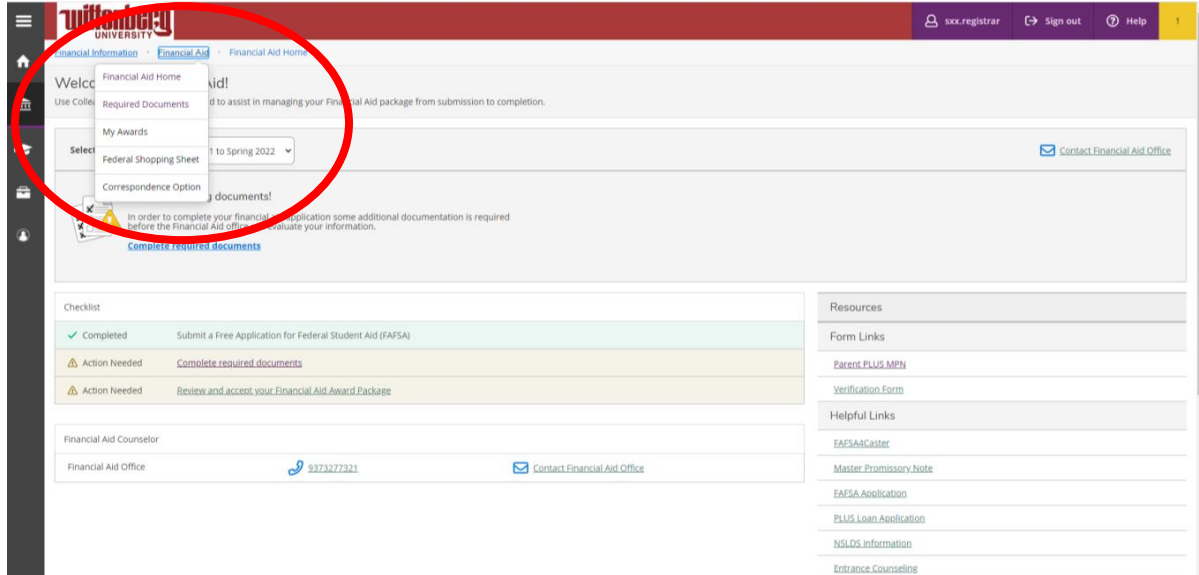
8) You will also see a menu of helpful links located on the right side of the page. These links will take you to a variety of resources with helpful information and financial aid policies.
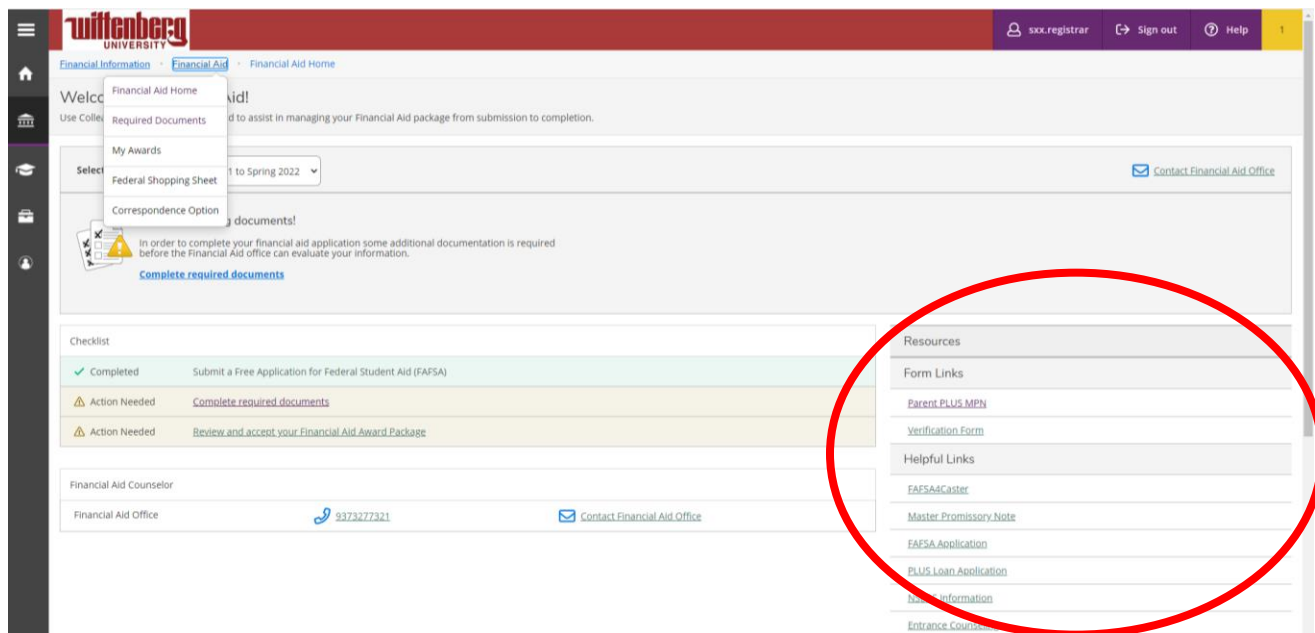
9) Using the top menu, click on Required Documents. This page will show you any financial aid related documents or processes that you will need to complete for your financial aid file. The items are color-coded so that you know which items need to be completed and the items you've already completed. You can upload certain documents to the portal as well.

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.

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.

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.