Financial Aid Instruction Guide
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Find the MyWestern Icon under ‘Current Students’ from Western’s homepage.
To access your MyWestern account, you must successfully login with your Username (student ID, stuxxxxxx) and Password. The website URL is http://www.western.edu/current-students.
This is the Main Menu of your MyWestern account. To access Financial Aid information, click on the ‘Financial Aid’ tab at the top of the page.
Financial Aid Requirements

Click on ‘Eligibility’ to view any financial aid document requirements.
Select the year from the pull down list and click ‘Submit’.
If you have unsatisfied requirements, you will see them at the top of the page. Unsatisfied requirements appear above satisfied requirements.

### Unsatisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Verification Form</td>
<td>Required, please submit</td>
<td>Feb 05, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your application has been selected for verification</td>
<td>Required, please submit</td>
<td>Feb 05, 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Student (Spouse if married) Federal Tax Transcript</td>
<td>Waived</td>
<td>Feb 05, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An entrance loan interview must be completed</td>
<td>Complete and Satisfied</td>
<td>Jan 10, 2012</td>
<td>Subsidized Direct Loan</td>
<td></td>
</tr>
<tr>
<td>An entrance loan interview must be completed</td>
<td>Complete and Satisfied</td>
<td>Jan 10, 2012</td>
<td>Unsubsidized Direct Loan</td>
<td></td>
</tr>
</tbody>
</table>
Verification Requirement

If your FAFSA is selected for verification you will be required to submit an Institutional Verification Form and 2014 tax information. If you and/or your parents are not required to file taxes, W-2’s will be required for all income earned.

If you and/or your parents did file taxes, you have two options to provide 2014 federal tax information.

Option #1 – IRS Data Retrieval Process
The IRS Data Retrieval (IDR) tool is accessed through the FAFSA. If you and/or your parents meet the IDR eligibility requirements, this option will be available 2 to 4 weeks after federal income taxes are submitted to the IRS electronically. It may take 4 to 6 weeks if they are filed by mail. Transferring IRS data directly from the IRS to the FAFSA through this process will provide the required income confirmation that is required for verification.

You may find you and/or your parents do not meet the eligibility requirements to complete the IDR process due to a tax filing status. The IDR tool will determine your eligibility at the beginning of the process. If you are not eligible to complete the IDR then you will be required to submit a Federal Income Tax Return transcript.

Option #2 – Tax Transcript
If you cannot use, or choose not to use the IRS Data Retrieval tool, you will need to obtain a Federal Income Tax Return Transcript for 2014 from the IRS and submit it to our office. If you are a dependent student, we will also need a copy of your parent(s) Federal Income Tax Return Transcript(s) (this includes step-parent if your parent is remarried). Please visit the IRS website at www.IRS.gov or contact the Internal Revenue Service at 1-800-908-9946 to obtain a Federal Income Tax Return Transcript. Please submit the Tax Return Transcript(s) with the Institutional Verification Form.
Financial Aid Awards

To view your Financial Aid Awards, click on ‘Award’ under the Financial Aid Tab.
Financial Aid Awards

Click on ‘Award by Aid Year’.

Three Tabs will appear at the top.

Award Overview: Lists all sources of financial aid awarded to the student, and Cost of Attendance information.

Accept Award Offer: Where students can accept, modify, or decline student loans.
If you have satisfied all the requirements to receive the specific fund of financial aid, the ‘status’ column will have a green check mark ✓. When you see red flags, you have unsatisfied requirements.
## Financial Aid Award - Accept Award Offer

### Accept Award Offer Tab

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
<th>Accept Award</th>
<th>Accept Partial Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized Direct Loan</td>
<td>Web Accept</td>
<td>Fall Term 2013</td>
<td>$2,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web Accept</td>
<td>Spring Term 2014</td>
<td>$2,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total:</td>
<td>$4,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsubsidized Direct Loan</td>
<td>Web Accept</td>
<td>Fall Term 2013</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web Accept</td>
<td>Spring Term 2014</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total:</td>
<td>$2,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUS (Parent) Direct Loan</td>
<td>Offered</td>
<td>Fall Term 2013</td>
<td>$1,930.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Offered</td>
<td>Spring Term 2014</td>
<td>$1,930.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund Total:</td>
<td>$3,860.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To select a decision, choose from the drop down box in the ‘Accept Award column’.

If you want to accept a partial amount, type the amount desired in the ‘Accept Partial Amount’ column.

To accept all aid, simply click here.

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**Note:**
- Select Decision: Accept, Decline
- Fund Total: Sum of all amounts for each fund type.
Colorado resident students wishing to use COF funds must **apply** and **authorize** Western to access the funds on the student’s behalf.

**How to Apply for COF**

- Visit the College Opportunity Fund homepage - [https://cof.college-assist.org/](https://cof.college-assist.org/)
- Click on ‘Apply Now’ and follow the prompts
How to Authorize COF

- Login to your MyWestern Account.
- Click on the ‘Student’ Tab on the top of the screen.
- Click ‘Student Records’.

[Image of MyWestern Account interface with 'Student Records' highlighted]
• Click on ‘COF Stipend Authorization’.
• Select the appropriate term.

Select Term

Term not available for Registration processing. Please select an available term or return to the menu and select a different option.

Select a Term: [Spring Term 2014]

Submit

Select the 2nd Choice for ‘Lifetime Authorization’ and ‘Submit’

Student Authorization Response

- I choose to Authorize use of my COF Stipend for all eligible credits for this term.
- I choose to Authorize lifetime use of my COF Stipend, until I revoke this authorization by selecting another option.
- I choose to Decline the use of my COF Stipend for this term.

Submit
To Make a Payment, Grant Access to a Third Party, Set up a Payment Plan and/or to Enroll in E-Refund follow the following steps:

- Login to MyWestern.
- Click on ‘Student and Financial Aid Menu’.
Paying Your Bill

- Click on ‘Financial Services and Billing’.
Paying Your Bill

- Click on ‘Account Summary by Term’ or ‘Account Summary’.

Financial Aid and Billing

- My Overall Status of Financial Aid
  - View overall status, view holds, view academic progress, view cost of attendance, read messages, view financial aid awards.
- Account Summary by Term
  - View account detail by term, pay your bill via credit card.
- Account Summary
  - View summary of account detail, pay your bill via credit card.
- My Eligibility
  - Review financial aid holds (which may prevent payment of awards) and document requirements, display academic progress history, view academic transcript.
- My Award Information
  - View account summary, review awards by aid year, review award history, display award payment schedule, view history of loan applications.
- View 1098-T Information
  - View a copy of your 1098-T form and supplemental information to be used in determining the Hope Scholarship Credit and/or the Lifetime Learning Credit. Provide the 1098-T form and the supplemental information to your tax advisor.
- Contact WSC Financial Aid Office
  - Send an email to the Financial Aid Office at Western State College.
Paying Your Bill

- Scroll to the bottom of the page and you will find the following options:

  - Enroll in a payment plan (W-Pay)
  - Grant Third Party Access and Enroll in E-Refund
  - To Pay your Bill (in full or W-Pay)
Paying Your Bill

Click 'Checkout' to pay in full or 'Pay' to make a payment for payment plan.

Your Account
A current balance is not available at this time.
The last payment received was for ($3,732.37) on 1/9/2014.

Your Recent Payments
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2014</td>
<td>-$3,732.37</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>$130.02</td>
</tr>
<tr>
<td>08/22/2013</td>
<td>-$3,666.87</td>
</tr>
</tbody>
</table>

eRefund
Click here to enroll in eRefund

Parent PINs
You currently have no Parent PINs set up.

Your Bills
To view all your bills click 'View All'.

- WESTERN EBILL 01/... 01/07/2014
- WESTERN EBILL 09/... 08/31/2012
- WESTERN EBILL 01/... 01/03/2012

Installment Payment Plans
Click here to enroll in the Spring Payment Plan

Saved Accounts
Add New

Click here to enroll in a Fall/Spring W-Pay

Click here to enroll in E-Refund
Click 'Add New' to grant third party access
For questions regarding your financial aid, please call the Financial Aid office.
970-943-3085
finaid@western.edu

For questions regarding your bill, please call the Cashiers Office.
970-943-3003
Cashiers@western.edu

Visit our website at www.western.edu for more information