(continued from previous page)

Complete an Entrance Interview - First time borrowers (students who have never taken out a federal student loan) will need to complete this process to ensure that all borrowers understand their rights and responsibilities. From the Financial Aid Status page, select the "Entrance Interview" option. Click the "Begin Interview" button, read the text, and take the simple quiz to determine your understanding of student loans. The quiz will prompt you if you have answered any question incorrectly and give you another chance to correct it. Once you have successfully completed the interview, you will be automatically taken to the "Transaction Completed" page. This confirms that your account has been updated. Click "Financial Aid Status Page" to return to your status page and complete any other outstanding requirements.

Select a lender - If you have never borrowed under the student loan program at SUNY Cortland, you will need to choose a student loan lender. A "lender" is a bank or other financial institution that provides the money for your student loan. From the Financial Aid Status page, select the "Select a Lender" option. While over thirty lenders are available to choose from, a few are designated as "preferred." These are lenders who have given a high level of service to students through the years and who offer special discounts or extra services to borrowers. If you want to find out more about these "preferred" lenders and the services they provide, click on the link for "preferred lenders." You also have the option of deciding not to choose a lender. If you have no preference, check the box "I have no lender preference" and the system will randomly assign you a lender. Once you have made your choice, click on the box labeled "Record Your Selection" and you will be automatically taken to the "Transaction Completed" page. This confirms that your account has been updated. Click "Financial Aid Status Page" to return to your status page and complete any other outstanding requirements.
WHAT IS BANNER WEB?

Banner Web for Students is the on-line system that SUNY Cortland students use to register for classes, manage their financial aid account, view mid-term and final grades, select residence hall options, and monitor their student accounts. Because Banner Web for Students operates via the Internet it is available to students 24 hours a day, 7 days a week.

ACCESSING BANNER WEB

It’s easy! You can access Banner Web for Students from any computer with Internet access. Simply go to the SUNY Cortland home page at www.cortland.edu, click on the "Quick Links" menu (near the top of the page) and select "Banner Web Access." You may also access Banner Web from the financial aid site at www.cortland.edu/finaid and click on "Online Account Information."

Students with a firm commitment to SUNY Cortland that have satisfied their admission deposit are automatically assigned a Banner Web Account with a user ID and PIN #. If you are still considering other colleges and have not made a commitment to SUNY Cortland, you do not need to accept your financial aid package at this time. Any financial aid which has been awarded to you will remain available until after the deadline for your admissions deposit has passed.

Banner Web accounts are created for graduate students upon acceptance into a degree program. An admission deposit is not required.

Students logging into Banner Web for the first time:

Your User ID is your social security number and your initial PIN is your date of birth (MMDDYY format). The first time you log into Banner Web you will be prompted to select a new six-digit PIN (alpha-numeric). Do not share your new PIN with anyone. You will also be asked to select a "secret question" and answer in the event that you forget your PIN. A suggestion for your secret question might be, "What is my mother's maiden name?" Please refer to Figure 1.1

ACCESSING/DECLINING YOUR FINANCIAL AID AWARD ON BANNER WEB

Once you’ve signed into Banner Web you will be taken to the Main Menu. From here you can access your financial aid information. Simply click "Financial Aid" to access the financial aid menu. Click on "Financial Aid Status." The next page will prompt you to select an aid year. Select the appropriate year and click the submit button. You will then move to the actual status of your financial aid. Please refer to Figure 1.2

The Financial Aid Status page will give information which is based on information you supplied on the FAFSA form such as your dependency status, your residency status, whether you’re an undergraduate or graduate student and for which semesters you are being funded. You should review this information and let us know of any discrepancies.

Depending on your student status you may have more than one requirement to fulfill to fully complete the acceptance of your financial aid. The Financial Aid Status page will tell you what steps you need to complete. These steps will be denoted by a yellow exclamation point ( !). Please complete these steps in the order they appear.

NOTE: It is very important that the student complete these processes personally. Parents may assist, but these transactions are the legal responsibility of the student, and it is imperative that each student understand the obligations he (or she) is undertaking.

Accept or Decline your award package. This will allow you to view your award letter in real time. You will need to complete this requirement each school aid year. As you scroll through this page you will find options to view satisfactory academic progress requirements, eligibility requirements and frequently asked questions. You can view your estimated college expenses/budget and what financial aid is being offered. You will also be given the option to modify your award letter. These options will determine your final aid package. Once you have made any modifications you will then need to accept your package. It is strongly suggested that you carefully read and print both the electronic certification and your award letter for your records.

After you’ve completed this requirement click "Financial Aid Status Page" to return to your status page and complete any other outstanding requirements.

Figure 1.1 User Login

Figure 1.2 Financial Aid Status

If you have any problems, our staff is here to help you. Simply call the Office of Financial Aid at (607) 753-4717 or e-mail us at finaid@em.cortland.edu