# HARRIS-STOWE STATE UNIVERSITY
## OFFICE OF FINANCIAL ASSISTANCE

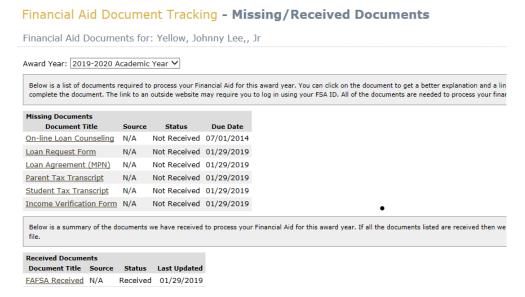# HOW TO CHECK YOUR FINANCIAL AID STATUS: MISSING DOCUMENTS

You have completed the FAFSA application and we have loaded that information into our system. The Department of Education may require us to collect additional documents from your before we process any aid. Below are instruction for logging into the MyHSSU Portal to view these missing documents.

1.  Go to Harris-Stowe State University's Student Portal and login using the user name and password you received from the HSSU Office of Admission: https://live.hssu.edu/ics, Contact the office of Admission if you have any question about logging into the MyHSSU Portal.

2.  Click on the *Admissions Tab* at the top of the screen.

3.  Click on the *Application/Financial Aid Status* link on the left side of the screen. Here you can view your Admission Status, Folder Items, Financial Aid Document Tracking, and Financial Aid Awards.

4.  Scroll down and select *View Financial Aid Document Tracking*.

## Financial Aid Document Tracking

→ View Financial Aid Document Tracking ←

5.  Make sure the Award Year at the top says "**2019-2020 Academic Year**". The top section has documents that have not been received. Please give us 72 hours to update our system with received documents.

### Financial Aid Document Tracking - Missing/Received Documents

Financial Aid Documents for: Yellow, Johnny Lee,, Jr

Award Year: 2019-2020 Academic Year ▾

Below is a list of documents required to process your Financial Aid for this award year. You can click on the document to get a better explanation and a lin complete the document. The link to an outside website may require you to log in using your FSA ID. All of the documents are needed to process your finan

**Missing Documents**

| Document Title | Source | Status | Due Date |
|---|---|---|---|
| On-line Loan Counseling | N/A | Not Received | 07/01/2014 |
| Loan Request Form | N/A | Not Received | 01/29/2019 |
| Loan Agreement (MPN) | N/A | Not Received | 01/29/2019 |
| Parent Tax Transcript | N/A | Not Received | 01/29/2019 |
| Student Tax Transcript | N/A | Not Received | 01/29/2019 |
| Income Verification Form | N/A | Not Received | 01/29/2019 |

Below is a summary of the documents we have received to process your Financial Aid for this award year. If all the documents listed are received then we file.

**Received Documents**

| Document Title | Source | Status | Last Updated |
|---|---|---|---|
| FAFSA Received | N/A | Received | 01/29/2019 |

6.  Click on the Document Title to get more information or to complete/submit the document to our office. Some forms are submitted electronically ( you may need your FSA ID ) and others must be printed, completed, signed and sent into the HSSU Office of Financial Assistance.

7.  The **Loan Request Form** is how you tell us you want a student loan. If we are requesting **Income Verification forms and Tax Transcripts** those **must** be received by HSSU or you will risk losing financial aid eligibility, your room in the dorm, and your classes.