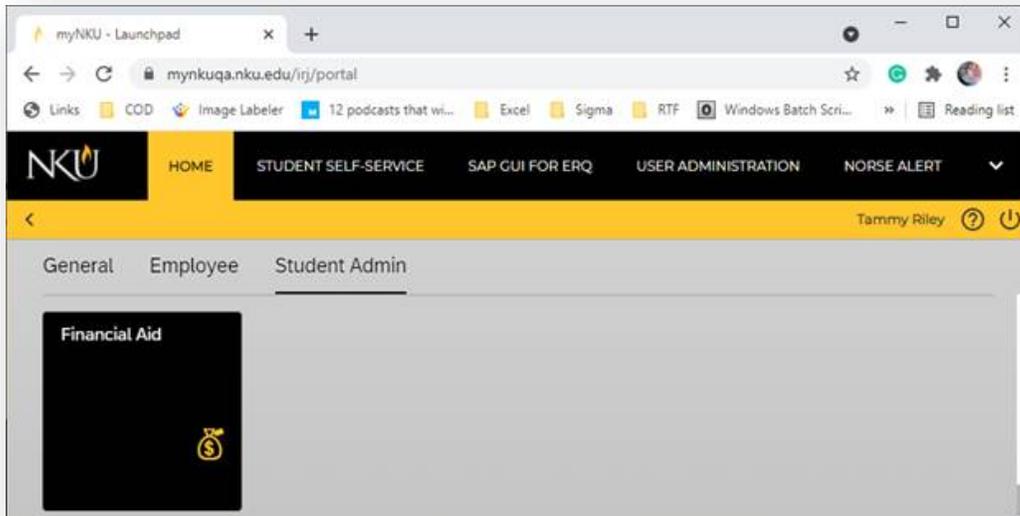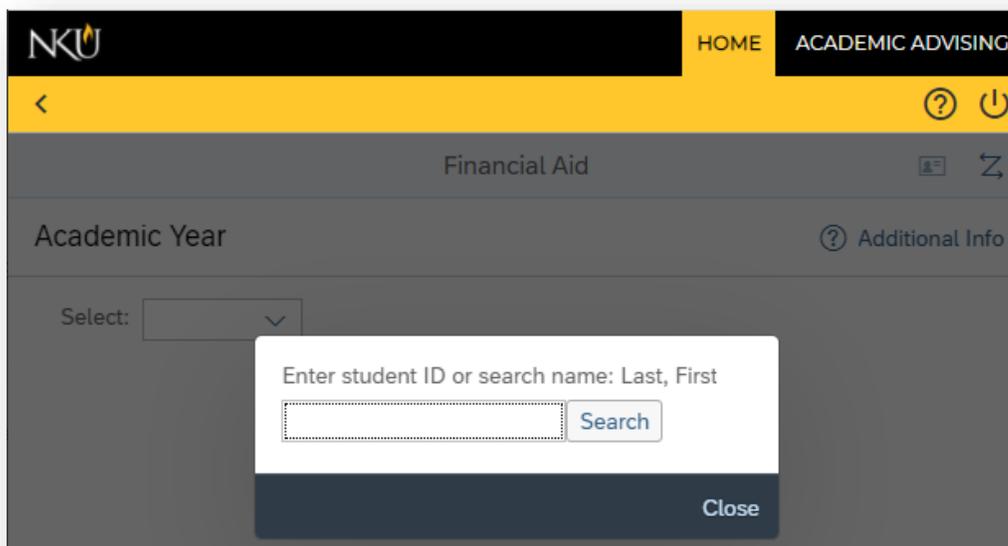# VIEWING FINANCIAL AID INFORMATION IN myNKU

The FINANCIAL AID tab for NKU counselors and students in the MyNKU portal will be moved to a new Financial Aid tile after the December 3, 2021 SAP system upgrade.

Counselors will see the Financial Aid tile in the Student Admin section on the HOME tab.
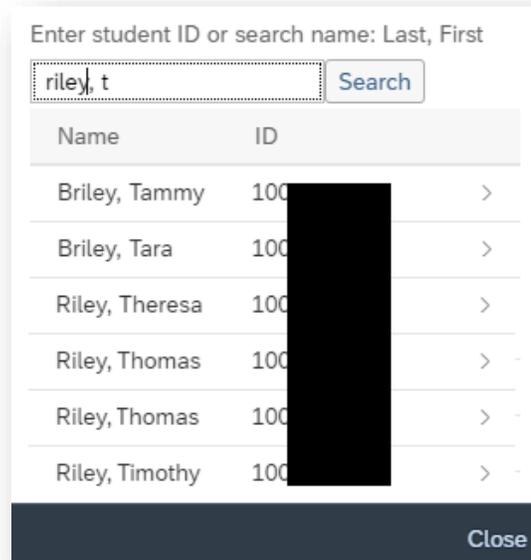

When the counselor clicks on the Financial Aid tile, a search box will appear.

Note: If you are both a NKU student and have a NKU counselor role, your student information will display automatically. You must click on the ⇄ icon to open the student ID search box.

The student ID can be entered into the search box. If the student ID is not known, enter a name into the box and click search. To narrow the search, more information can be added to the search box using the format, "Last Name, First Characters".
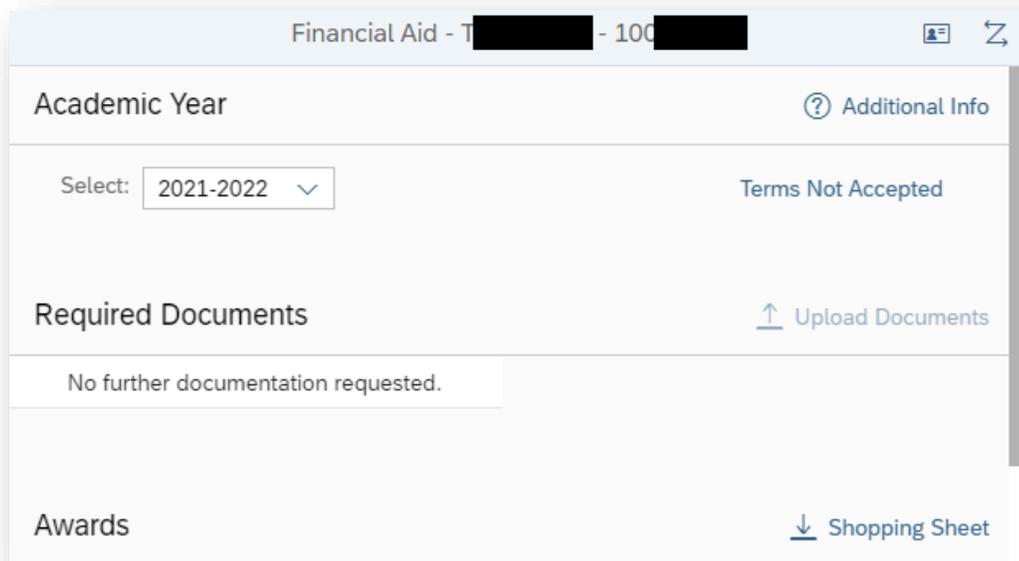

If the student has not accepted the Terms and Conditions, the button "Terms Not Accepted" will appear. Otherwise, the counselor will see the same Terms Accepted button with the accepted date that the student sees. The counselor will be able to click on either terms and conditions button, to see the wording of the terms and conditions.

- Clicking this button, in the top right, opens the Academic Advising tab for the current student in a new browser tab.
  - o If the new browser tab shows an error, the counselor may not have the correct SAP security to view the Academic Advising information.

- Click this button, ⇄ in the top right, to open the search box to choose a new student.

  - The Upload Documents button is disabled for counselors.

  - Counselors will be able to see the student's Shopping Sheet.

- Awards are shown as "view only" to counselors. A counselor can click the View Summary button to view the student's aid.

Summary		
Term	Offered	Accepted
Fall 2021	$17641.00	$17641.00
Spring 2022	$10022.00	$10022.00
Summer 2022	$0.00	$0.00
Total	$27663.00	$27663.00

∨ Breakdown

Federal Direct Sub Loan
- ○ Fall $2750.00
- ○ Spring $2750.00

Fed Direct Unsub Loan
- ○ Fall $3500.00
- ○ Spring $3500.00

Pell Grant
- ○ Fall $923.00
- ○ Spring $922.00

HEERF III
- ○ Fall $1000.00

Tuition Incentive Award
- ○ Fall $2600.00

Close

If you have questions or concerns, please contact the IT Help Desk.