

Self Service for Financial Aid & Student Finance



UNION UNIVERSITY
OFFICE of STUDENT FINANCIAL
PLANNING

Navigating Self Service

- ▶ 1. Sign In
- ▶ 2. Home Page
- ▶ 3. Financial Aid Home Page
 - ▶ Notifications
 - ▶ Missing Items
 - ▶ Finding Your Awards
 - ▶ Award Letter
- ▶ 4. Student Finance
 - ▶ Home Page/Account Summary
 - ▶ Account Activity
 - ▶ Make a Payment

First things first...Success Start!



UNION
UNIVERSITY

RELIGIO ET SECURITAS

IT

Home > IT > SuccessStart

SUCCESSSTART

SuccessStart

[Sign in - Set password and security responses](#)

If you've signed in recently and set your security question/answer responses, you don't need to repeat this now. If you want or need to do it again, you must know your University email address and other information.

[CHANGE MY SECURITY RESPONSES](#)

If you've forgotten your University password or want to change it, you can do that at password.uu.edu

[GO TO PASSWORD.UU.EDU](#)

If you need assistance, contact [IT Help](#) on this page.

First things first...Success Start!

- ▶ After acceptance to Union, an email from SuccessStart@uu.edu will be sent to the **applicant's primary, non-UU email address** in our records. It will contain everything necessary to establish UU network access, including:
 - ▶ Password management
 - ▶ UU Email address
 - ▶ Access to Self Service for Financial Aid
 - ▶ Courses, assignments, grades
 - ▶ Account Balance/Make a Payment
 - ▶ Sign up for Emergency text alerts
 - ▶ Many other things!

Sign In



UNION UNIVERSITY

Sign In

User name

Password

Never share your password

Sign In

[Forgot your username or password? Need help?](#)

By signing into this system, I acknowledge that I am aware of [Union University's Acceptable Use Policy](#) and I assert that I will comply with all policies in it.



© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Home Page



UNION UNIVERSITY

Sign out Help 1

Hello, Welcome to Union Self-Service!

Choose a category to get started.

Notifications

 **Student Accounts Hold** You may take care of all account balances by clicking on the link below or at Union Station. After payment is received your student account hold will automatically release. If you are on a FACTS payment plan, email notifications will be sent at the beginning of November telling students if their payment agreements are insufficient to cover their account balances. **Please remember, we do not hold students from participating in priority registration if their payment plans are only lacking one month to clear the account. If you have questions concerning FACTS please contact Karen Miller at kmiller@uu.edu or 731.661.5071. [Pay your account balance here](#)

Student Finance Here you can view your latest statement and make a payment online.

Financial Aid Here you can access financial aid data, forms, etc.

Tax Information Here you can change your consent for e-delivery of tax information.

Employee Here you can view your tax form consents, earnings statements, banking information, and timecards

Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades Here you can view your grades by term.

Application for Graduation Here you can view and submit a graduation application.



UNION UNIVERSITY

© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Home Page

≡ UNION UNIVERSITY Sign out Help 1

Hello, Welcome to Union Self-Service!

Choose a category to get started.

Notifications

 **Student Accounts Hold** You may take care of all account balances by clicking on the link below or at Union Station. After payment is received your student account hold will automatically release. If you are on a FACTS payment plan, email notifications will be sent at the beginning of November telling students if their payment agreements are insufficient to cover their account balances. **Please remember, we do not hold students from participating in priority registration if their payment plans are only lacking one month to clear the account. If you have questions concerning FACTS please contact Karen Miller at kmiller@uu.edu or 731.661.5071. [Pay your account balance here](#)

 **Student Finance** Here you can view your latest statement and make a payment online.

 **Financial Aid** Here you can access financial aid data, forms, etc.

 **Tax Information** Here you can change your consent for e-delivery of tax information.

 **Employee** Here you can view your tax form consents, earnings statements, banking information, and timecards

 **Student Planning** Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Grades** Here you can view your grades by term.

 **Application for Graduation** Here you can view and submit a graduation application.

 © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Financial Aid Home Page

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ Financial Aid Home

Welcome to Financial Aid!

Use Union Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017/2018 Academic Year

 You have missing documents!
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.
[Complete required documents](#)

 **Student Finance Account Summary**
Amount Due 3/2/2018 \$0.00
Amount Overdue \$4,304.00
Total Amount Due \$4,304.00
[Go to Account Summary](#)

Checklist

 Completed	Submit a Free Application for Federal Student Aid (FAFSA)
 Action Needed	Complete required documents
 Completed	Your application is being reviewed by the Financial Aid Office
 Action Needed	Review and accept your Financial Aid Award Package
 Completed	Review and sign your Financial Aid Award Letter

Resources

Form Links

[Household Expenses & Income](#)
[17-18 Student Tax Filing Info](#)
[17-18 Untaxed Income/Benefits](#)
[17-18 FAFSA Verification Form](#)
[TEACH Grant Application](#)

Missing Items/Required Documents

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ Financial Aid Home

Sign out Help 1

Welcome to Financial Aid!

Use Union Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017/2018 Academic Year

[Contact Financial Aid Office](#)

 You have missing documents!

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

 Student Finance Account Summary

Amount Due 3/2/2018	\$0.00
Amount Overdue	\$4,304.00
Total Amount Due	\$4,304.00

[Go to Account Summary](#)

Checklist

 Completed	Submit a Free Application for Federal Student Aid (FAFSA)
 Action Needed	Complete required documents
 Completed	Your application is being reviewed by the Financial Aid Office
 Action Needed	Review and accept your Financial Aid Award Package
 Completed	Review and sign your Financial Aid Award Letter

Resources

Form Links

[Household Expenses & Income](#)

[17-18 Student Tax Filing Info](#)

[17-18 Untaxed Income/Benefits](#)

[17-18 FAFSA Verification Form](#)

[TEACH Grant Application](#)

Missing Items/Required Documents

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ Required Documents

Sign out Help 1

Required Financial Aid Documents

Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year: 2017/2018 Academic Year

[Contact Financial Aid Office](#)

Incomplete		Complete	
Incomplete	2017-18 Verification Form Your FAFSA has been selected for a review process called verification; you will need to submit this form to the financial aid office. 2017-2018 Verification Form	Received 03/01/2018	GSC Athletic FA Form
Incomplete	2017-18 FAFSA Submitted When your FAFSA is submitted successfully and received by Union University, this item will be marked complete. FAFSA.ed.gov	Received 09/07/2016	Direct Loan Agreement (MPN) This is a form on the Federal Direct student loan website, where you promise to repay the money you are borrowing. Master Promissory Note
		Received 09/07/2016	Entrance Counseling/Undergrad This is a session to educate you about the details of the Federal Direct student loan. You must complete it in order to receive your loan. Entrance Counseling
		Received 08/20/2016	Entrance Counseling/Undergrad This is a session to educate you about the details of the Federal Direct student loan. You must complete it in order to receive your loan.

You will find links to your missing items here

Finding Your Awards

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ Financial Aid Home

Sign out Help 1

Welcome to Financial Aid

Use Union Self-Service Financial Aid to manage your financial aid package from submission to completion.

Select an Award Year:

You have 1 award(s) pending.

In order to receive your award(s), you must complete required documents.

[Complete required documents](#)

[My Awards](#) (circled)

[Report/View Outside Awards](#)

[Request a New Loan](#)

[Award Letter](#)

[Contact Financial Aid Office](#)

Student Finance Account Summary

Amount Due 3/2/2018	\$0.00
Amount Overdue	\$4,304.00
Total Amount Due	\$4,304.00

[Go to Account Summary](#)

Checklist

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents
✓ Completed	Your application is being reviewed by the Financial Aid Office
⚠ Action Needed	Review and accept your Financial Aid Award Package

Resources

Form Links

[Household Expenses & Income](#)

[17-18 Student Tax Filing Info](#)

[17-18 Untaxed Income/Benefits](#)

[17-18 FAFSA Verification Form](#)

My Awards



UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ My Awards

Sign out Help 1

My Awards

You can accept or decline awards, and update your loan amounts.

Select an Award Year: 2017/2018 Academic Year

[Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

Award	Status	Total Awarded Amount	Fall 2017	Winter Term 2018	Spring 2018	Summer 2018
TN Vocational Rehab View award	Pending	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Step-Up Scholarship View award	Accepted	\$3,500.00	\$1,750.00	\$0.00	\$1,750.00	\$0.00
TN Student Assistance Awd View award	Estimated Award Amt	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Federal Pell Grant View award	Accepted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Award Total						
Award		Total Awarded Amount	Fall 2017	Winter Term 2018	Spring 2018	Summer 2018
Total Awards Accept or Decline All		\$11,500.00	\$5,750.00	\$0.00	\$5,750.00	\$0.00

My Awards

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ My Awards

My Awards

You can accept or decline awards, and update your loan amounts.

Select an Award Year: 2017/2018 Academic Year

[Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions.

Please accept, decline, or reduce any awards as needed

Award	Status	Total Awarded Amount	Fall 2017	Winter Term 2018	Spring 2018	Summer 2018
TN Vocational Rehab View award	Pending	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Step-Up Scholarship View award	Accepted	\$3,500.00	\$1,750.00	\$0.00	\$1,750.00	\$0.00
TN Student Assistance Awd View award	Estimated Award Amt	\$4,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Federal Pell Grant View award	Accepted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Award Total						
Award		Total Awarded Amount	Fall 2017	Winter Term 2018	Spring 2018	Summer 2018
Total Awards Accept or Decline All		\$11,500.00	\$5,750.00	\$0.00	\$5,750.00	\$0.00

Finding Your Award Letter

UNION UNIVERSITY

Financial Information ▾ Financial Aid ▾ Financial Aid Home

Welcome to Financial Aid Home

Use Union Self-Service Financial Aid to manage your financial aid package from submission to completion.

Select an Award Year:

You have **1** award letter(s) ready to review.

In order to receive your award letter, you must complete required documents.

[Award Letter](#) (circled in red)

[Complete required documents](#)

Financial Aid package from submission to completion.

[Contact Financial Aid Office](#)

Student Finance Account Summary

Amount Due 3/2/2018	\$0.00
Amount Overdue	\$4,304.00
Total Amount Due	\$4,304.00

[Go to Account Summary](#)

Checklist

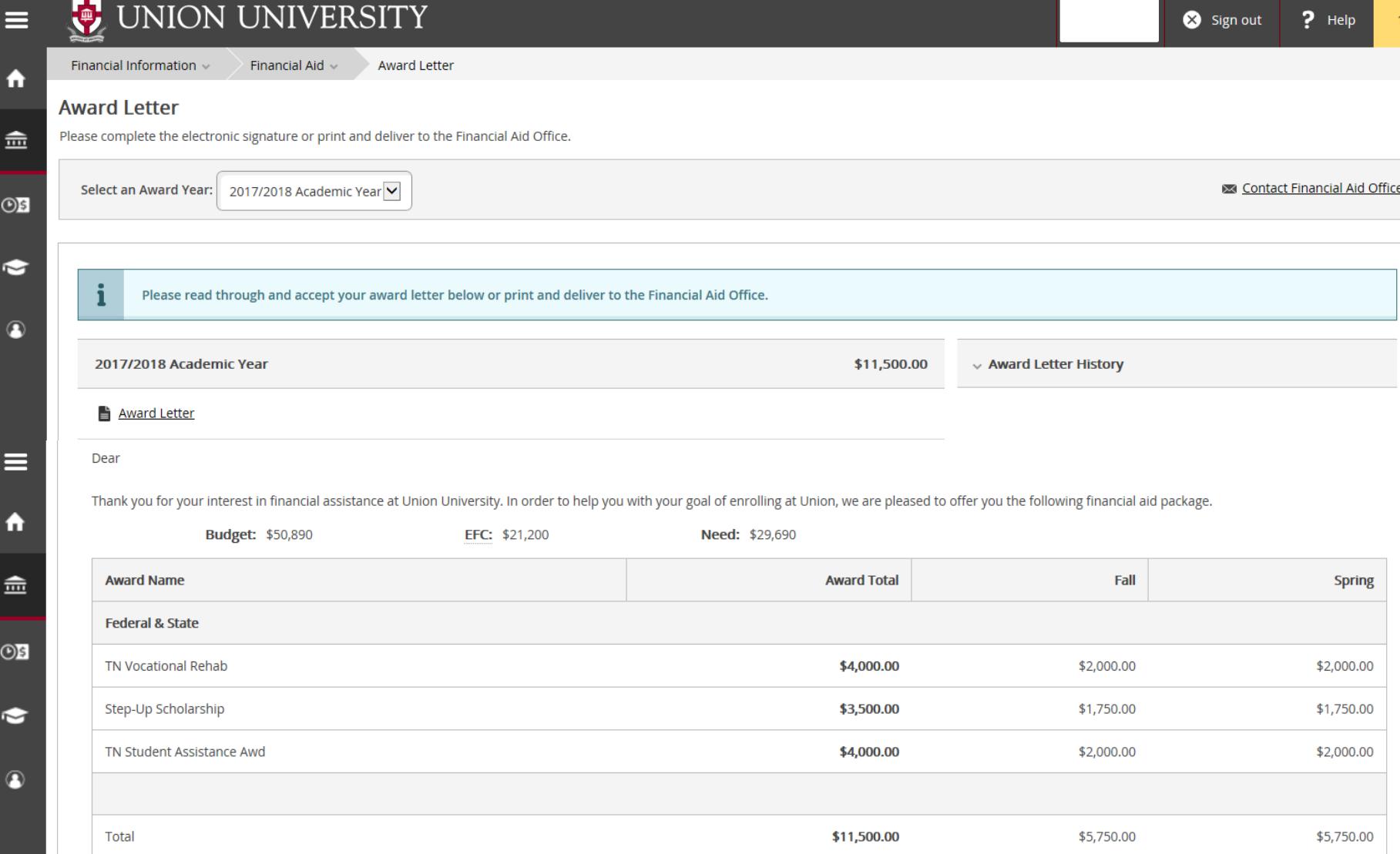
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Action Needed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Action Needed	Review and accept your Financial Aid Award Package

Resources

Form Links

- [Household Expenses & Income](#)
- [17-18 Student Tax Filing Info](#)
- [17-18 Untaxed Income/Benefits](#)
- [17-18 FAFSA Verification Form](#)

Award Letter



The screenshot shows a web-based financial aid application interface for Union University. The top navigation bar includes a logo, the text 'UNION UNIVERSITY', and links for 'Sign out', 'Help', and a notification count of '1'. The main menu on the left features icons for Home, Financial Information, Academic Calendar, Student Information, and Help.

The current page is 'Award Letter', indicated by the breadcrumb 'Financial Information > Financial Aid > Award Letter'. The page title is 'Award Letter' and a sub-instruction says 'Please complete the electronic signature or print and deliver to the Financial Aid Office.'

A dropdown menu 'Select an Award Year' shows '2017/2018 Academic Year'. A link 'Contact Financial Aid Office' is also present.

A message box contains the text: 'Please read through and accept your award letter below or print and deliver to the Financial Aid Office.'

The main content area displays financial details for the '2017/2018 Academic Year':

Budget:	\$50,890	EFC:	\$21,200	Need:	\$29,690
Award Name		Award Total		Fall	Spring
Federal & State					
TN Vocational Rehab		\$4,000.00		\$2,000.00	\$2,000.00
Step-Up Scholarship		\$3,500.00		\$1,750.00	\$1,750.00
TN Student Assistance Awd		\$4,000.00		\$2,000.00	\$2,000.00
Total		\$11,500.00		\$5,750.00	\$5,750.00

The 'Award Letter History' link is visible on the right side of the table.

Award Letter (cont.)

Thank you for your interest in financial assistance at Union University. In order to help you with your goal of enrolling at Union, we are pleased to offer you the following financial aid package.

Budget: \$50,890 **EFC:** \$21,200 **Need:** \$29,690

Award Name	Award Total	Fall	Spring
Federal & State			
TN Vocational Rehab	\$4,000.00	\$2,000.00	\$2,000.00
Step-Up Scholarship	\$3,500.00	\$1,750.00	\$1,750.00
TN Student Assistance Awd	\$4,000.00	\$2,000.00	\$2,000.00
Total	\$11,500.00	\$5,750.00	\$5,750.00

Please note: Awards listed above are subject to change and will be adjusted upon receipt of information that changes the amount of aid for which you are eligible. We encourage you to monitor your financial aid package using your Self-Service access within the Union University Portal at <http://portal.uu.edu>.

Undergraduate students must be enrolled full-time (at least 12 credit hours per semester) in order to qualify for institutional awards and scholarships. Endowed scholarships administered by Union University may be used in full or in part to fund institutional scholarships and may be substituted for institutional need-based grant assistance.

Any award listed above for Federal Work Study or Institutional Workship is an ESTIMATE of the amount you may expect to earn during the academic year, contingent upon actual placement in a job and number of hours worked. Students who are placed in a job under the Federal Work Study program will receive a monthly paycheck for hours worked. Students who are placed in a job under the Institutional Workship program will have the amount they earn each month credited to their student account; if there is no balance owed, the student will receive the payment for hours worked as a direct deposit into their bank account.

Please be aware that if award funds have already been credited to your student account and that award is reduced or removed, you may owe additional funds on your student account.

All financial aid awards are made under the terms and conditions described in "General Policies and Practices" at www.uu.edu/financialaid/policies.cfm. You may contact our office if you have questions.

We trust that this financial aid package will be a blessing and that it will assist you in planning for your enrollment at Union.

Kind regards,

The Office of Student Financial Planning

Sign Award Letter

I verify that I accept the award package and electronically sign my award letter.

[Accept](#)

[Cancel and Return Home](#)

Student Finance



UNION UNIVERSITY

Sign out Help 1

Hello, Welcome to Union Self-Service!

Choose a category to get started.

Home Academics Student Life Employee Alumni Parents

Notifications

 **Student Accounts Hold** You may take care of all account balances by clicking on the link below or at Union Station. After payment is received your student account hold will automatically release. If you are on a FACTS payment plan, email notifications will be sent at the beginning of November telling students if their payment agreements are insufficient to cover their account balances. **Please remember, we do not hold students from participating in priority registration if their payment plans are only lacking one month to clear the account. If you have questions concerning FACTS please contact Karen Miller at kmiller@uu.edu or 731.661.5071. [Pay your account balance here](#)

 **Student Finance** Here you can view your latest statement and make a payment online.

 **Tax Information** Here you can change your consent for e-delivery of tax information.

 **Student Planning** Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Application for Graduation** Here you can view and submit a graduation application.

 **Financial Aid** Here you can access financial aid data, forms, etc.

 **Employee** Here you can view your tax form consents, earnings statements, banking information, and timecards

 **Grades** Here you can view your grades by term.

Student Finance Home Page/Account Summary

The screenshot shows the Student Finance Home Page/Account Summary for UNION UNIVERSITY. The top navigation bar includes a logo, the university name, a sign-in box, and links for 'Sign out', 'Help', and a notification count of '1'. The main menu on the left has icons for Home, Financial Information, Student Finance, and Account Summary. The 'Student Finance' and 'Account Summary' items are currently selected. The 'Account Summary' section displays a summary of the account, including an 'Amount Overdue' of \$4,304.00, a 'Total Amount Due' of \$4,304.00 with a 'Make a Payment' link, and a 'Total Account Balance' of \$4,304.00 with a 'Account Activity' link. Below the balance, there are links for 'Fall Semester 2017', 'Spring Semester 2017', 'Winter Term 2017', 'Fall Semester 2016', and 'Other'.

UNION UNIVERSITY

Financial Information Student Finance Account Summary

Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$4,304.00
= Total Amount Due	\$4,304.00 Make a Payment
Total Account Balance	\$4,304.00 Account Activity
Fall Semester 2017	\$4,304.00
Spring Semester 2017	\$0.00
Winter Term 2017	\$0.00
Fall Semester 2016	\$0.00
Other	\$0.00

Account Activity

UNION UNIVERSITY

Financial Information ▾ Student Finance ▾ Account Summary

Account Summary
View a summary of your account

[Account Summary](#)
[Make A Payment](#)
[Account Activity](#)

Account Overview

Amount Overdue **\$4,304.00**

= **Total Amount Due** **\$4,304.00** [Make a Payment](#)

Total Account Balance **\$4,304.00** [Account Activity](#)

Fall Semester 2017	\$4,304.00
Spring Semester 2017	\$0.00
Winter Term 2017	\$0.00
Fall Semester 2016	\$0.00
Other	\$0.00

Account Activity per Semester

UNION UNIVERSITY

Financial Information ▾ Student Finance ▾ Account Activity

Account Activity
View your Financial Activity

Term Fall Semester 2017 - Balance: \$4,304.00

View by semester here

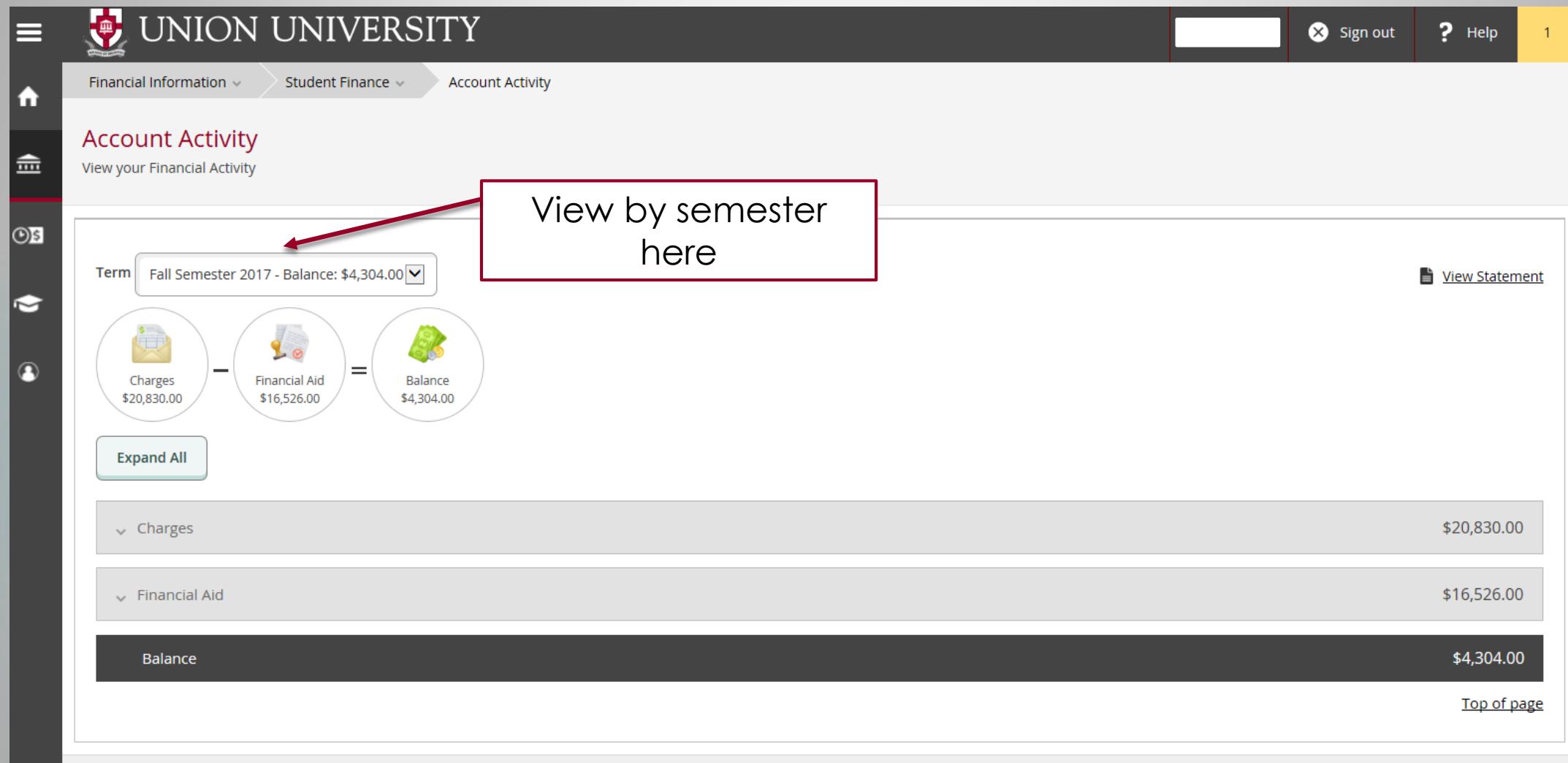
Charges \$20,830.00 - Financial Aid \$16,526.00 = Balance \$4,304.00

[View Statement](#)

Expand All

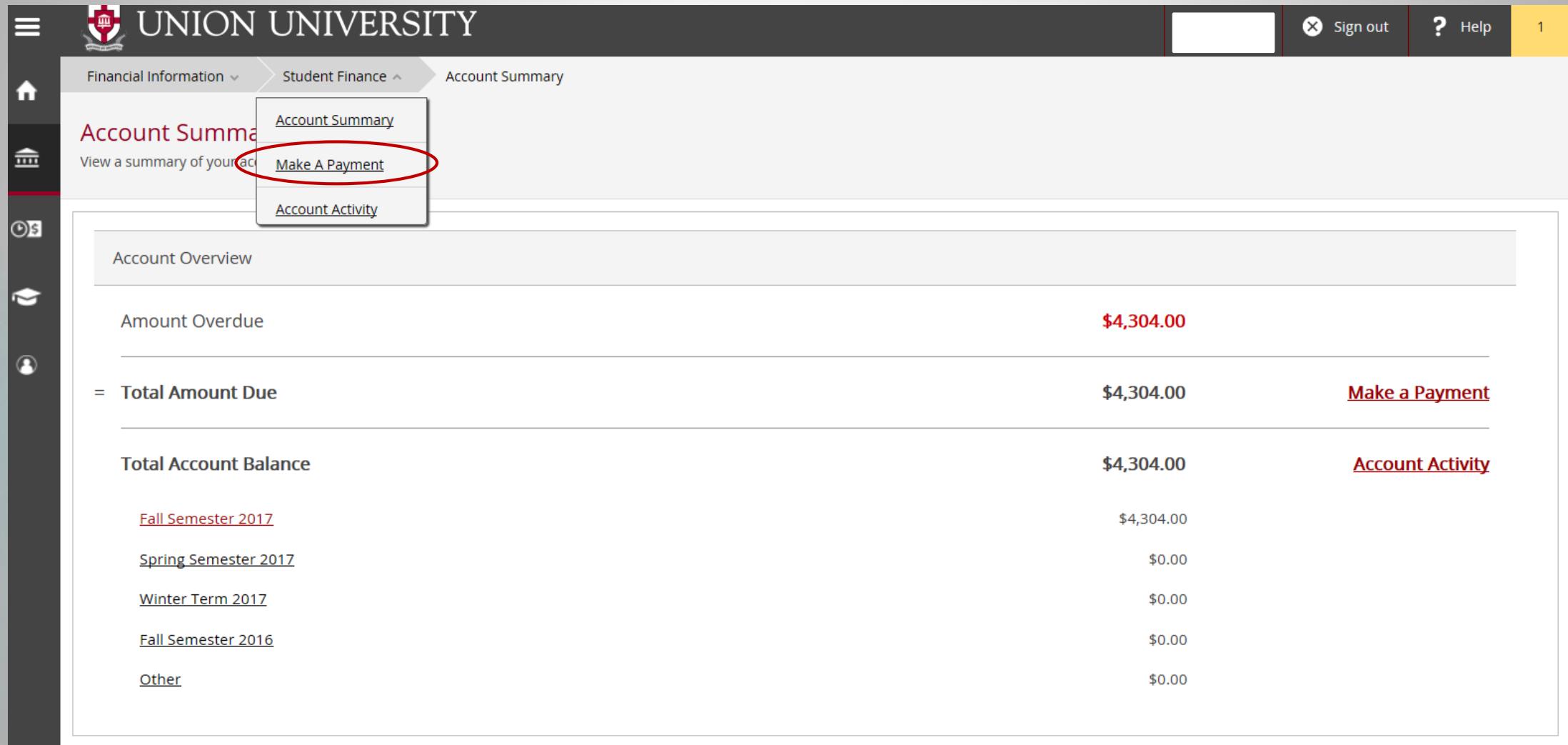
Charges	\$20,830.00
Financial Aid	\$16,526.00
Balance	\$4,304.00

[Top of page](#)



Category	Amount
Charges	\$20,830.00
Financial Aid	\$16,526.00
Balance	\$4,304.00

Make a Payment



UNION UNIVERSITY

Financial Information ▾ Student Finance ▾ Account Summary

Account Summary

View a summary of your account

[Account Summary](#) **[Make A Payment](#)** [Account Activity](#)

Account Overview

Amount Overdue	\$4,304.00
= Total Amount Due	\$4,304.00
Make a Payment	
Total Account Balance	\$4,304.00
Account Activity	

[Fall Semester 2017](#) \$4,304.00

[Spring Semester 2017](#) \$0.00

[Winter Term 2017](#) \$0.00

[Fall Semester 2016](#) \$0.00

[Other](#) \$0.00

Make a Payment

≡ UNION UNIVERSITY Sign out Help 1

Financial Information ▾ > Student Finance ▾ > Make A Payment

Make a Payment

Select the items that you would like to pay and Choose a Payment Method below

Total Payment : \$4,304.00 Choose a Payment Method ▾ Proceed to Payment

Collapse All Please Note: Amounts Due may include credit amounts.

^ Fall Semester 2017 \$4,304.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WAPMT	7/28/2017 (Overdue)	\$4,304.00	\$ 4,304.00

Total Amount Due \$4,304.00 Top of page

Payment Review

Financial Information  Student Finance  Make A Payment

Payment Review

Review your Payment Information below

Payment Review	
Payment Information	
Item	Amount
Student Receivables	\$4,304.00
Convenience Fees for Students	\$107.60
Total Payment Amount	\$4,411.60

Payment Method: Master Card

Pay Now

Other Helpful Info

- ▶ Protect your Sensitive Personal Information! Use our secure Online Document Upload to submit your documents securely.
- ▶ Required student/parent loan documents:
 - ▶ Loan Agreement ("Master Promissory Note" or MPN)
 - ▶ Entrance Counseling
 - ▶ Complete these online at StudentLoans.gov
- ▶ www.uu.edu/PayMyBill:
 - ▶ Tuition & Fees for 2018-19
 - ▶ Nelnet Business Solutions/FACTS Program Info
 - ▶ Other payment options and policies



Welcome to the Union community!



UNION UNIVERSITY
OFFICE of STUDENT FINANCIAL
PLANNING