Self Service for Financial Aid & Student Finance
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!

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!
Hello, Welcome to Union Self-Service!
Choose a category to get started.

Notifications
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 will automatically be released. If you are on a FACTS payment plan, email notifications will be sent at the beginning of November telling students that 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.

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 timesheets

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.
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Missing Items/Required Documents

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)
- Completed: Your application is being reviewed by the Financial Aid Office
- Action Needed: Complete required documents
- 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

You will find links to your missing items here
Finding Your Awards
# My Awards

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

Select an Award Year: 2017/2018 Academic Year

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.

<table>
<thead>
<tr>
<th>Scholarship and Grants</th>
<th>Total Awarded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TN Vocational Rehab</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Step Up Scholarship</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Awards</td>
</tr>
<tr>
<td>Accept or Decline All</td>
</tr>
</tbody>
</table>
Please accept, decline, or reduce any awards as needed.
Finding Your Award Letter
Dear [Recipient],

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:** $30,890  
**EFC:** $21,200  
**Need:** $9,690

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Total</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal &amp; State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TN Vocational Rehab</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Step-Up Scholarship</td>
<td>$3,500.00</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>TN Student Assistance Aid</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Total:** $11,200.00  
$5,750.00  
$5,750.00

Please read through and accept your award letter below or print and deliver to the Financial Aid Office.
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:** $50,000

**EFC:** $21,200

**Need:** $28,890

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Total</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal &amp; State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TN Vocational Rehab</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Step-Up Scholarship</td>
<td>$3,700.00</td>
<td>$1,720.00</td>
<td>$1,720.00</td>
</tr>
<tr>
<td>TN Student Assistance Awd</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Total**

$15,500.00

$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.usu.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 Workshow 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 Workshow 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.usu.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

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Sign Award Letter

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

Accept

Cancel and Return Home
Student Finance

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Pay your account balance here

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# Account Summary

View a summary of your account

## Account Overview

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Overdue</td>
<td>$4,304.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$4,304.00</td>
</tr>
</tbody>
</table>

## Total Account Balance

- **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]

[Account Activity]
Account Activity per Semester

View by semester here
Make a Payment

<table>
<thead>
<tr>
<th>Total Account Balance</th>
<th>$4,304.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2017</td>
<td>$4,304.00</td>
</tr>
<tr>
<td>Spring Semester 2017</td>
<td>$0.00</td>
</tr>
<tr>
<td>Winter Term 2017</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fall Semester 2016</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Make a Payment
Make a Payment

Total Payment: $4,304.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Payment Group</th>
<th>Date Due</th>
<th>Amount Due</th>
<th>Amount to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables</td>
<td>WAPMT</td>
<td>7/28/2017 (Overdue)</td>
<td>$4,304.00</td>
<td>$4,304.00</td>
</tr>
</tbody>
</table>

Total Amount Due: $4,304.00

Please Note: Amounts Due may include credit amounts.
Payment Review

Review your Payment Information below

<table>
<thead>
<tr>
<th>Payment Information</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables</td>
<td>$4,304.00</td>
</tr>
<tr>
<td>Convenience Fees for Students</td>
<td>$107.60</td>
</tr>
<tr>
<td>Total Payment Amount</td>
<td>$4,411.60</td>
</tr>
</tbody>
</table>

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!