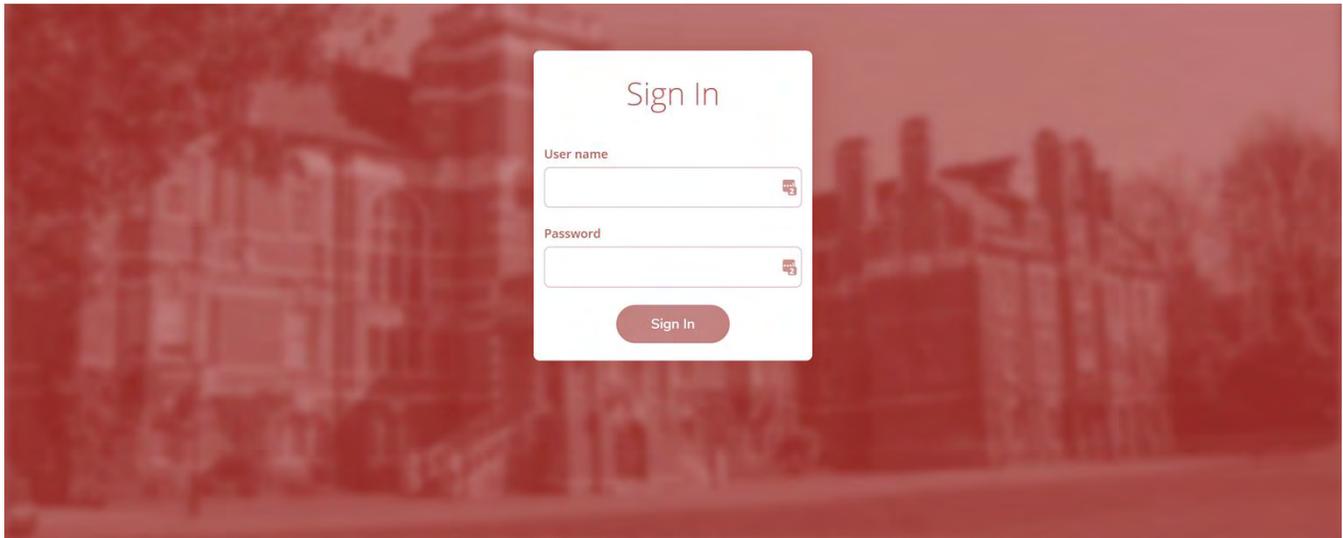


Barry University | STEP-BY-STEP GUIDE

Main Campus

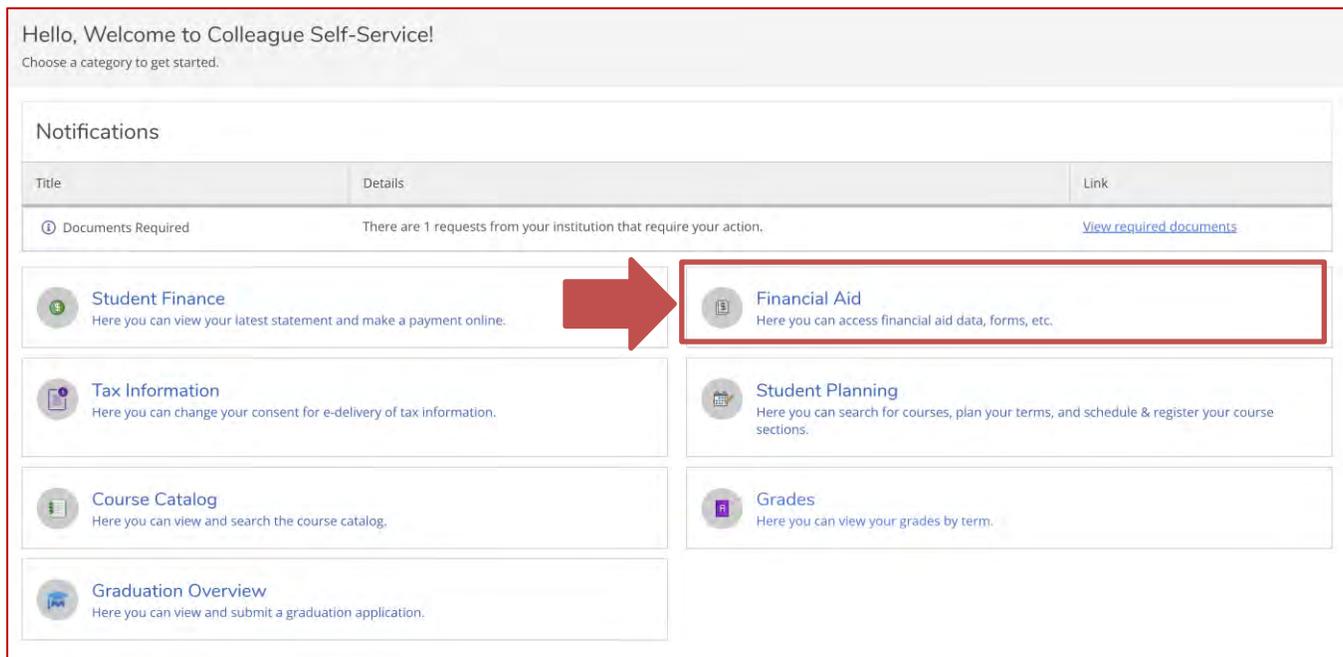
Welcome to the new Student Self Service Portal!

Logging In



The Self-Service login screen can be found at <https://studentportal.barry.edu/>. To log in, enter your Barry University email username and password and press "Sign In".

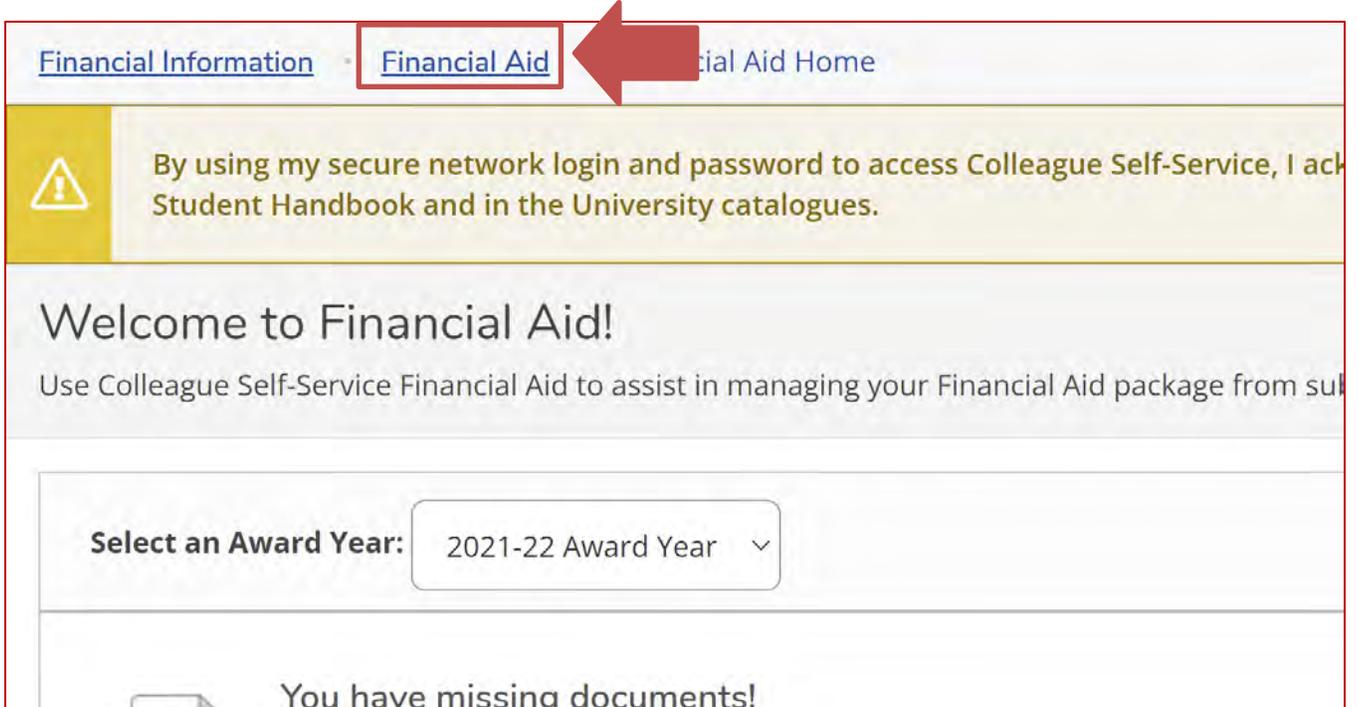
Home



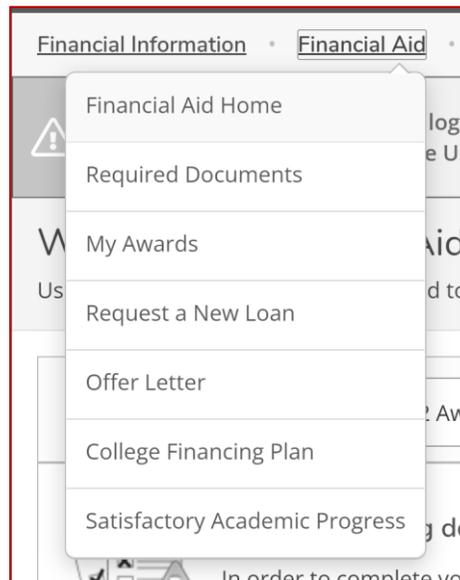
From the home screen, you can access the Financial Aid home page by selecting "Financial Aid" as outlined above.

Financial Aid Home

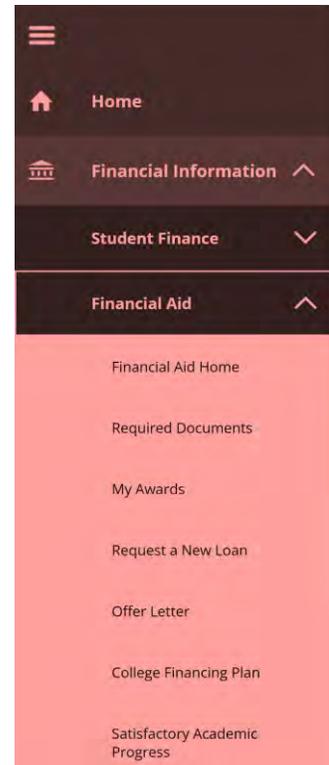
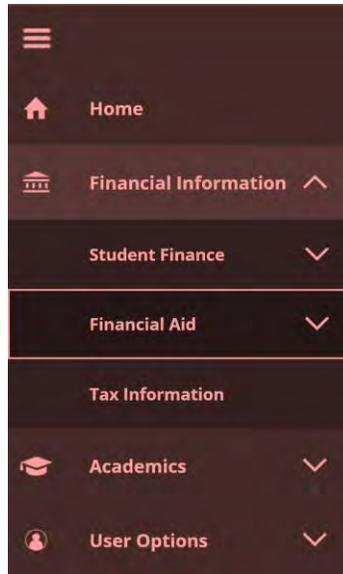
Navigate to the top portion of the screen and select Financial Aid.



After selecting Financial Aid, a list of options will display with further screens to explore.



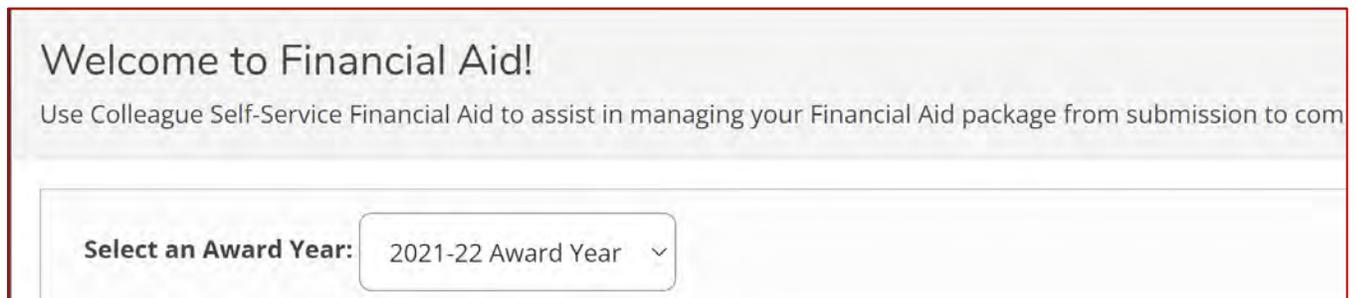
You can also navigate to the Financial Aid options through the left pane by selecting the symbol that looks like a bank.



After selecting the "Financial Information" tab, you will see 3 options appear. Expand the "Financial Aid" option for additional screens.

Award Year

Be sure to make note of the award year selected at the top of the screen. Selecting this drop-down box will allow for you to change the award year you wish to view, if any others are available.



Checklist

Your checklist is a tracker to let you know where you are in the Financial Aid process. If the task has a green check mark next to it, it is completed, and you no longer need to worry about that task. However, if it has a yellow warning sign, that means that you still need to complete that task (in some cases you may need to submit additional documentation to complete that task).

Checklist	
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents

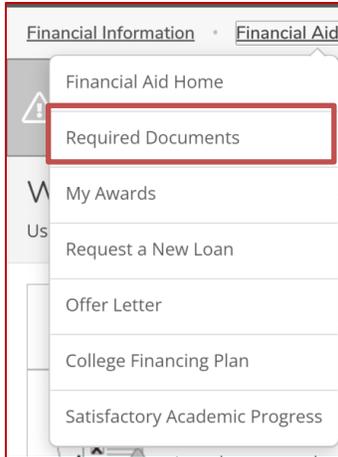
If you have been awarded a Direct Loan, some additional steps are required before your loan can be disbursed. These steps will appear in the checklist as shown below (and on the “My Awards” screen, later in this guide). The Entrance Counseling, Master Promissory Note and Annual Student Loan Acknowledgement (only for loans beginning with the 2022-23 award year or after) are completed at studentaid.gov. The school receives electronic notification when those are completed, which in turn marks the item “completed” on your checklist.

Please Note: Depending on the time of year, the Financial Aid office may not be able to send your loan to the US Department of Education for certification to evaluate your progress on these steps. The US Department of Education only processes loans for a certain period before the start of the semester. **If you think these steps are completed, but aren't being reflected on your checklist, log-in to studentaid.gov to check your status on these items.** Once processing begins for that upcoming award year, the student self-service portal will update automatically.

✓ Completed	Complete Direct Loan Entrance Counseling
⚠ Action Needed	Sign a Direct Loan Master Promissory Note
⚠ Action Needed	Annual Student Loan Acknowledgment

Required Documents

Navigate to Required documents page from the Financial Aid menu. This screen informs you of what documents you have left to complete/upload and also shows you documents that have already been received by the Financial Aid Office.



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: 2021-22 Award Year [Contact Financial Aid Office](#)

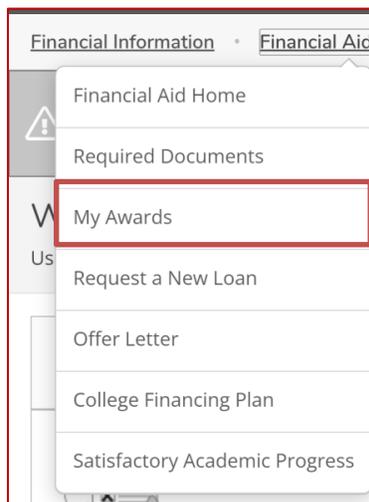
[View All Required Documents](#)

Document	Explanation	Due Date	Status	Attachments
2021-2022 Fafsa		06/18/2021	Received	
Florida Residency Affidavit	To receive State of Florida aid, recipients must establish Florida residency for 12 months prior to the first day of the term for ... more	Due ASAP	Required ASAP	Click here to upload to the financial aid portal

In some cases, you can click on the link provided to upload that document, otherwise submit it directly to the Financial Aid office.

My Awards

On the My Awards page you can view your awards from any available award year. Under each award listed, you can select "View Award" to view information regarding it.



Law school students can accept and decline awards on this screen.
 All other students do not need to accept or decline awards. If you need to make changes to your loans contact the Financial Aid office.

My Awards

Law school students can accept or decline awards on this screen. All other students do not need to accept or decline awards.

Select an Award Year: 2021-22 Award 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.
[View Disbursement Info](#)

Scholarships and Grants Money you don't have to pay back		\$3,247.00	
Award	Status	Total Awarded Amount	Spring Semester 2022
Federal Pell Grant View award	Estimated Award	\$3,247.00	\$3,247.00
Award Total			
Award		Total Awarded Amount	Spring Semester 2022
Total Awards		\$3,247.00	\$3,247.00

[Accept or Decline All \(Law students only\)](#)

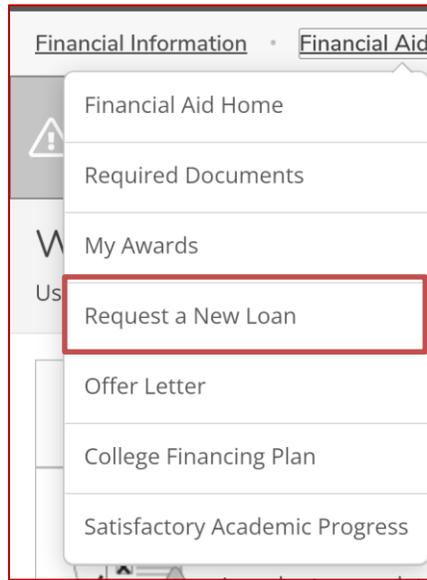
Barry University uses passive acceptance for your Financial Aid, which means all of the aid you were offered will be automatically accepted on your behalf unless you contact the Financial Aid office to decline an award. There is nothing you need to do on this screen to accept your aid. The awards will show as "Estimated" until processing begins for the current award year, usually right at the beginning of the semester.

If you were awarded Direct loans, a loan requirements checklist is also shown on this screen. Please go to studentaid.gov to ensure completion of those steps.

Loan Requirements Checklist

Complete	Complete Direct Loan Entrance Counseling You completed the Direct Loan entrance counseling on 1/29/2017
Incomplete	Sign a Direct Loan Master Promissory Note
Action Needed	Annual Student Loan Acknowledgment

Request a New Loan



The "Request a New Loan" feature is not available for Main Campus since students are automatically packaged with their maximum Direct loan eligibility. If you need to request a new loan, you can always contact the Financial Aid Office and they'd be happy to help talk to you about your options.

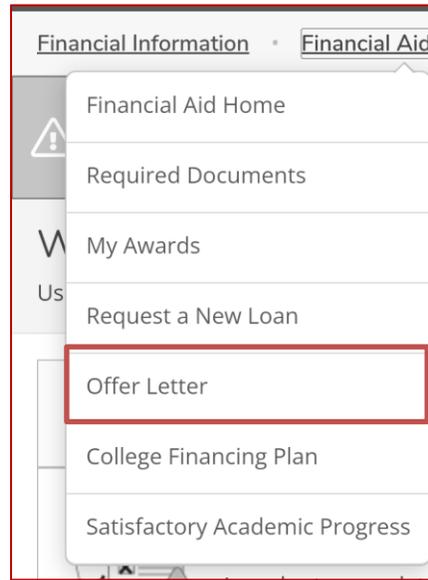
Request a New Loan

You can request a new loan and review submitted loan requests.

Select an Award Year:

 You are not permitted to submit a new loan request at this time. Please contact your Financial Aid Office if you need more information.

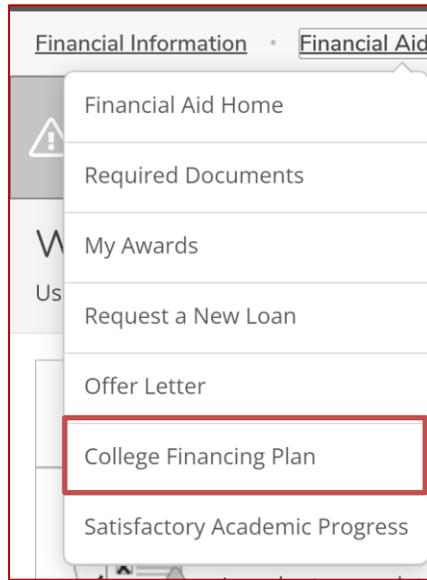
Offer Letter



Below is an example of an offer letter that may be found here. The PDF version of your offer letter will only be available once all awards have been accepted at the start of the semester.

The screenshot shows an "Offer Letter" page. At the top, it says "Please review your offer letter and contact the Financial Aid office for any questions." Below this is a dropdown menu for "Select an Award Year" set to "2021-22 Award Year" and a "Contact Financial Aid Office" button. The page displays "2021-22 Award Year" and "\$3,247.00". A "Financial Aid Office - Main Campus" address is listed: 11300 NE Second Avenue, Miami Shores, FL 33161, 305-899-3100. The date is 12/8/2021. The page is addressed to "Dear Student5," and states "Your estimated financial aid is listed below along with estimated direct Barry costs." A "Budget: \$0" is shown with a "See Details" link. At the bottom, a table shows "Term" as "Spring" and "Enrollment" as "FULL TIME".

College Financing Plan



The College Financing Plan page is available for military students to view your College Financing Plan as shown below. **WARNING:** This page takes a long time to load.

College Financing Plan

View your federal financial aid data.

Select an Award Year: 2021-22 Award Year

Financial Aid Office - Main Campus 12/08/2021

Undergraduate College Financing Plan

Ms. Student5 E. Test

Total Cost of Attendance 2021-2022		
	On Campus Residence	Off Campus Residence
Tuition and fees	\$8,832	
Housing and meals		\$22,500
Books and supplies	\$1,392	
Transportation	\$8,496	
Other education costs	\$4,526	
Estimated Cost of Attendance	\$45,746/ yr	

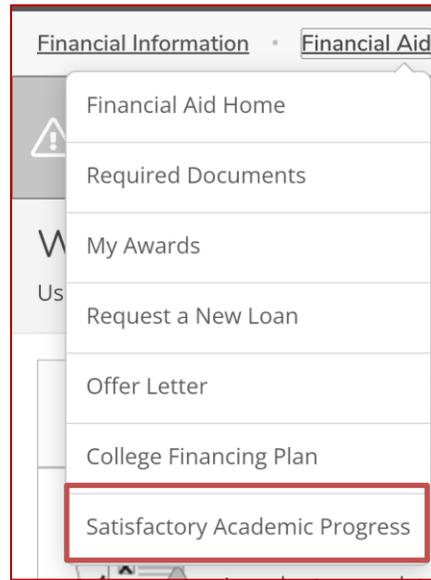
Expected Family Contribution:

Based on FAFSA 0 / yr
As calculated by the institution using information reported on the FAFSA or to your institution.

Based on Institutional Methodology N/A / yr
Used by most private institutions in addition to FAFSA.

Scholarship and Grant Options
 Scholarships and Grants are considered "Gift" aid - no repayment is needed.

Satisfactory Academic Progress



This page will present all current and past Satisfactory Academic Progress (SAP) information. To find the current SAP Policy, please visit <https://www.barry.edu/en/financial-aid/satisfactory-academic-progress>.