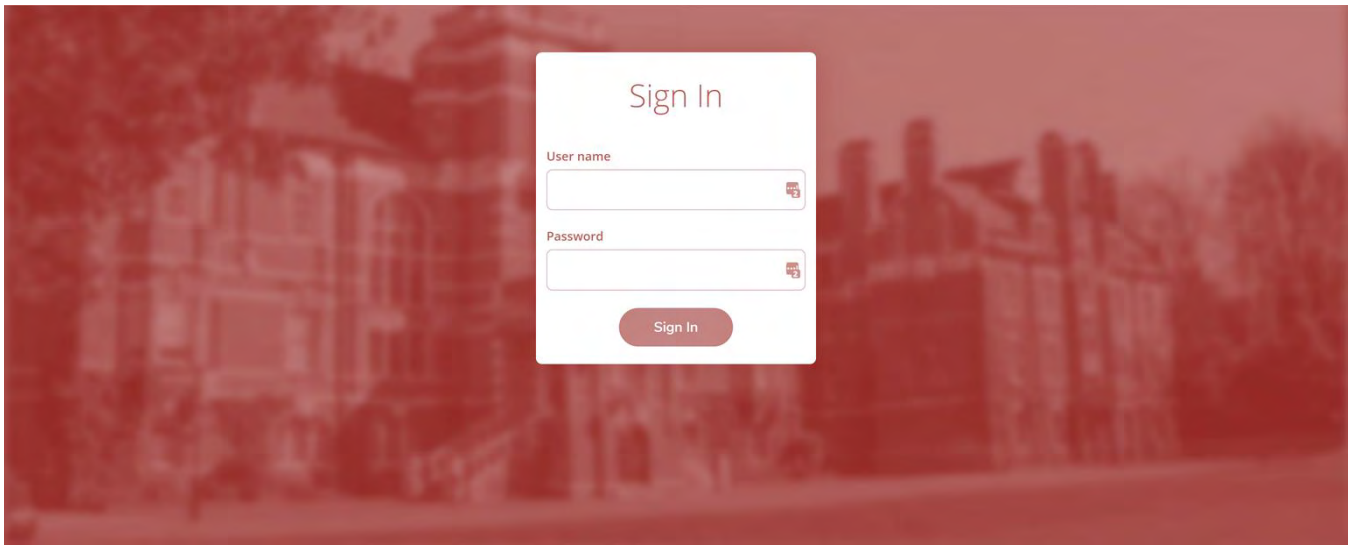
Barry University | STEP-BY-STEP GUIDE

Main Campus

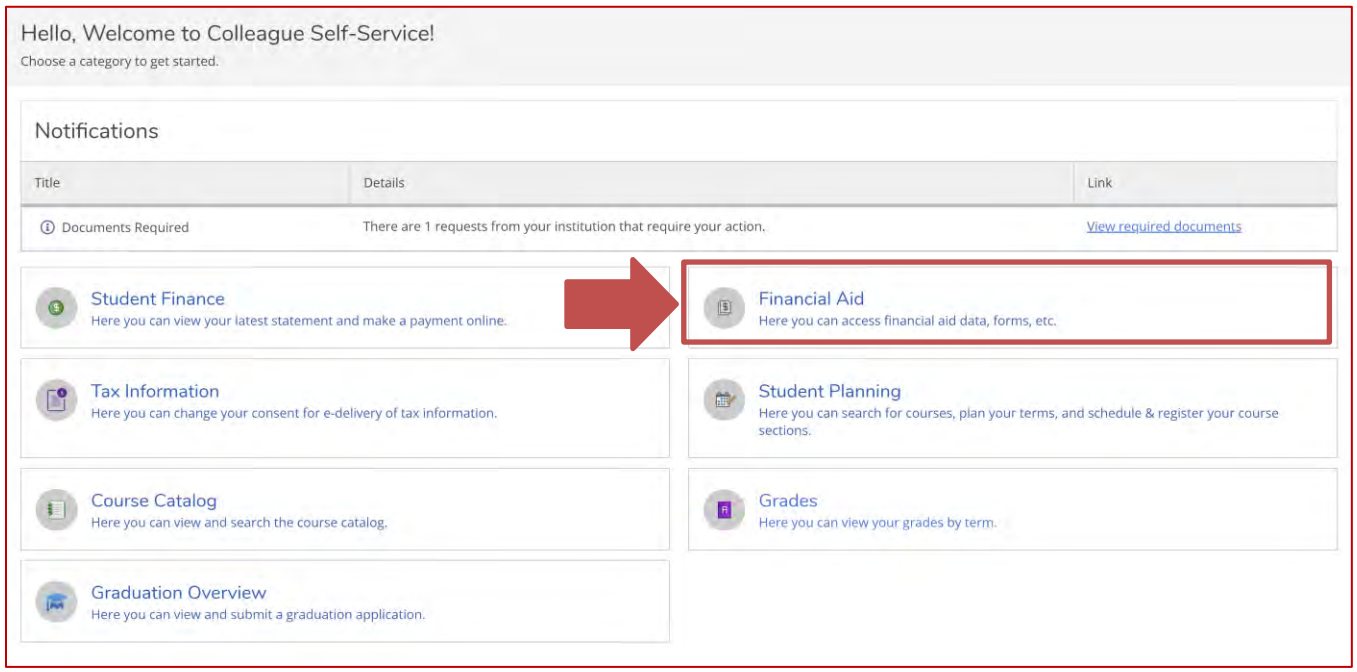
Welcome to the new Student Self Service Portal!

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".

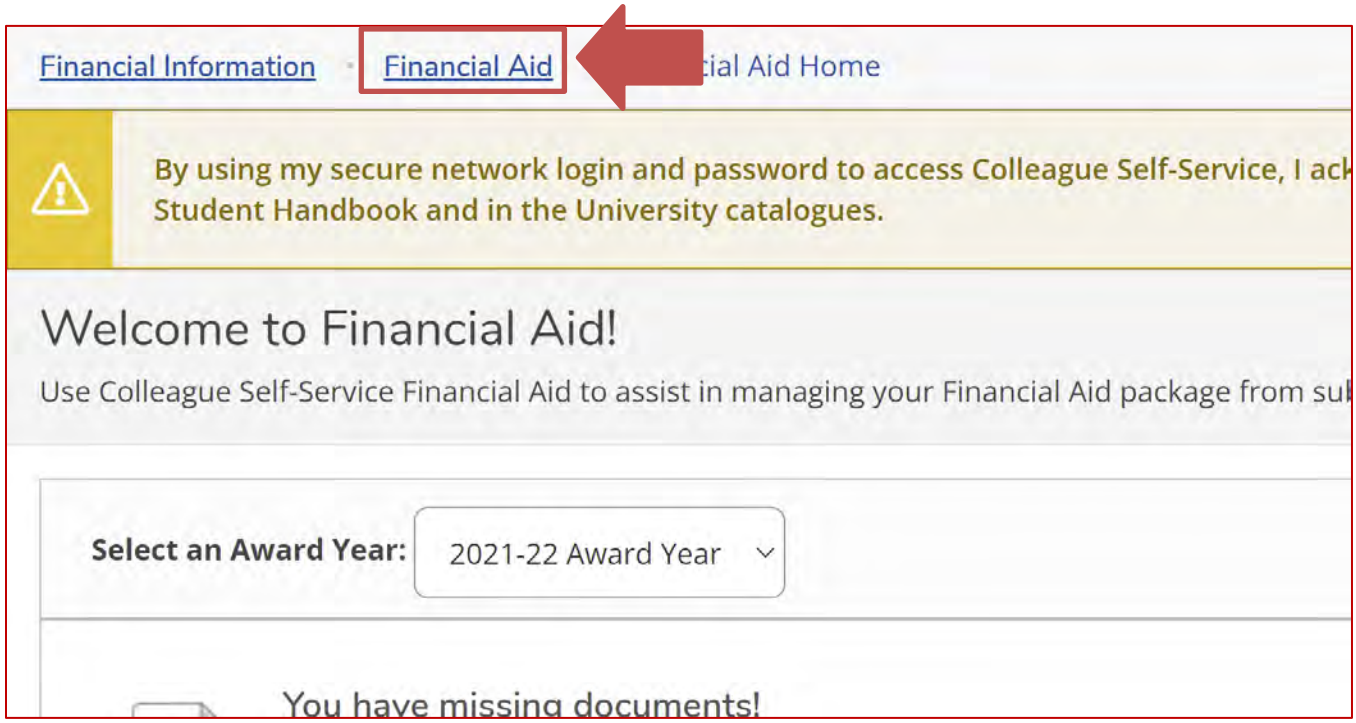
Home



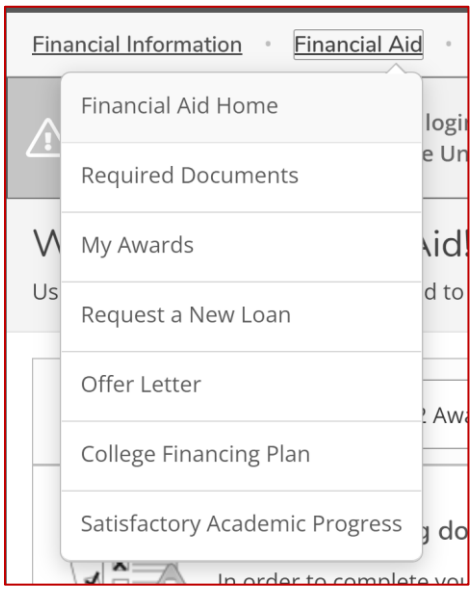
From the home screen, you can access the Financial Aid home page by selecting "Financial Aid" as outlined above.

Financial Aid Home

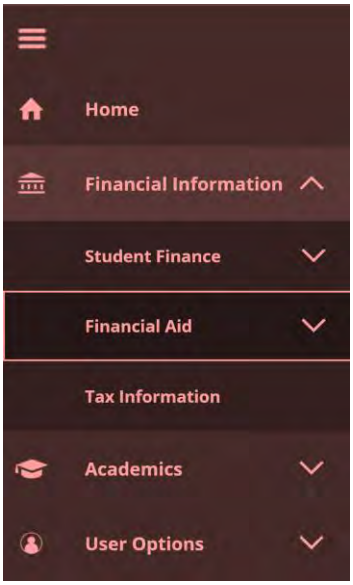
Navigate to the top portion of the screen and select Financial Aid.



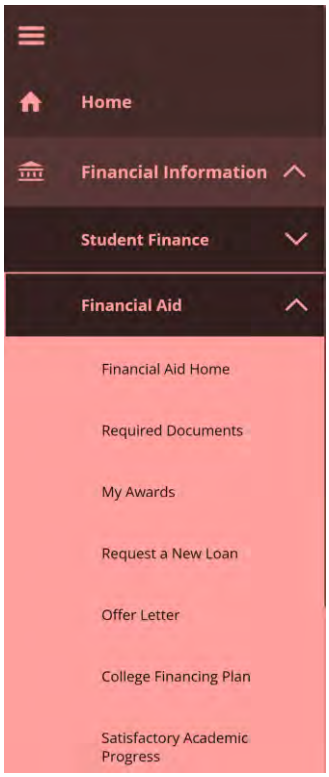
After selecting Financial Aid, a list of options will display with further screens to explore.



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

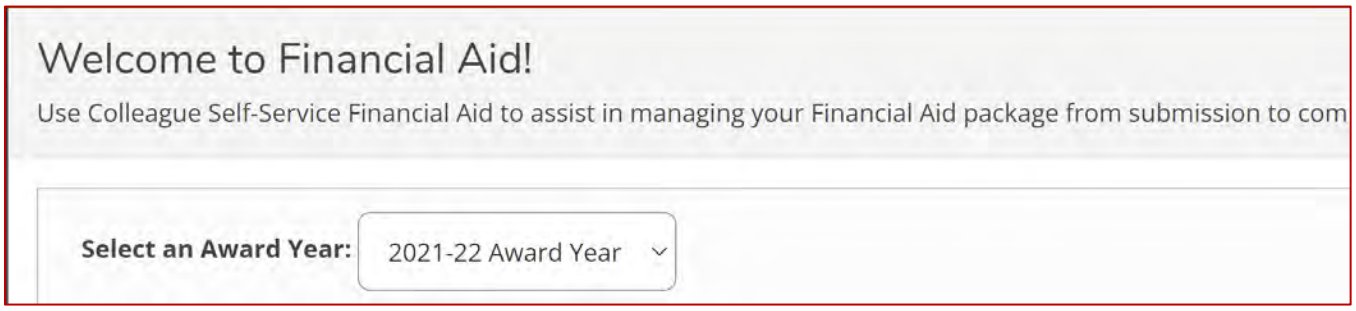


After selecting the "Financial Information" tab, you will see 3 options appear. Expand the "Financial Aid" option for additional screens.



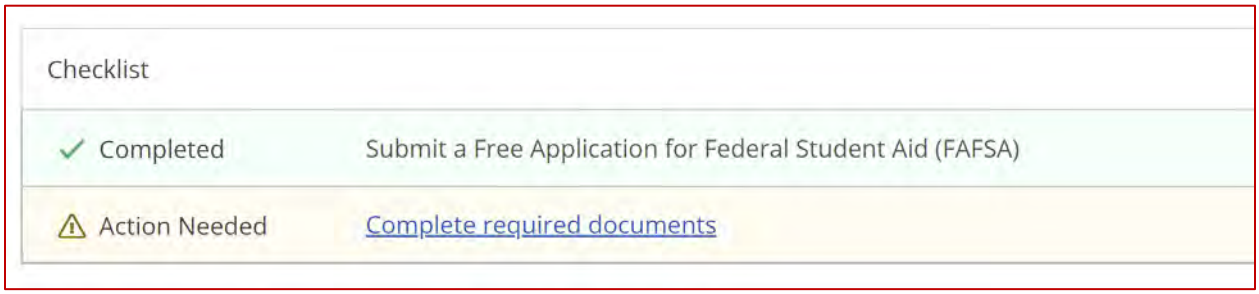
Award Year

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.



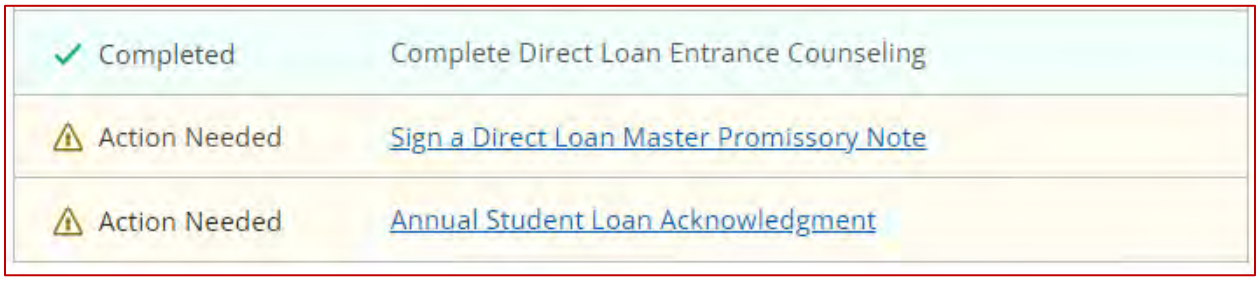
Checklist

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).



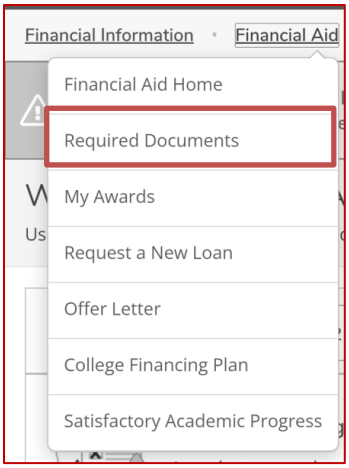
If you have been awarded a Direct Loan, some additional steps are required before your loan can be disbursed. These steps will appear in the checklist as shown below (and on the "My Awards" screen, later in this guide). The Entrance Counseling, Master Promissory Note and Annual Student Loan Acknowledgement (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.

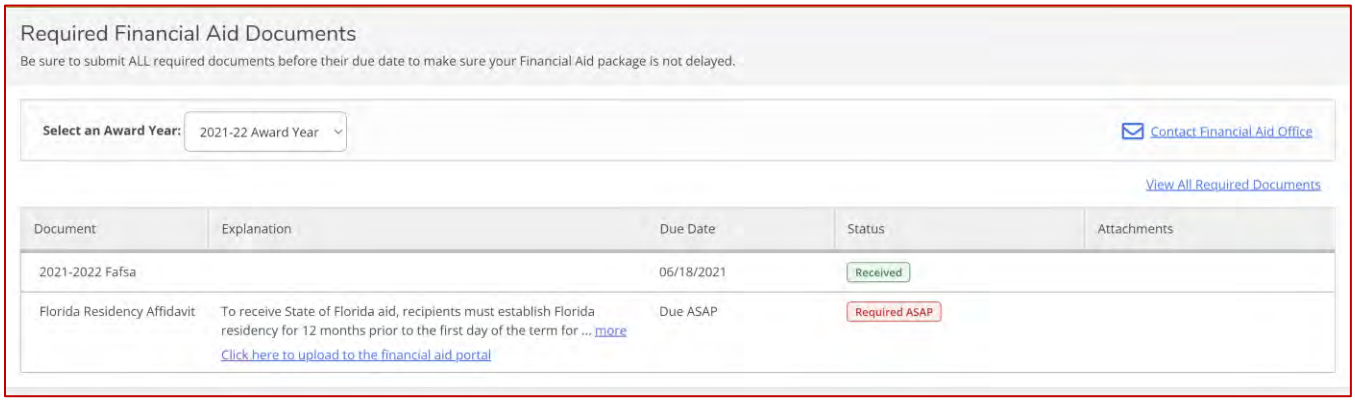
Please Note: Depending on the time of year, the Financial Aid office may not be able to send your loan to the US Department of Education for certification to evaluate your progress on these steps. The US Department of Education only processes loans for a certain period before the start of the semester. ***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.



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.

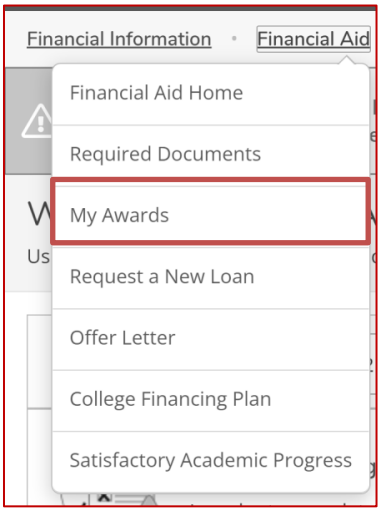


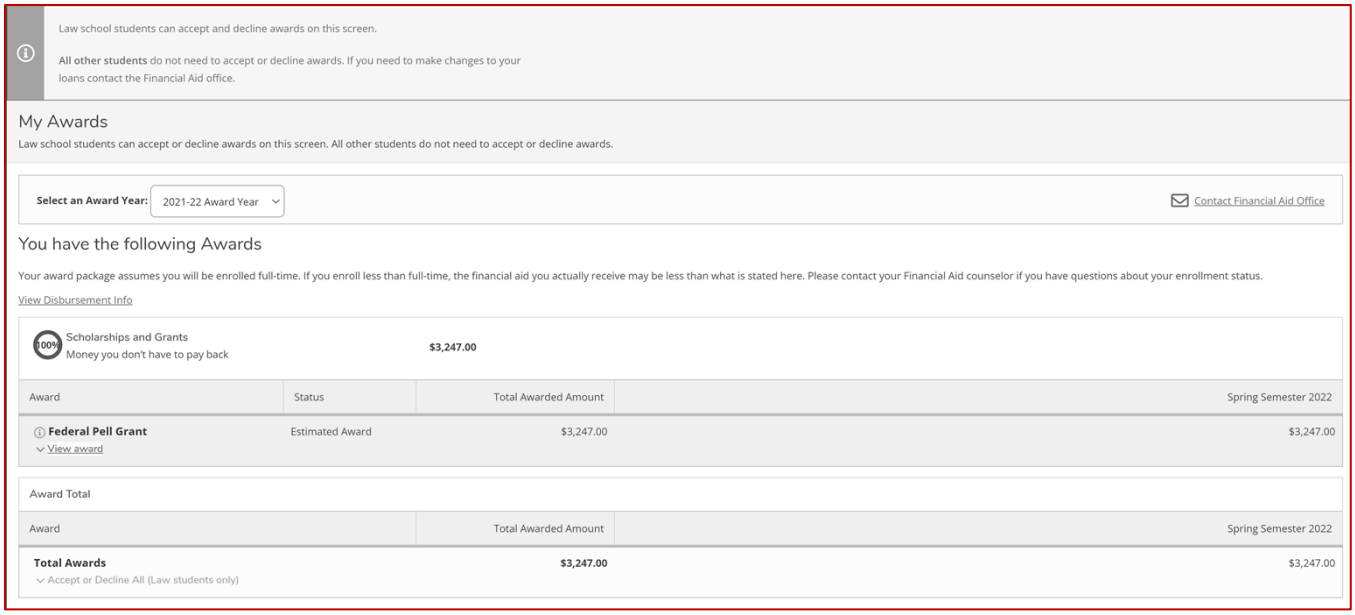


In some cases, you can click on the link provided to upload that document, otherwise submit it directly to the Financial Aid office.

My Awards

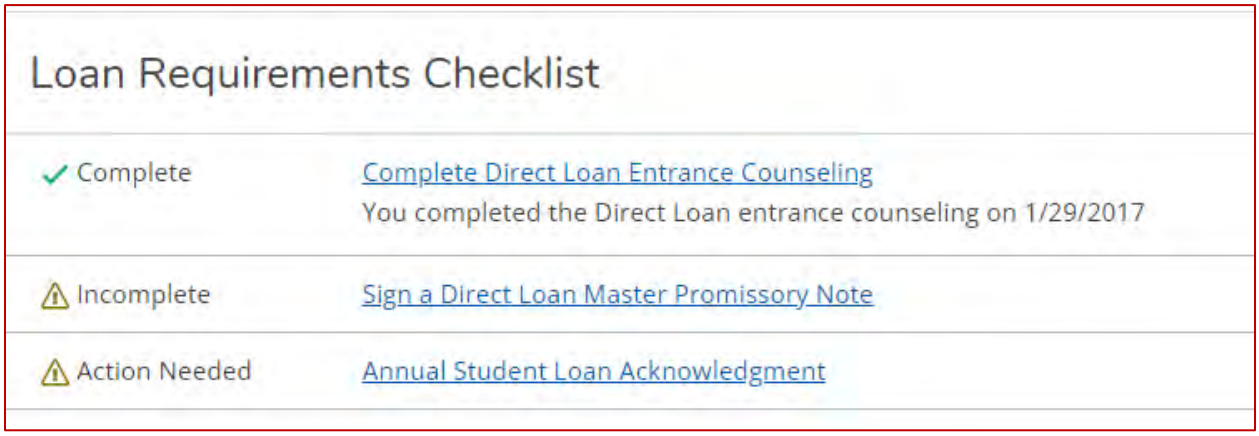
On the My Awards page you can view your awards from any available award year. Under each award listed, you can select "View Award" to view information regarding it.



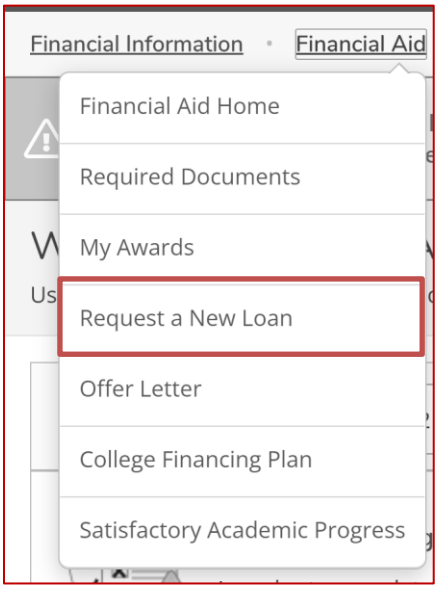


Barry University uses passive acceptance for your Financial Aid, which means all of the aid you were offered will be automatically accepted on your behalf unless you contact the Financial Aid office to decline an award. There is nothing you need to do on this screen to accept your aid. The awards will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

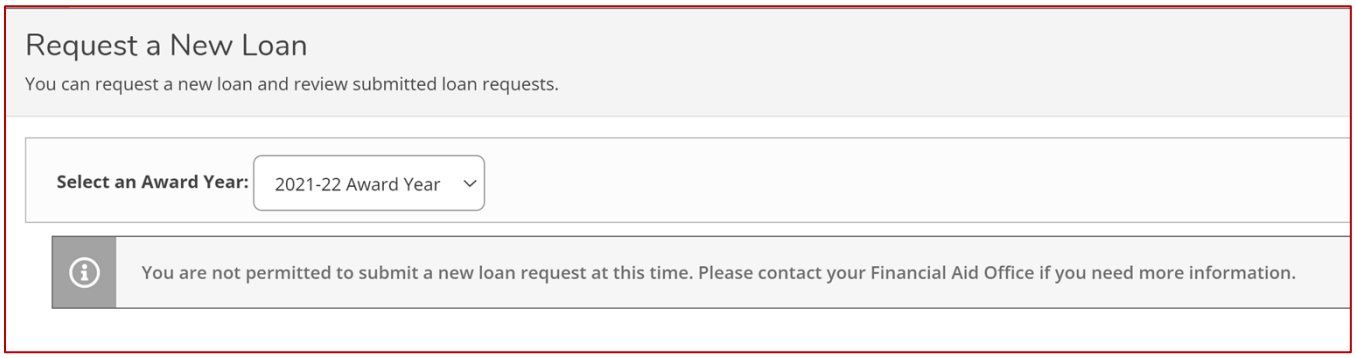
If you were awarded Direct loans, a loan requirements checklist is also shown on this screen. Please go to studentaid.gov to ensure completion of those steps.



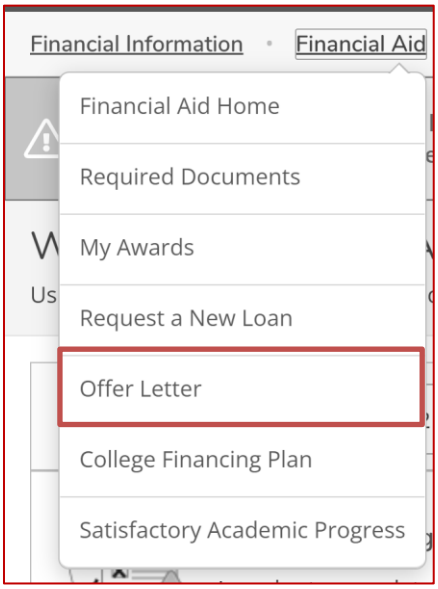
Request a New Loan



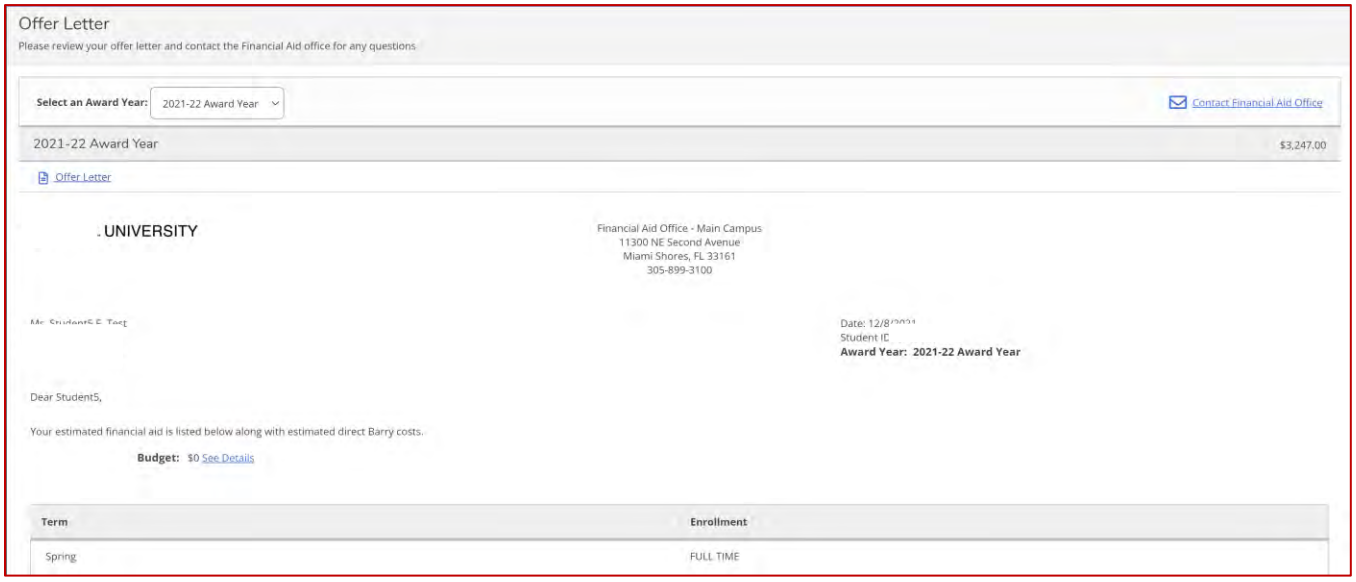
The "Request a New Loan" feature is not available for Main Campus since students are automatically packaged with their maximum Direct loan eligibility. If you need to request a new loan, you can always contact the Financial Aid Office and they'd be happy to help talk to you about your options.



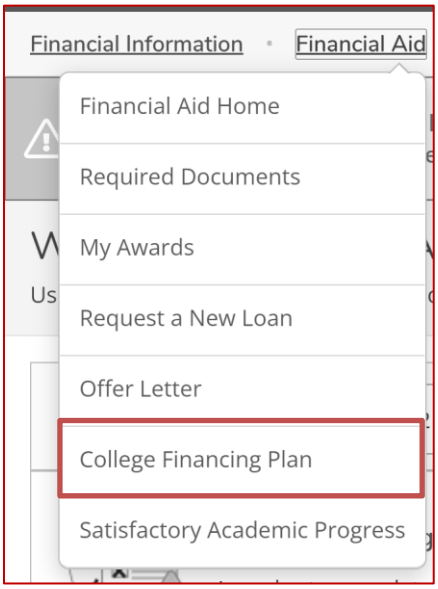
Offer Letter



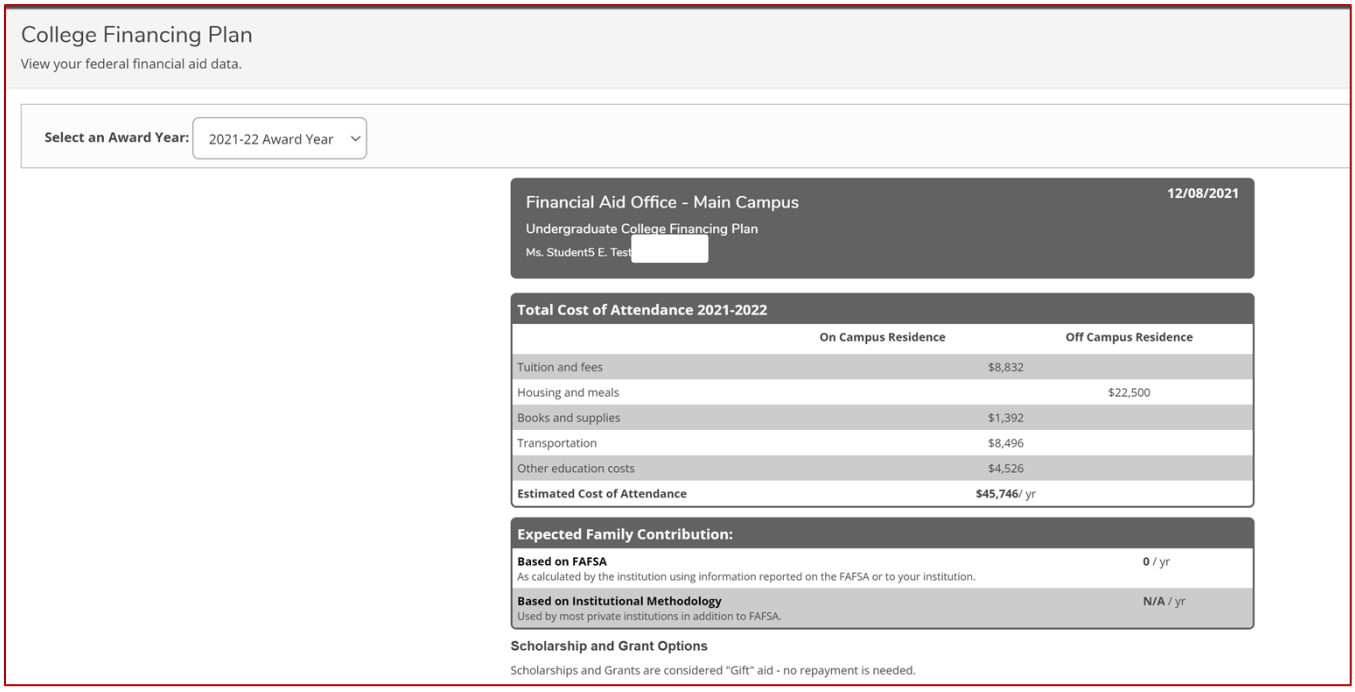
Below is an example of an offer letter that may be found here. The PDF version of your offer letter will only be available once all awards have been accepted at the start of the semester.



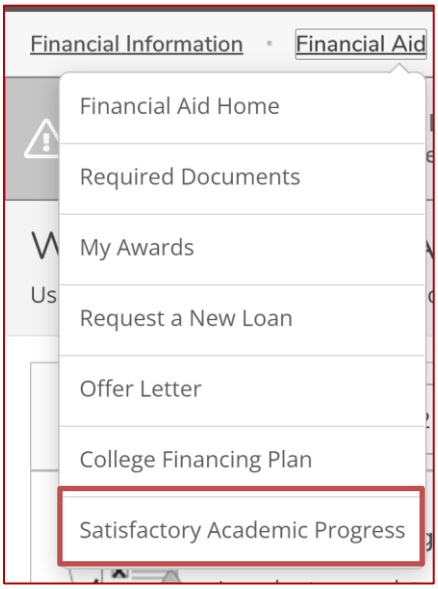
College Financing Plan



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.



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.