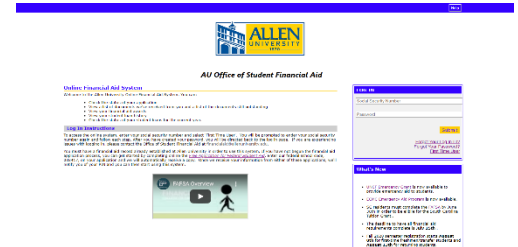# Allen University Office of Student Financial Aid

Below are the instructions to log into the Allen University Financial Aid Portal. In order to gain access, you must have a 2020-2021 Free Application for Student Aid (FAFSA) completed with Allen University's federal school code on it. If you have not completed your FAFSFA, please go to www.fafsa.gov to complete it now with our federal school code, 003417. Once you have completed your FAFSA, you will be able to monitor your financial aid status in the portal and view your awards.

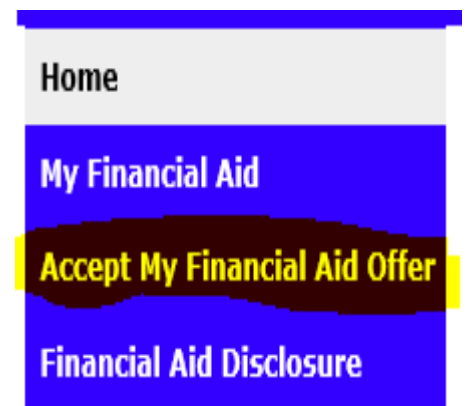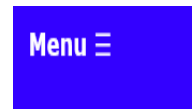## FINANCIAL AID PORTAL INSTRUCTIONS

To Login:

- Go to https://my.allenuniversity.edu/NetPartnerStudent.
- If this is your first time logging into the site, click on first time user and follow the prompts to set up your password and security questions.
- If you have previously logged into the portal you will have 6 attempts to login. If you have 6 failed attempts, you will be locked out of your account. If you have forgotten your password, please click on forgot password to reset it.

Accept Your Financial Aid Offer:

- Once you are logged in, click on menu in the top left corner to view the options.

- To accept, reduce, or decline your award(s), click on the 'Accept My Financial Aid Offer'. You will need to accept the terms and conditions of your award(s) first. You may determine the award amount(s) of your student loan(s) you would like to accept. Once you have made adjustments and accept your award(s), click the "Submit" button. It is strongly recommended that you complete this process prior to registration for the upcoming semester to avoid interruptions in eligibility. If you choose not to accept your awards, your award will remain in the pending status and will not be disbursed. Keep in mind, however, funding may no longer be available after the end of the semester/term.

Missing Documents:

- If you have pending documents, click on menu in the top left corner and click on 'My Documents' to view your documents. For the items listed in blue, you may simply click on the name of the document and you will be directed to the required website to complete the document. Once completed, the document(s) can be provided to our office in the following ways:
  a. Uploaded in the financial aid portal (Recommended)
  b. Faxed to (803) 799-3042
  c. Mailed to Attn: Office of Student Financial Aid, 1530 Harden St., Columbia, SC 29204
  d. Scanned into an email to financialaid@allenuniversity.edu

Some Other Resources in the Financial Aid Portal:

- To view your awards click on "My Financial Aid" to review your financial aid award(s) carefully.
- To view information about scholarships and grants, click on the 'Grant & Scholarships'.
- To monitor your Loan history, click on 'Loan History'.
- To monitor your disbursements, click on 'My Disbursements".

Please make sure you are following the password requirements printed in red. If you experience any trouble logging in, please contact the Office of Student Financial Aid at (803)255-4999 or financialaid@allenuniversity.edu for further assistance.