

WHAT IS THE F.A.S.T. WEB SERVICE CENTER?

The Financial Aid Web Lab provides students who don't have access to the internet the ability to both search and apply for a variety of financial aid programs online.



The lab provides web access to:

- ✓ Apply for federal and state aid
- ✓ Request a Federal Student Aid (FSA) ID
- ✓ Make application corrections
- ✓ Check application and award status
- ✓ Complete loan processing forms
- ✓ Complete loan entrance/exit counseling and electronic promissory note (eMPN)
- ✓ View information about loans and grants you have received
- ✓ Register with selective service
- ✓ Search for scholarships

Web Center Hours:

Monday through Thursday

10:00 am - 6:00 pm

Friday

9:00 am - 5:00 pm

The lab is equipped with computers and staffed with financial aid representatives who will help you take full advantage of all on-line services.

HOW TO USE THE CENTER TO APPLY FOR AID ONLINE

✓ Step One: Get your PIN!

The Federal Student Aid (FSA) ID is a personal user name and password you can use to access various online financial aid services provided by the U.S. Dept. of Education. Your FSA ID serves as an electronic signature for FAFSA on the Web. If you're a dependent student, your parents can sign your online FAFSA electronically with their own FSA IDs.

If you [or your parent] don't already have an FSA ID, you can both request one at: <http://www.fafsa.gov>. You will be able to view and use your FSA ID instantly or have it emailed to you to use later.

You will use your FSA ID to:

- ✓ Electronically sign your FAFSA
- ✓ View and print your Student Aid Report (SAR)
- ✓ Make corrections to your information after your application has been processed
- ✓ View information about federal loans and grants you've already received
- ✓ Reapply for financial aid in the future

Be sure to safeguard your FSA ID. Don't lose it or share it with others, even if you have someone else help you with your application.

✓ Step Two: File your FAFSA on the Web

Log on to <http://www.fafsa.gov> to electronically file your application. You will be provided instructions as you go along. If you miss a required item or enter an invalid answer, you will be prompted to furnish missing or corrected information.

HINT

Provide a valid email address when submitting your online FAFSA. You will receive an e-mail with a link to your SAR on the Web in no more than 5 days.

✓ Step Three: Sign Your FAFSA and Print The Confirmation Page

When you have finished, be sure to print the Confirmation Page as proof you have filed your FAFSA.



✓ Step Four: File TAP on the Web

Before leaving the Confirmation page, click on the "NY State Based Financial Aid" link to connect to TAP on the Web so that you can apply for New York State tuition assistance programs.

OTHER WEB LAB SERVICES

COMPLETE LOAN ENTRANCE & EXIT COUNSELING & eMPN

Online Master Promissory Note and Entrance Counseling is required of all first time borrowers of Federal Direct Loans.

For Direct Loan electronic Master Promissory Note (e-MPN) and Entrance Counseling, logon to <https://studentloans.gov> and click on the Complete Counseling option. Follow the link to the Master Promissory Note &



GET A TAX RETURN TRANSCRIPT AND OTHER TAX RECORDS

Logon to <http://www.irs.gov/Individuals/Get-Transcript> and follow the steps to order your tax transcript. You can download and print your transcript or request the transcript be mailed to your address on record.

CHECK YOUR FINANCIAL AID HISTORY

Using your FSA ID, you can view information about federal grants and loans you have received by logging on to <http://www.nslds.ed.gov>.

CHECK YOUR APPLICATION STATUS

Logon to <http://www.fafsa.gov> to check the results of your processed FAFSA and access your Student Aid Report (SAR). You may also correct any errors you made when you originally filled out your application.

Check the status of your TAP application by logging on to <http://www.tapweb.org/totw> You may change your TAP college or your

CONDUCT YOUR OWN ONLINE SCHOLARSHIP SEARCH

BMCC awards more scholarships than any other CUNY college. Log on to <http://www.bmcc.cuny.edu/scholarships/> and click on "Scholarship Index" in the left hand column. Here you will find information and applications for scholarships that BMCC administers along with links to several free online scholarship search engines.



REGISTER WITH SELECTIVE SERVICE

If you are a male between the ages of 18 and 25 who has not yet registered with Selective Service, or if you wish to confirm your registration, log on to: <http://www.sss.gov> and follow the instructions.

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INFORMATION GUIDE

F.A.S.T. Web Services Financial Aid Support Team



WEB LAB S-115C

BOROUGH OF MANHATTAN
COMMUNITY COLLEGE
Office of Financial Aid
ROOM N-365
199 Chambers Street
New York, New York 10007
212.220.1430
www.bmcc.cuny.edu/finaid/