How to Access the
Award Letter Appeal Form

STEP #1: Go to https://forms.bmcc.cuny.edu

STEP #2: Sign into BMCC Portal using your “Username” and “Password”.

NOTE: BMCC Portal is an online all-access point for applications and resources. Through the BMCC Portal, you can gain access to the College’s Online Forms, Microsoft Office 365, student email, Federal Work Study information, Library Databases, and the Co-Curricular Transcript.

For students, the username is FirstName.LastName@stu.bmcc.cuny.edu. The password and username used for BMCC Portal login can also be used to log into Wi-Fi on campus, iCafé computers, and BMCC Library Database. Your BMCC Portal password is also your student email password.

If you just created an account, you may need to wait approximately 48 hours before having access to the Award Letter Appeal Form.

STEP #3: Click on “Financial Aid Office Forms” tab.
**STEP #4:** Click on “Award Letter Appeal Form” and complete all of the fields before submitting.

![Award Letter Appeal Form]

**Step #5:** Once you’ve successfully submitted the request, please access your BMCC email for a confirmation notice from workflow@bmcc.cuny.edu. If you do not receive a confirmation, it means your request did not go through and you must review all of the red highlighted items on the application and resubmit.

If you have any issues logging into your BMCC Portal account, please contact:

**THE HELPDESK**

*Email:* helpdesk@bmcc.cuny.edu  
*Phone:* 212-220-8379  
*Location:* Room S141  

*Hours of Business:* Monday - Friday: 8am - 8pm; Saturday & Sunday: 9am - 5pm

Live Chat with a Helpdesk Representative is also available at: [https://support.bmcc.cuny.edu/](https://support.bmcc.cuny.edu/).

**For More Information**

Learn more about the opportunities available to finance your college education by visiting BMCC’s Office of Financial Aid Website at [http://www.bmcc.cuny.edu/finaid](http://www.bmcc.cuny.edu/finaid).

Do you have a question about your Award Letter Appeal Form or your application status?

E-mail us at: finaid@bmcc.cuny.edu and we will respond in 3 to 5 business days to your inquiry.