



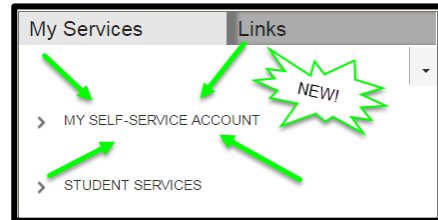
# ALMA COLLEGE

## IMPORTANT ANNOUNCEMENT! NEW STUDENT PORTAL – ACCESS NOW!

Introducing...*My Self-Service Account!* This intuitive, self-service solution features several tabs and web forms that guide students, step-by-step, through the process of applying for and accepting the financial aid they need in order to achieve their academic goals!

### Where is *My Self-Service Account*?

Normal log in process! Just see the new addition to your “My Services/Links” box on the left hand side of your Portal!



### What *My Self-Service Account* has to offer?

- **Check List** - View Missing Items for Verification or other important Financial Aid Steps!
- **Financial Aid Package Update** – Get up to date notices on the main page about your Financial Aid Package!
- **Federal Direct Loan Actions** - Accept, Reject, or Reduce Federal Student Loans! Need help? View instructions under the [Forms & Resources](#) page at [www.alma.edu/finaid](http://www.alma.edu/finaid)! Click the *How To* Tab!
- **My Awards** - View your current Alma Aid, Grants and Loans!
- **Report/View Outside Awards** – Getting an Outside Scholarship? Report them now on your *My Self-Service Account!* Keep our office up to date on your awards so we can assist you with keeping track of these funds!
- **Resources** - View helpful links about Financial Aid!

### PROXY: PARENTS! THEY CAN HAVE ACCESS TOO!

That is right! Give your parents access to assist you in your career through college! They will be able to have access to [Student Finance](#) and the [Financial Aid](#). Student do have to complete steps on their portal!

- **PROXY!** Log on to *My Self-Service Account*. Once on the main page, go to the top left corner and click the first icon. This will expand to the following options:
  - **Home**
  - **Financial Information**
  - **User Options - CLICK THIS ONE!**
    - **User Profile**
    - **Emergency Information**
    - **View/Add Proxy Access – NOW CLICK THIS ONE!**

- **Proxy Access Page** – you now will be located on the page to *add* a parent or guardian as a Proxy! Whoever is assigned as a Proxy will be sent an email, to which they will be given a Username and Password!
  - **Proxy Access:** Be sure that you check the fields of which section they can see! Just hit the “edit” button next to each Proxys name to make that change!

**Consent Form for Disclosure – IMPORTANT! (DIFFERENT FROM PROXY)**

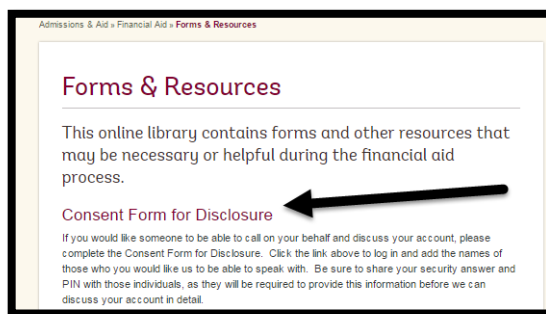
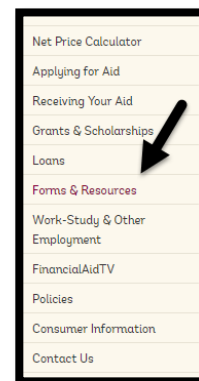
If you would like someone to be able to call on your behalf and discuss your account, please complete the Consent Form for Disclosure. Be sure to share your security answer and PIN with those individuals, as they will be required to provide this information before we can discuss your account in detail.

**Where and How?**

Go to: [www.alma.edu/finaid](http://www.alma.edu/finaid)

**Right Hand Side:** click Forms & Resources

**Click:** Consent Form for Disclosure



**Any Questions or Concerns?**