

“How To...” in myWSU

View Financial Aid Award & Accept or Decline Student Loans

On Student Homepage:

1. Click “Financial Aid”
2. Award for year will automatically show in “Award Summary”
3. Click “Accept/ Decline”
4. Click “Edit” button above list of awards
5. Accepted funding is for two semesters, or the full academic year, and will be split accordingly
6. Click “Submit”

Set Up and Grant Third Party Access

On Student Homepage:

1. Click “Profile”
2. Click “Third Party Access”
3. Click “Share My Information”

View Financial Aid To Do List Items

1. Click “Tasks” on Student Homepage.
2. Select task for further details.

View your 1098-T

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “View 1098-T”
4. Select Tax Year
5. A PDF of the 1098-T will generate.

Set Up Direct Deposit for Financial Aid

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “Enroll in Direct Deposit”
4. Input your **bank account number and routing number***
5. Once direct deposit is set up: Under “Manage Bank Accounts” - add or change an account.

Authorize Financial Aid to Pay All Charges

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “View Student Permissions”
4. Select “Grant Permissions”
5. Read Student Permissions Agreement
6. Click “Next”
7. Check “Yes, I have read the agreement”
8. Click “Submit”



Student Financial Services

WASHINGTON STATE UNIVERSITY



@WSUFinancialAid



WSU Student Financial Services

“How To...” in myWSU

View Financial Aid Award & Accept or Decline Student Loans

On Student Homepage:

1. Click “Financial Aid”
2. Award for year will automatically show in “Award Summary”
3. Click “Accept/ Decline”
4. Click “Edit” button above list of awards
5. Accepted funding is for two semesters, or the full academic year, and will be split accordingly
6. Click “Submit”

Set Up and Grant Third Party Access

On Student Homepage:

1. Click “Profile”
2. Click “Third Party Access”
3. Click “Share My Information”

View Financial Aid To Do List Items

1. Click “Tasks” on Student Homepage.
2. Select task for further details.

View your 1098-T

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “View 1098-T”
4. Select Tax Year
5. A PDF of the 1098-T will generate.

Set Up Direct Deposit for Financial Aid

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “Enroll in Direct Deposit”
4. Input your **bank account number and routing number***
5. Once direct deposit is set up: Under “Manage Bank Accounts” - add or change an account.

Authorize Financial Aid to Pay All Charges

On Student Homepage:

1. Click “Financial Account”
2. Click “Account Services” drop down menu
3. Click “View Student Permissions”
4. Select “Grant Permissions”
5. Read Student Permissions Agreement
6. Click “Next”
7. Check “Yes, I have read the agreement”
8. Click “Submit”



Student Financial Services

WASHINGTON STATE UNIVERSITY



@WSUFinancialAid



WSU Student Financial Services