

"How To..." in myWSU

View Financial Aid Award & Accept or Decline Student Loans

In Student Center:

1. Under the "Finances" section, click "View Financial Aid"
2. Click the current year to view your award.
3. Award will display
4. Click "Accept/Decline 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

In the Main Menu:

1. Click "Self Service"
2. Click "Third Party Access"
3. Click "Third Party Access"
4. Click "Share My Information"

View your 1098-T & Financial Aid Checklist Items

In Student Center:

1. Under the "Finances" section, click on the drop down menu
2. Click "View 1098-T"
3. Select the Tax Year
4. A PDF of the 1098-T will generate.

To view Checklist Items in Student Center:

1. On the right side of the page, under "Financial Aid 20XX-XX" checklists are displayed.
2. Click "Details" for more information about each item

Set Up Direct Deposit for Financial Aid

In the Main Menu:

1. Click "Self Service"
2. Click "Campus Finances"
3. Click "Enroll in Direct Deposit"
4. Under "Manage Bank Accounts" - add or change an account.
5. Input your **bank account number** and **routing number***

*Click the "View Sample Check" link for assistance

Authorize Financial Aid to Pay All Charges

In the Main Menu:

1. Click "Self Service"
2. Click "Campus Finances"
3. Click "View Student Permissions"
4. Click "Grant Permissions"
5. Read Student Permissions Agreement
6. Select "Title IV" Permission Form
7. Click "Next"
8. Check "Yes, I have read the agreement"
9. Click "Submit"



Student Financial Services

WASHINGTON STATE UNIVERSITY



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WSU Student Financial Services