"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 the "pencil" button to edit located above "Award Description/Category"

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

In TouchNet Portal:

1. Locate the Statements section

2. Your 1098T statement will be listed by calendar tax year

3. Select the year

4. Click "View"

5. PDF option will populate/be available to print/ email

Set Up Direct Deposit for Financial Aid

On Student Homepage:

1. Click "Account Services & 1098-T"

2. Click "Enroll in Direct Deposit" on the left side menu

3. Click "Enroll in Direct Deposit"

4. **Input your bank account number and routing number***

5. To change direct deposit select "Modify Direct Deposit"

6. click "Proceed to Enroll in Direct Deposit" to complete process

7. Select bank account in drop down

8. Click Next

9. Select "Yes" to the agreement

10. Click on "Submit"

Authorize Financial Aid to Pay All Charges

On Student Homepage:

1. Click "Account Services & 1098-T"

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