
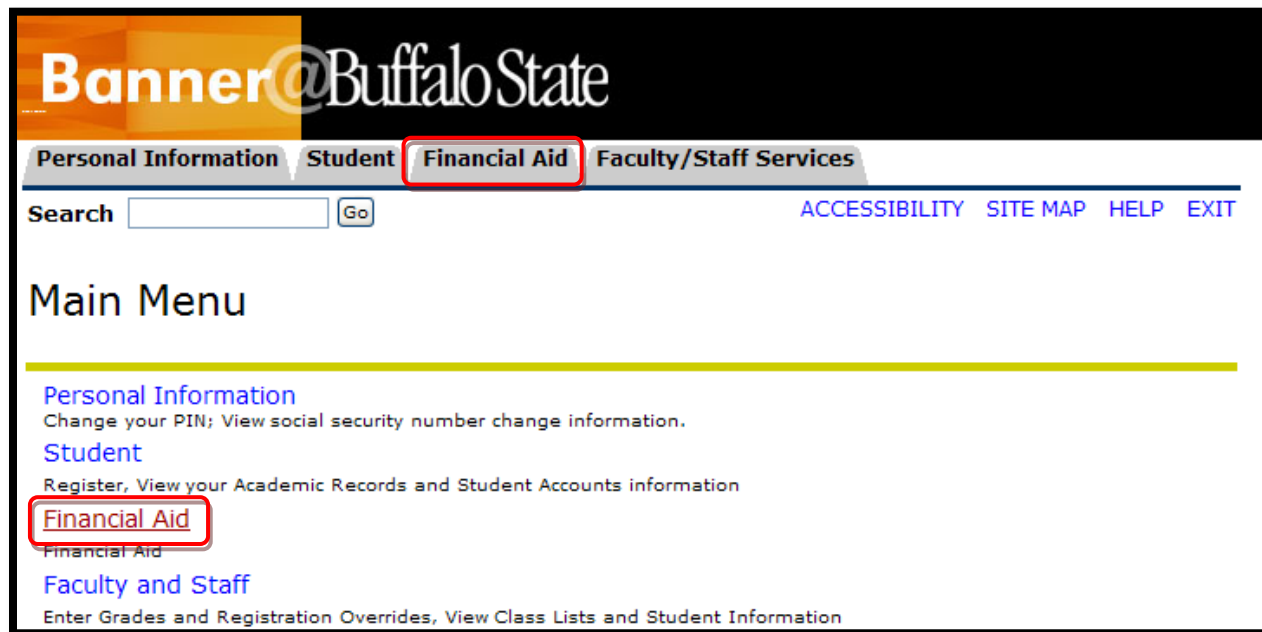


# Viewing and Resolving Eligibility Requirements in Banner

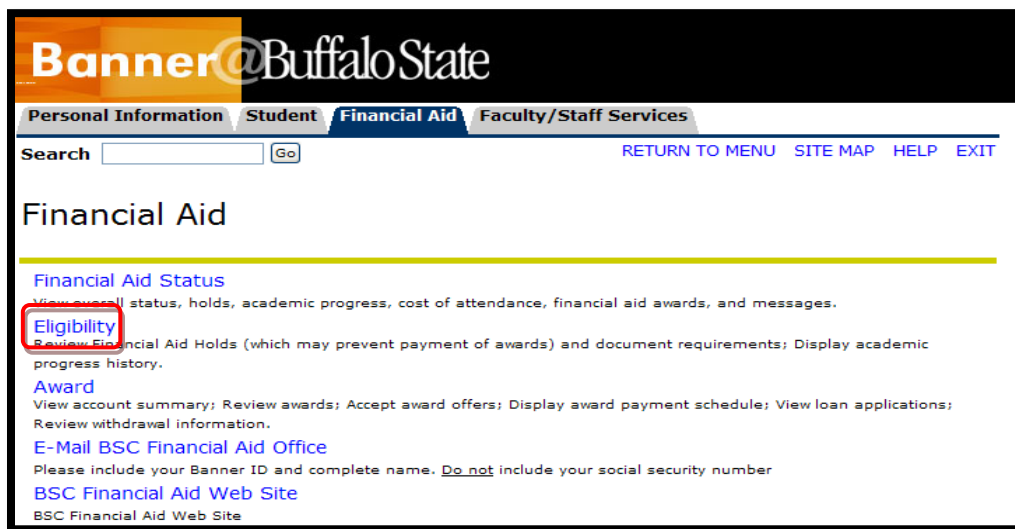
This guide will show students how to:

- View and monitor **eligibility requirements**
  - a. Eligibility Requirements: actions the student needs to take in order for financial aid to be offered and/or disbursed.
- Review **Financial Aid Status**
- **To accept loans**, please see the tutorial, “How To Accept Aid in Banner”

1. Access Banner at: <http://www.buffalostate.edu/banner/>
2. Click on the Banner icon: 
3. Select **Log in to Banner**
4. Enter **User ID** and **PIN**
  - User ID is the student’s Banner ID with an UPPERCASE ‘B’ followed by eight digits.
  - PIN is your date of birth the first time you log in the DDMMYY format. You will be prompted to change your PIN after your first log in.
5. Select **Financial Aid** (either on gray tab along top or under Main Menu)



6. Select **Eligibility** to view any requirements or other items that need to be addressed before aid can be offered and/or disbursed.



7. Select the appropriate **Award Year** from the drop down menu.  
8. View and respond to **Student Requirements**.



- **Unsatisfied Requirements** – Each item listed under Unsatisfied Requirements needs to be addressed by the student. As requirements are satisfied, they will move to the Satisfied Requirement section below.
- **Downloadable forms** – Forms displayed as a hyperlink can be downloaded directly from the student's Banner account.
- **Status** – Students can monitor the status of each requirement. As documents are received by the Financial Aid Office, the "Required" status will change to "Received and Satisfied"

9. View **Requirement Messages** for additional instructions on how to satisfy Student Requirements. Students should also check their **active messages** (steps 10-12) for other personalized messages from the Financial Aid Office.

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## Eligibility Requirements for Award Year 2011-2012

Student Requirements **Requirement Messages** Holds Academic Progress

Messages regarding unsatisfied requirements may be sent to you here. Messages could include a detailed explanation of the outstanding obligation and suggest a means to satisfy the requirement. You can reply to a message via [e-mail](#).

Requirement	Message
Proof of US citizenship is required	Proof of citizenship includes one of the following: birth certificate; U.S. passport; U.S. State Department verification of birth abroad; Certificate of Naturalization; Certificate of Citizenship. We are required to view the original document. If you can only supply a copy at this point in time we will accept a copy in order to put together an award package. However, the aid will not be disbursed until you show the original document to us once you arrive for classes.

If you respond to a message, be sure your web browser displays your correct name and e-mail address. Also be sure to sign any message you send.

[Select Another Aid Year](#)

10. View **Financial Aid Status** to access **Active Messages** that will further assist in satisfying student requirements.

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## Financial Aid

**Financial Aid Status**  
View overall status; holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)  
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

[Award](#)  
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

[E-Mail BSC Financial Aid Office](#)  
Please include your Banner ID and complete name. Do not include your social security number

[BSC Financial Aid Web Site](#)  
BSC Financial Aid Web Site

## 11. **Financial Aid Status** menu provides a summary of the student's financial aid status.

- **Student Requirements** – This link will only display if the student has unsatisfied student requirements. See steps 1-9 for more information.
- **Awarded** – Displays the total dollar amount of the financial aid award offer. If the total is \$0, this may mean the student has requirements that need to be addressed.
- **Academic Progress** – Displays whether the student is eligible for federal and state financial aid based on their academic performance.
- **Messages** – Messages contain important personalized information about the student's eligibility and/or required documents. Students should check for active messages regularly.
- **Financial Aid History** – Displays all financial aid received at Buffalo State College.
- **Select Another Aid Year** – To view information from a different academic year, choose this option.

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### Current Aid Status for Award Year 2011-2012

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.  
 You have been [awarded](#) financial aid which totals \$.00.  
 Based on your academic transcript, the status of your [academic progress](#) is Fed Prob - NY OK as of Fall 2010.  
 You have active [messages](#).  
 View your [financial aid history](#).

[Select Another Aid Year](#)

## 12. View active **Messages** by clicking on messages above.

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### Messages for Award Year 2011-2012

Messages that are directed to all financial aid applicants, or to you personally, display below. You can reply to a message via [e-mail](#).

Message	Date Posted
The W-2-s submitted for your parents do not sum to the total reported on their federal tax return. Please submit all missing W-2 statements from 2010.	Apr 28, 2011

- Message provides additional information related to outstanding Student Requirements or general eligibility information.