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://bscbanner.buffalostate.edu/](http://bscbanner.buffalostate.edu/)
2. Click on LOGIN TO BANNER on the left-hand side.
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 in the MMDDYY 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.

10. View **Financial Aid Status** to access **Active Messages** that will further assist in satisfying student requirements.
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.
12. View active Messages by clicking on messages above.

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