



THIS GUIDE WILL SHOW STUDENTS HOW TO:

- View and monitor eligibility requirements
 - **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/>
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 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)

Banner@BuffaloState

Personal Information Student **Financial Aid** Faculty/Staff Services

Search Go [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

[Personal Information](#)
Change your PIN; View social security number change information; View Address(es).

[Student](#)
Register, Plan your Schedule with Schedule Planner, View your Academic Records and Student Accounts information, and Apply to Graduate (Bachelors Degree)

[Financial Aid](#)
Financial Aid

[Faculty and Staff](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[View/Pay Bill](#)
Pay/View Student Bill

[Cancel Your Decision to Attend Buffalo State](#)
Notify Buffalo State that you want to cancel your college application because you will not be attending Buffalo State.

[Buffalo State Home Page](#)

RELEASE: 8.9.S

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

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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 Buffalo State Financial Aid Office](#)
Please include your Banner ID and complete name. Do not include your social security number

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

Eligibility Requirements for Award Year 2019-2020 Dec 12, 2019 11:40 am

Student Requirements Holds Academic Progress

Financial aid requirements must be completed by the specified **deadline dates.**

- Please carefully review any **deadlines** associated with your requirement(s) and submit paperwork as soon as possible
- Be advised that additional requirements may be posted after your submission(s).
- Students should monitor Banner regularly for account updates and to ensure all requirements are satisfied.

Unsatisfied Requirements Requirement	Status	As of Date	Fund Term
Add'l Verification Documents Needed. View active messages. Active messages can be viewed by clicking on the Main Financial Aid Tab at the top, followed by "Financial Aid Status" and then "You have active messages."	Required	Dec 11, 2019	
Completed 1920 Verification Worksheet	Required	Dec 06, 2019	
Parent/Stepparent's 2017 IRS Federal Tax Return Transcript Submit a signed copy of your parent's 2017 federal tax return or their 2017 IRS Tax Return Transcript .	Required	Dec 06, 2019	
Student's 2017 IRS Federal Tax Return Transcript, if filed Submit a signed copy of your 2017 federal tax return or your 2017 IRS Tax Return Transcript .	Required	Dec 06, 2019	



8. View and respond to **Student Requirements** (continued)

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 satisfied or another status.

9. View **Financial Aid Status** to access **Active Messages** that will further assist in satisfying student requirements. Access **Financial Aid Status** at the Financial Aid Main Menu.

10. **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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B00272381 Christine M. Auman
Dec 12, 2019 11:40 am

Current Aid Status for Award Year 2019-2020

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 OK - NY OK as of Fall 2014.

You have active [messages](#).

View your [financial aid history](#).



11. View active **Messages** by clicking on messages above.

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

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Messages for Award Year 2019-2020 Dec 12, 2019 11:40 am

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
Provide the date your mother was married.	Dec 11, 2019

[Select Another Aid Year](#)