



# VIEWING AND RESOLVING ELIGIBILITY REQUIREMENTS IN BANNER

## 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@Buffalo State**

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

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

**Main Menu**

---

**Personal Information**  
Setup your Network password, change your Banner PIN, change your Banner security question, etc.

**Student**  
Register, Plan your Schedule with Schedule Planner, View your Academic Records and Student Accounts information, and Apply to Graduate

**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: 8.11.E**

© 2025 Ellucian Company L.P. and its affiliates.



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

**Banner@Buffalo State**

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

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Financial Aid

---

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

**Eligibility** (circled in red)  
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 2025-2026

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.

<b>Unsatisfied Requirements</b> Requirement	<b>Status</b>	<b>As of Date</b>	<b>Fund Term</b>
2023 Parent Federal Tax Return If any, also submit schedules 1, C, and E. All 1040 tax forms must be signed by parent or show preparer information w/PTIN and EIN.		Required Feb 11, 2025	
2023 Student Federal Tax Return If any, also submit schedules 1, C, and E. All 1040 tax forms must be signed by student or show preparer information w/PTIN and EIN.		Required Feb 11, 2025	
2025-2026 Verification Worksheet Be sure that all sections of the form are complete before submitting it to our office. Additional paperwork may be required. Follow instructions carefully.		Required Feb 11, 2025	

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.



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.



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

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

**Banner@BuffaloState**

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

Search  Go SITE MAP HELP EXIT

**Messages for Award Year 2025-2026**

---

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.	Feb 11, 2025

[Select Another Aid Year](#)