

# Financial Aid Navigation in MyCACC

1. Go to [www.cacc.edu](http://www.cacc.edu). Click on MyCACC in the right hand corner of web page.
2. Click "Sign In."
3. Type your User ID and PIN, and Click the Login Button.
  - a. USER ID: C number, 9 digits beginning with a C. For example, For example: C12345678 IMPORTANT: The "C" must be capitalized
  - b. When logging in for the first time, your PIN will be your 6 digit date of Birth (MMDDYY). It is recommended you change your PIN as soon as possible. The new PIN can be any combination of letters and/or numbers.
  - c. You will be prompted to create a security question. This will be used if you forget your PIN at a later date.
  - d. If you have logged in previously and changed your PIN but Cannot remember it, click on **Forgot PIN**.
4. If you have completed your Free Application for Federal Student Aid (FAFSA) and listed CACC's school code (001007) on your FAFSA, you will see a menu similar to this. Click on the FINANCIAL AID tab

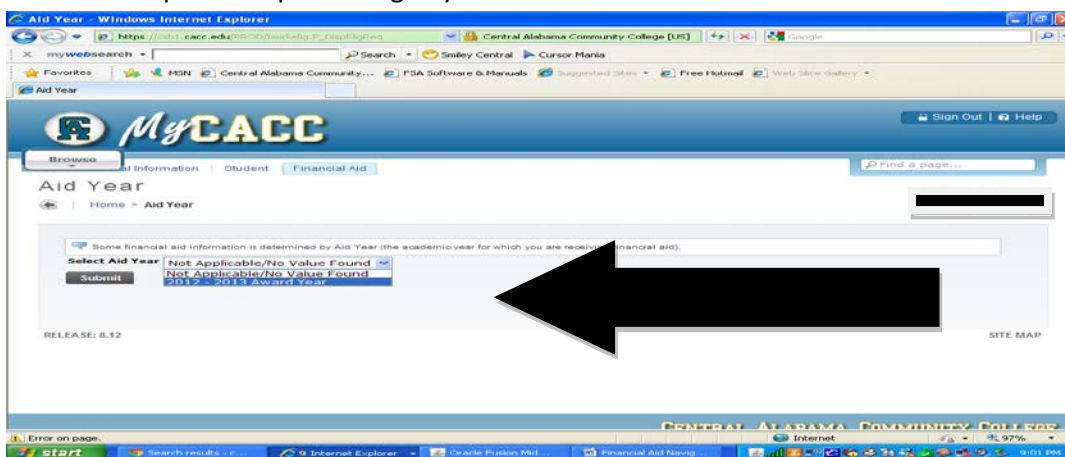


5. After clicking on the **FINANCIAL AID** tab, you will see the following screen showing four menus:

- Financial Aid Status – *summary of your Financial aid information for the specified Year*
- Eligibility – *displays document requirements, holds, and academic progress history*
- Award – *review account summary, review awards, Accept award offers, display award payment schedules, View loan applications, and review withdrawal information*
- General Financial Aid – *quick links to public scholarship search Tools and financial aid information*



6. Click on the “**Eligibility**” menu and select the appropriate aid from the drop down box to display requested documentation needed by the Financial Aid Office to complete the processing of your financial aid awards.



- Click on the **Student Requirement Tab**. Under this tab you will find any Unsatisfied Requirements, along with the status of the requirement. Click on the image beneath "Instructions" for directions on how to handle each request. If the name of the requirement is a link, it will provide you with a copy of whatever form you may need to complete. Sometimes the 'status' column will indicate what is holding up your review. Example: Missing One or More Signatures, Received Not yet Reviewed, etc. You will also be able to see all satisfied requirements as well as the date they were completed.

The screenshot shows the MyCACC student portal interface. At the top, there are browser tabs for 'Inbox (1,201) - centrekin@ca...', 'Central Alabama Community...', and 'Eligibility Requirements for Aid...'. The address bar shows 'Central Alabama Community College [US] https://ssb1.cacc.edu/PROD/bwrkelig.P\_DispligReq'. The MyCACC logo is on the left, and 'Sign Out | Help' is on the right. Below the navigation bar, there are tabs for 'Browse', 'Requirements', 'Requirement Messages', 'Holds', and 'Academic Progress'. A search bar is on the right.

**Unsatisfied Requirements**

Requirement	Status	As of Date	Fund	Source	Term	Instructions
Outstanding Admission Requirements	Requirement in Unsatisfied Status	Sep 26, 2012				

The Unsatisfied Requirement link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement. Click on the Instructions icon for more information on how to satisfy a requirement.

**Satisfied Requirements**

Requirement	Status	As of Date	Fund	Source	Term	Instructions
Authorization Needed to Pay Non-Institutional Charges	Approved use of Title IV funds for indirect charge	Oct 09, 2012				
<a href="#">Free Application for Federal Student Aid</a>	Requirement in Satisfied Status	Sep 26, 2012				
Terms and Conditions	Requirement in Satisfied Status	Oct 09, 2012				

[Select Another Aid Year](#)

At the bottom, there is a download bar showing 'uc4onsitenovember59in...zip' and a taskbar with various applications like Internet Explorer, Oracle Fusion, and Microsoft Excel.

**PLEASE NOTE: No federal financial aid awards (Pell Grants, SEOG, and/or Student Loans) can be processed until ALL unsatisfied requirements have been satisfied as shown above.**

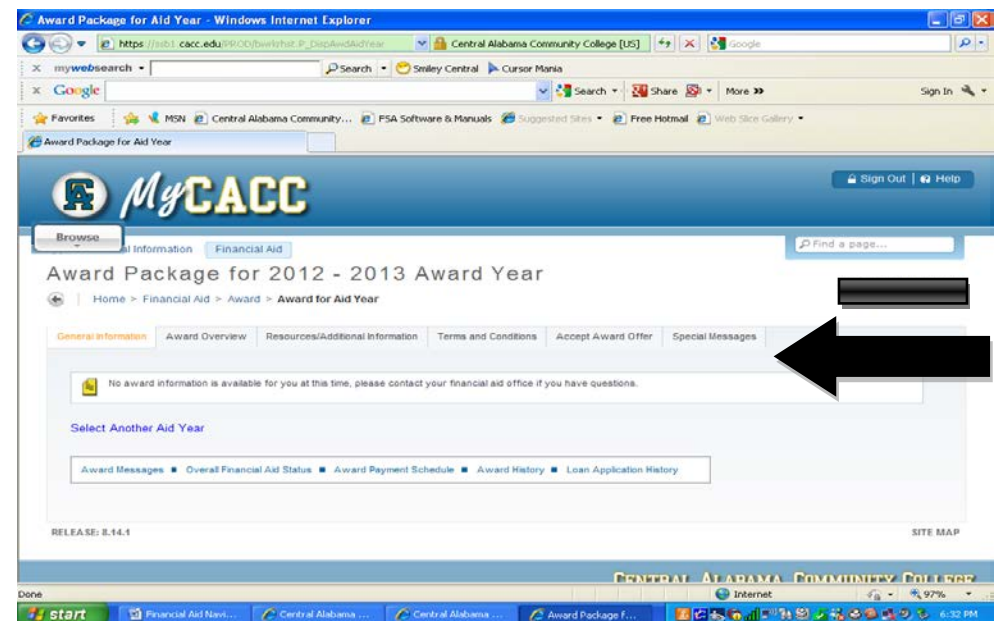
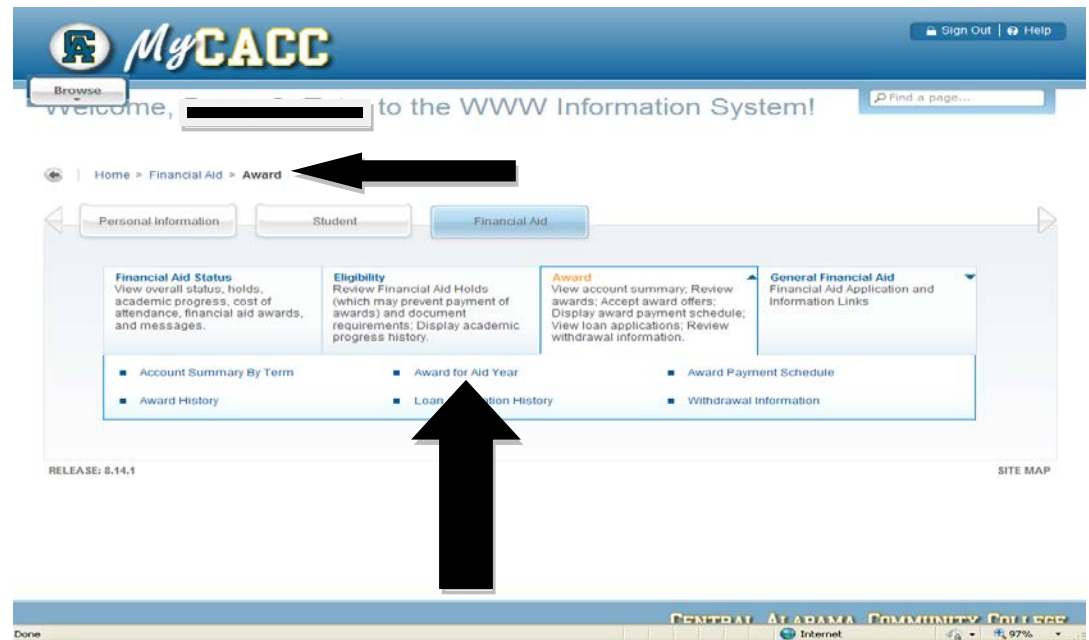
8. To go back to the previous screen, click on **Financial Aid** or click on the back arrow at the top of the screen.

9. Click on the **Award Tab**. A drop down box will open displaying the following options:

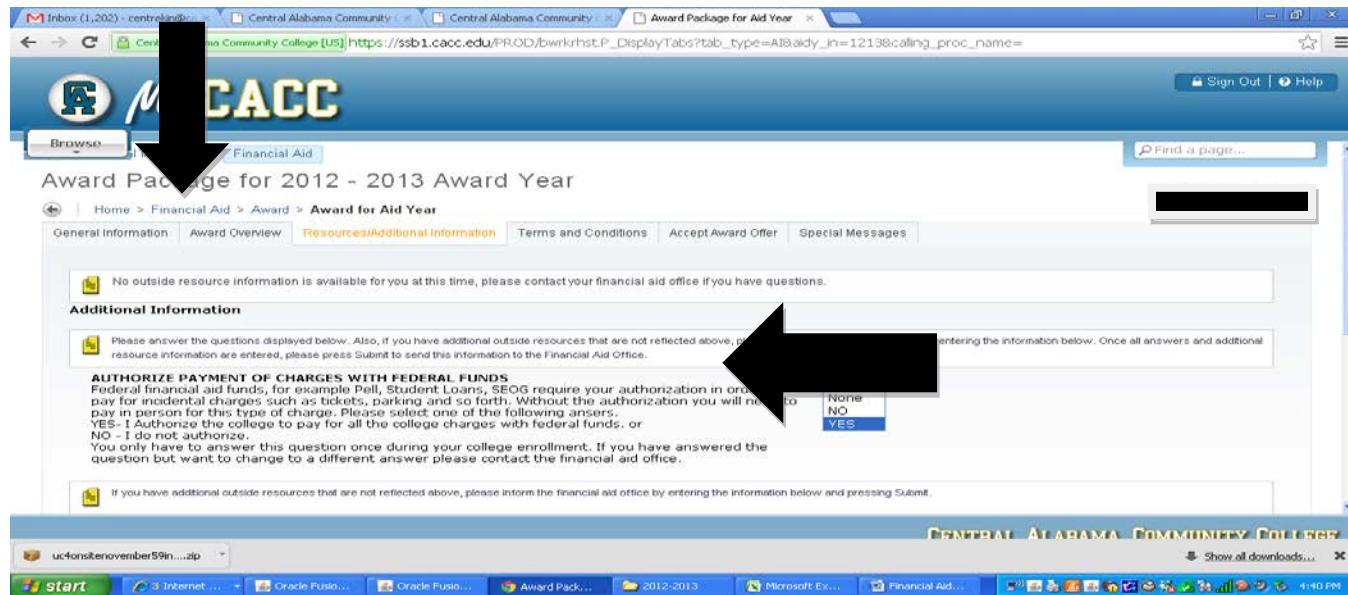
- Account Summary By Term
- Award History
- Award for Aid Year
- Loan Application History
- Award Payment Schedule
- *Withdrawal Information*

10. Select **Award for Aid Year**. This screen displays the following tabs:

- a. **General Information** – provides a summary of any pertinent information, i.e. additional requirements, notice to accept awards, loan entrance counseling, etc.)
- b. **Award Overview** – lists any awards for which you are eligible and also serves as your award letter. The Financial Aid Office no longer mails printed award letters.
- c. **Resources/Additional Information** – allows you to answer any pending questions, i.e. authorization of charges.
- d. **Terms and Conditions** – allows you to read required information as it relates to receiving and maintaining your financial aid awards.
- e. **Accept Award Offers** – allows you to accept or decline individual awards. Note: scholarships and grants are automatically accepted on your behalf.
- f. **Special Messages** – click on this tab to see if any special messages have been posted to your account.

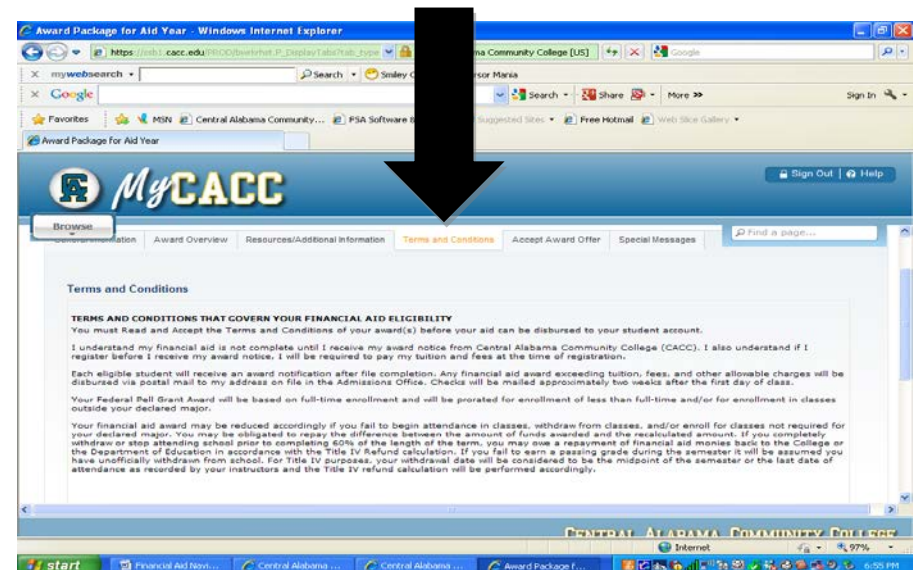


11. **All financial aid students are required to answer a question pertaining to authorizing payment of charges.** This question is found under the tab **Resources/Additional Information**. Read the question carefully and then click the drop down box to select **NO** or **YES**. After answering this question, scroll to the bottom of the screen and click on the **SUBMIT INFORMATION** button.



12. Now select the **Terms and Conditions** tab. All financial aid students are required to read required information as it relates to receiving and maintaining your financial aid awards. You must:

- (a) Read all of the information,
- (b) Scroll to the bottom of the page, and
- (c) Click **Accept** if you understand the terms and conditions of a financial aid recipient. Clicking **Do Not Accept** will result in you *not* receiving any financial aid awards.



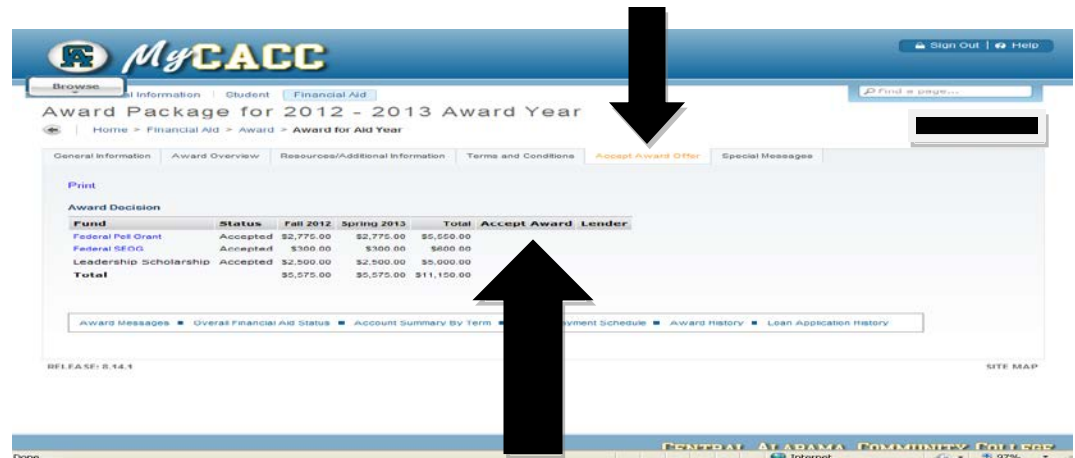
13. If you have satisfied all award requirements, click on the **Accept Award Offer** tab to accept or decline individual awards posted to your account. Please follow all instructions listed on this page for accurate and timely processing of your awards. For each of the awards you have a drop down box in the **Accept Award** column, select either **Accept** or **Decline**. Note scholarships and grants are automatically accepted on your behalf.

At CACC, student loans are automatically packaged for all students who have completed the FAFSA. However, you will always have the options of accepting or declining student loans.

If you are offered both a Subsidized and an Unsubsidized loan, and only want one loan, accept the Subsidized loan as opposed to the Unsubsidized loan. If you want both, you can still accept both.

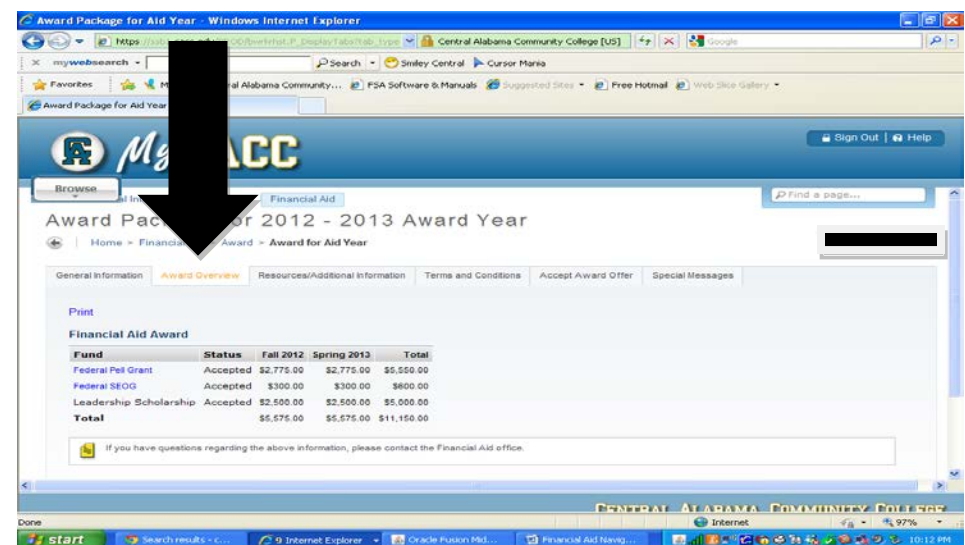
**\*\*\* Don't forget to scroll to the bottom and click SUBMIT DECISION.**

**Important Note:** If you are accepting a loan, this may create additional requirements which will be listed immediately beneath your award decision in **Unsatisfied Disbursement Requirements**, i.e. **Entrance Interview** counseling and **Master Promissory Note** ([www.studentloans.gov](http://www.studentloans.gov)). You must complete these requirements in order to finalize your loan/borrowing process.



14. Once you have accepted your financial aid awards listed on the Accept Award Offer tab, click on the **Award Overview** tab. This tab represents your Award Letter for the academic year. Note that Financial Aid no longer mails printed award letters. By clicking **Print** at the top of the page, you will be able to print a copy of your awards for your records.

Pell Grant awards are based on Full Time attendance. However, you are not obligated to enroll as a full time student (12 semester hours or more). If you are not attending full time, your Pell Grant award WILL be prorated at the time the awards are credited to your account based on your registered semester hours. (Federal aid awards for LPN students are based on clock hours.)



15. To return to previous menus, you can click on the back arrow or click on the words Financial Aid to arrive at your desired location.



16. You can view your account detail information (tuition and fee charges, bookstore charges, and posting of financial aid awards) by going back to the **Award** tab (shown above) and clicking on **Account Summary By Term**.



Description	Charge	Payment	Balance
Bond Surety Fee	\$13.00		\$0.00
Book Tax Charges-Bookstore	\$193.94		\$0.00
Facility Fee	\$117.00		\$0.00
Refund Check	\$2,881.06		\$0.00
Special Building Fee	\$130.00		\$0.00
Technology Fee	\$117.00		\$0.00
Tuition	\$1,417.00		\$0.00
Federal Pell Grant		\$2,775.00	\$0.00
Leadership		\$1,794.00	\$0.00
Federal SEOG Grant		\$300.00	\$0.00
<b>Term Charges:</b>	<b>\$4,869.00</b>		
<b>Term Credits and Payments:</b>		<b>\$4,869.00</b>	
<b>Term Balance:</b>			<b>\$0.00</b>

If you have questions about how to navigate through the financial aid screens in Banner, please feel free to contact the Financial Aid Office.



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