

## Financial Aid Banner Web Instructions

### Login Instructions

Go to: [www.lagrange.edu](http://www.lagrange.edu)

Under “**Quick Links**” drop-down menu, choose **My LC**.

Login to **Banner Web** (a secure site)

*(New students should use their Student ID or SSN (without dashes) as their **User ID** and Date of Birth (MMDDYY format) as their **PIN**.) For example, your User ID is L10998877 and Pin is 063191. You will be asked to create a security question to aid in resetting your PIN if you should forget it.*

### Accessing and Accepting Your Financial Aid Award

Select “**Financial Aid**” from the tabs at the top of the page

Select “**My Financial Aid Information**”

Select “**Financial Aid Award by Aid Year**”

Select “**Aid Year**” *2011-2012 Award Year* from the drop down menu

Press “**Submit**”

Select “**General Information**” which provides a general statement on your financial aid eligibility.

Select “**Award Overview**” to display information regarding Cost of Attendance, Financial Need, housing plans, enrollment status, and a summary of your financial aid award. (**NOTE: You CANNOT accept your financial aid award on this screen.**)

Select “**Terms and Conditions**” to **READ** and **ACCEPT** the terms and conditions of financial aid participation. You **must** accept the terms and conditions before you will be able to view your financial aid award.

Select “**Resources/Additional Information**” to list any outside scholarship(s), employer reimbursement, or other financial assistance you will receive from agencies or organizations (other than your family).

Select “**Accept Award Offer**” to accept, decline, or partially accept an award offer and press “**Submit Decision**” when you have made your decisions. (Note: You cannot make changes after you have submitted your response to the award offer. You will need to contact the Financial Aid Office to have them make the adjustment for you.

Review “**Unsatisfied Disbursement Requirements**” below your award for a list of requirements that must be completed before your financial aid will be disbursed. Click on “View Instructions” to display information on the requirement and/or link to the form or website to complete the requirement. All downloadable forms must be printed, completed and mailed to the Financial Aid Office at the above address.

Select “**Special Messages**” to access information on other financial aid programs or information that might be of interest to you.