Office of Financial Aid

VIEWING YOUR FINANCIAL AID STATUS IN CUNYfirst SELF SERVICE

The CUNYfirst Student Center provides an easy way to access, view, and manage your financial aid information over the Internet. This following provides information on the new features in Self-Service:

- CLAIMING YOUR CUNYFIRST ACCOUNT
- VIEWING YOUR FINANCIAL AID “TO DO” LIST
- VIEWING YOUR FINANCIAL AID AWARDS
- ACCEPTING OR DECLINING YOUR FEDERAL WORK-STUDY OR FEDERAL PERKINS LOAN
- VIEWING YOUR PENDING AID AND PAST PAYMENTS
- ADDING YOUR BANK ACCOUNT AND ENROLLING IN DIRECT DEPOSIT
CLAIMING YOUR CUNYFIRST ACCOUNT

To view your financial aid payments and pending financial aid in Student Self-Service, you must first claim your CUNYfirst Account.

**NOTE:** If you have already claimed your CUNYfirst account, it is not necessary to do the account process again. You can go to page 3 for Viewing Your Financial Aid “To Do” List.

To claim your CUNYfirst Account:

1. Go to: https://home.cunyfirst.cuny.edu and click *First time users*.
2. Enter the required information and click **OK**.
3. Select your **Challenge Questions and Answers** – you need to select five of the questions.
4. **Choose Your Password** — you must then confirm your choice of password by re-entering it.

**Password Requirements:** must be at least 8 characters long, at least 1 uppercase letter AND at least one numeric OR one special character. Your password will expire every 90 days so you will need to create a new password at that time.

5. Your CUNYfirst account is now activated. You will get a confirmation page which you may print for your records.
VIEWING YOUR FINANCIAL AID “TO DO” LIST

After you have filed your financial aid applications, the “To Do” list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

STEP# 2: Select HR/Campus Solutions from the left menu.

STEP# 3: Navigate to Self Service followed by Student Center. In the To Do List section, you will see a list of outstanding items. Click “more” to see detailed information about each item.

STEP# 4: Review the current outstanding items with your financial aid applications. You may find it helpful to sort and filter by institution to ensure you are viewing items related to your college.

NOTE: If you will be attending LEHMAN COLLEGE, you are only required to resolve the items listed for LEHMAN COLLEGE. Unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at LEHMAN COLLEGE.
By clicking on each To Do Item, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

**NOTE:** You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

<table>
<thead>
<tr>
<th>Item List</th>
<th>Due Date</th>
<th>Status</th>
<th>Institution</th>
<th>Administrative Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 Parent(s) Fed Tax Tms</td>
<td>04/02/2014</td>
<td>Initiated</td>
<td>Borough of Manhattan CC</td>
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<td>04/02/2014</td>
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<td>Financial Aid</td>
</tr>
<tr>
<td>2014 V1 Dep Verification Wrk</td>
<td>04/02/2014</td>
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<td>CUNY Supplement Form</td>
<td>03/19/2014</td>
<td>Initiated</td>
<td>Borough of Manhattan CC</td>
<td>Financial Aid</td>
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</table>

The instructions on the To Do Item Detail may ask you to download and submit a form to the Financial Aid Office. To access the form, you will need to copy and paste the web address from the description into your web browser. Click on Return to go back to your Item List.
VIEWING YOUR FINANCIAL AID AWARDS

Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and also broken down by term.

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu

STEP# 2: Select HR/Campus Solutions from the left menu.

STEP# 3: Navigate to Self Service followed by Student Center.

STEP# 4: In the Finances section, click the View Financial Aid link.

STEP# 5: On the Select Aid Year to View page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.
STEP# 6: On the Award Summary page, you will be able to view the total aid for the entire academic year and by individual terms. In the Terms section, there are hyperlinks for more detailed information which are discussed in the next steps.

### Award Summary

Financial Aid Year 2014-2015

Select the term hyperlinks below to see more detailed information.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Fall</td>
<td>Grant</td>
<td>2,822.50</td>
<td>2,822.50</td>
</tr>
<tr>
<td>Federal PELL Grant Spring</td>
<td>Grant</td>
<td>2,822.50</td>
<td>2,822.50</td>
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<td>Federal SEOG Spring</td>
<td>Grant</td>
<td>175.00</td>
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<td>175.00</td>
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<td>Aid Year Totals</td>
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<td>5,995.00</td>
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</table>

Currency used is US Dollar.

### Terms

#### 2015 Spring Term

<table>
<thead>
<tr>
<th>Award Description</th>
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<tr>
<td>Term Totals</td>
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<td>2,997.50</td>
<td>2,997.50</td>
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</table>

#### 2014 Fall Term

<table>
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<tr>
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<td>Term Totals</td>
<td></td>
<td>2,997.50</td>
<td>2,997.50</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
STEP# 7: By clicking on the **Full-Yr Financial Aid Summary** link, you will be able to see your **Estimated Financial Aid Budget** for the academic year.

![Estimated Financial Aid Budget](image)

**STEP# 8:** Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.

![Estimated Financial Aid Budget Breakdown](image)
STEP# 9: Return to the Award Summary page and, in the Terms section click the View Scheduled Disbursement Dates link.

The Scheduled Disbursements page displays the projected dates for disbursement of your financial aid awards.

**NOTE:** To view your actual disbursements, access Account Inquiry from the link at the bottom of the screen.
➢ ACCEPTING OR DECLINING YOUR FEDERAL WORK-STUDY AND FEDERAL PERKINS LOAN

You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu

STEP# 2: Select HR/Campus Solutions from the left menu.

STEP# 3: Navigate to Self Service followed by Student Center.

STEP# 4: In the Finances section, click the Accept/Decline Awards link.

STEP# 5: On the Select Aid Year to View page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.
**STEP# 6:** Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the “Accept” checkbox for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** bottom at the bottom of the page.

**NOTE:** If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.
VIEWING YOUR PENDING AID AND PAST PAYMENTS

The following steps provide instructions on how to view your pending financial aid and past financial aid payments in CUNYfirst Self-Service.

**NOTE:** Financial aid that is "pending" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

**STEP# 1:** Login to CUNYfirst at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

![Account Inquiry](image1)

![Account Summary](image2)
**STEP# 5:** Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab.

![Pending Financial Aid Table](image)

**IMPORTANT NOTE:** Your financial aid awards will NOT appear on your **Account Summary** page for at least 1 business day after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will not appear until the next business day. If you have pending financial aid that covers your tuition and fee charges in full, you are not required to make a payment to the Bursar.

**STEP# 6:** Once your financial aid has been disbursed, you will see your payment history under the “**payments**” sub-tab.

![Payment History Table](image)
ENROLLING IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu

STEP# 2: Select HR/Campus Solutions from the left menu.

STEP# 3: Navigate to Self Service followed by Campus Finances.

STEP# 4: Click Manage My Accounts.

STEP# 5: On the My Accounts page, click the Add Account button. You will then be prompted to enter your Financial Institution Details. After entering the required account information, click the Next button at the bottom of the screen.
**STEP# 6:** To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

![Enroll In Direct Deposit](image1)

**STEP# 7:** On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

![Enroll in Direct Deposit](image2)
STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of this agreement.” and click on **SUBMIT** button.

![Enroll in Direct Deposit Agreement](image1)

STEP# 9: The process to Enroll in Direct Deposit is complete!

![Enroll in Direct Deposit Result](image2)
For More Information

Learn more about the opportunities available to finance your college education by visiting the LEHMAN COLLEGE’s Office of Financial Aid Website at http://www.lehman.cuny.edu/financial-aid/

Do you have a question about your financial aid application or award status?

E-mail us at: financial.aid@Lehman.cuny.edu and we will respond promptly to your inquiry (usually by the next business day).

<table>
<thead>
<tr>
<th>Office of Financial Aid</th>
<th>Shuster Rm 136</th>
<th>718-960-8545</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Web Lab</td>
<td>Shuster Rm 131A</td>
<td>718-960-8620</td>
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<tr>
<td>Admissions’ Office</td>
<td>Shuster Rm 161</td>
<td>718-960-8713</td>
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<tr>
<td>Bursar’s Office</td>
<td>Shuster Rm 031</td>
<td>718-960-8573</td>
</tr>
<tr>
<td>FACTS/TAP/Registrar’s Office</td>
<td>Shuster Rm 108</td>
<td>718-960-8526</td>
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<tr>
<td>Scholarship Office</td>
<td>Shuster Rm 205</td>
<td>718-960-8382</td>
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