1. Go to the MyCampus portal site at: https://mycampus.bchs.edu/ics, and log in with your User Name and Password.

2. Once logged in, click the STUDENTS tab across the top.

3. Click on Financial Aid and Student Accounts in the left margin.

BCHS is pleased to provide our students with a new web portal that will enable you to view your academic information, register and pay for classes, as well as accessing necessary forms.
4. The Financial Aid and Student Accounts Page is divided into the following THREE sections:
   a. Left Column – Financial Aid Information
   b. Middle Column – Financial Aid and/or Student Accounts Announcements and Calendars
   c. Right Column – Student Account Information

5. Click the My Financial Aid link to view your Financial Aid Status and Awards for the current aid year.

**You will be redirected and logged into your Online Financial Aid Portal. See Below**
6. The “Home” tab of your Financial Aid Status and Awards portal will be displayed immediately after clicking the My Financial Aid link in My Campus.

7. To view any Financial Aid Documents that are required and/or received, click the “Your Documents” tab across the top.

Be sure to review the "Your Documents" tab to see if you have any missing requirements that may be needed to determine your full aid eligibility.
8. The “Your Documents” page is divided into three columns:
   
a. **Document** – This is the list of documents the Financial Aid Office is requesting from you or notifying you of specific updates.
   
   i. **Missing Documents** – Not all students will have missing documents. If any listed documents are *Not Received*, your financial aid package and/or disbursement may be delayed for registration.
   
b. **Status** – Indicates whether the Financial Aid Office has *Received* or *Not Received* the corresponding specific document indicated.
   
c. **Status Date** – Indicates the date the corresponding status was obtained. For example, your documents may indicate we received your Free Application for Federal Student Aid on 5/22/2014.

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Promissory Note</td>
<td>Not Received</td>
<td>5/20/2014</td>
</tr>
<tr>
<td>Loan Entrance Counseling</td>
<td>Not Received</td>
<td>5/20/2014</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid</td>
<td>Received</td>
<td>5/22/2014</td>
</tr>
<tr>
<td>Dependent V1 Verification Worksheet</td>
<td>Received</td>
<td>5/20/2014</td>
</tr>
</tbody>
</table>

9. Missing document forms that may be listed as *Not Received* can be accessed by clicking directly on the document name, if applicable. You will either be taken to the .pdf printable document or directly to the website to complete the requirement.

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent V1 Verification Worksheet</td>
<td>Not Received</td>
<td>7/16/2014</td>
</tr>
</tbody>
</table>

10. Once all documents and missing requirements have been *Received*, you can go to the “Accept Your Awards” tab to review and confirm your aid for the year.
11. Before you can view and accept, decline, or reduce your aid, you must **read and agree** to the Terms and Conditions listed under the **Financial Aid Award Information** for the current year. Click **Submit**.

2014-2015 Financial Aid Award Information

Financial aid is the money you receive from federal, state, local, and private programs to help you meet the educational expenses (tuition, fees, books, equipment, supplies, room, board, transportation, and personal expenses) to attend Baptist College of Health Sciences.

☐ I agree to these Terms and Conditions

**Submit**

12. Once you agree and click **Submit** to the Terms and Conditions above, your Financial Aid Awards for the current year will be displayed. Please review your awards carefully. If you need to review your awards by trimester before accepting, click on the “**Your Awards**” tab across the top.

13. The “**Your Awards**” tab will display your aid by trimester for the current year. The “**Your Awards**” page is divided into four columns:

   a. **Trimester** – This is the trimester in which the corresponding funds are awarded.
   b. **Fund** – This is the list of awards you are eligible to receive for the trimester.
   c. **Amount** – The award amount for the trimester for the corresponding award fund indicated.
   d. **Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Fund</th>
<th>Amount</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Federal Pell Grant</td>
<td>$1,090.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Subsidized Loan</td>
<td>$1,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Loan</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>$3,840.00</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Federal Pell Grant</td>
<td>$1,090.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Subsidized Loan</td>
<td>$1,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal Unsubsidized Loan</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>$3,840.00</td>
<td></td>
</tr>
</tbody>
</table>
14. Once you have reviewed your awards by trimester, and you are ready to Accept, Decline, or Reduce your aid, go back to the “Accept Your Awards” tab to review and confirm your aid for the year.

15. The “Accept Your Awards” page is divided into four columns:

   a. **Fund** – This is the list of awards you are eligible to receive after your financial aid file is reviewed.
   b. **Amount** – The award amount for the year for the corresponding award fund indicated.
   c. **Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.
   d. **Status** – Indicates the award status of the corresponding fund. **Initial award statuses will default to “Pending.” All awards must be in an “Accepted” status for funds to be used towards your student bill.**

   - To **Accept All** Awards: Click the “Accept All” button
   - To **Decline All** Awards: Click the “Decline All” button
   - To **Accept** Individual Awards: Select "Accept" in the drop down status menu next to the specific award
   - To **Decline** Individual Awards: Select "Decline" in the drop down status menu next to the specific award
   - To **Reduce** your Loan(s): Input the gross amount that you wish to borrow for the award year. Select "Accept" in the drop down status menu next to the loan. (Reminder – an origination fee will be deducted from the gross amount indicated)

Press “Submit” once finished

**If you wish to make adjustments after you have submitted this online acceptance, you will need to come in to the Financial Aid Office to speak with a Financial Aid Officer**
16. To view important messages regarding your financial aid status and awards, click the “Messages” tab across the top.

17. The Message box will list any important information the Financial Aid Office would like to communicate to you.

18. You can click the “Your Lifetime Awards” tab across the top to view your TOTAL student loan history used over your undergraduate career. You may also see, beginning with the 2014-2015 award year, the lifetime totals for any federal, state, and/or institutional awards you received while attending Baptist College of Health Sciences.