Brooklyn College

Office of Financial Aid

GUIDE TO ENHANCED FINANCIAL AID SELF-SERVICE INFORMATION IN CUNYfirst

The CUNYfirst Student Center provides an easy way to access, view, and manage your financial aid information over the Internet. This booklet 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

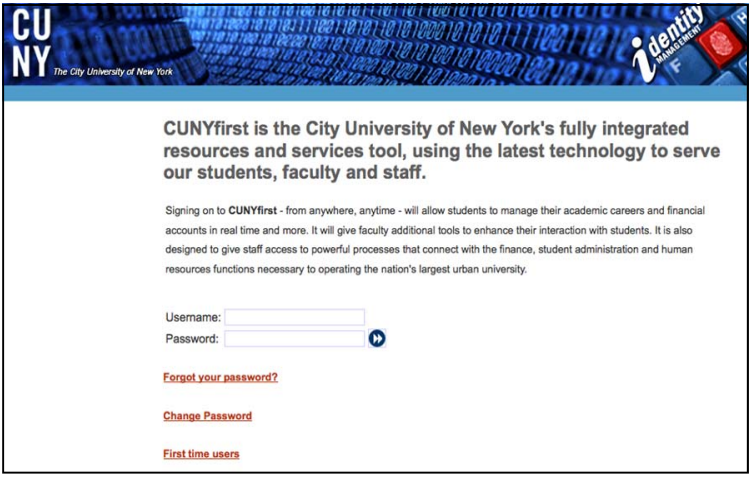
ADDING YOUR BANK ACCOUNT AND ENROLLING IN DIRECT DEPOSIT

CLAIMING YOUR CUNYfirst ACCOUNT

To view your financial aid payments and pending financial aid in your 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 reentering it.

Password Requirements: 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.

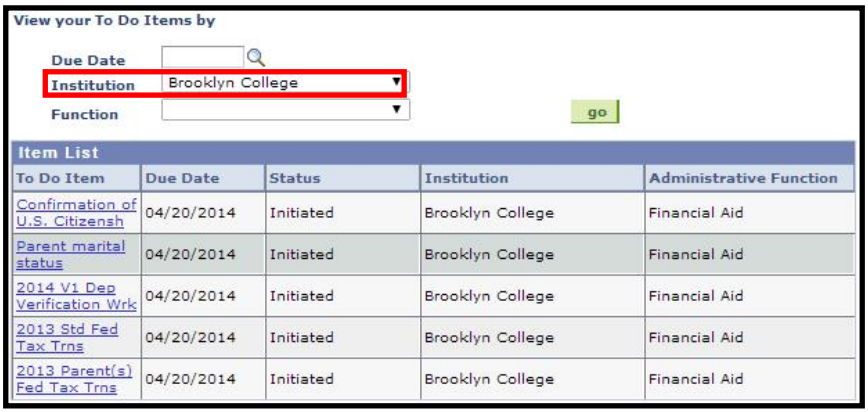
STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

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 the details link to see more information.

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 Brooklyn College, you are only required to resolve the items listed for Brooklyn College. Any unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at BROOKLYN COLLEGE.

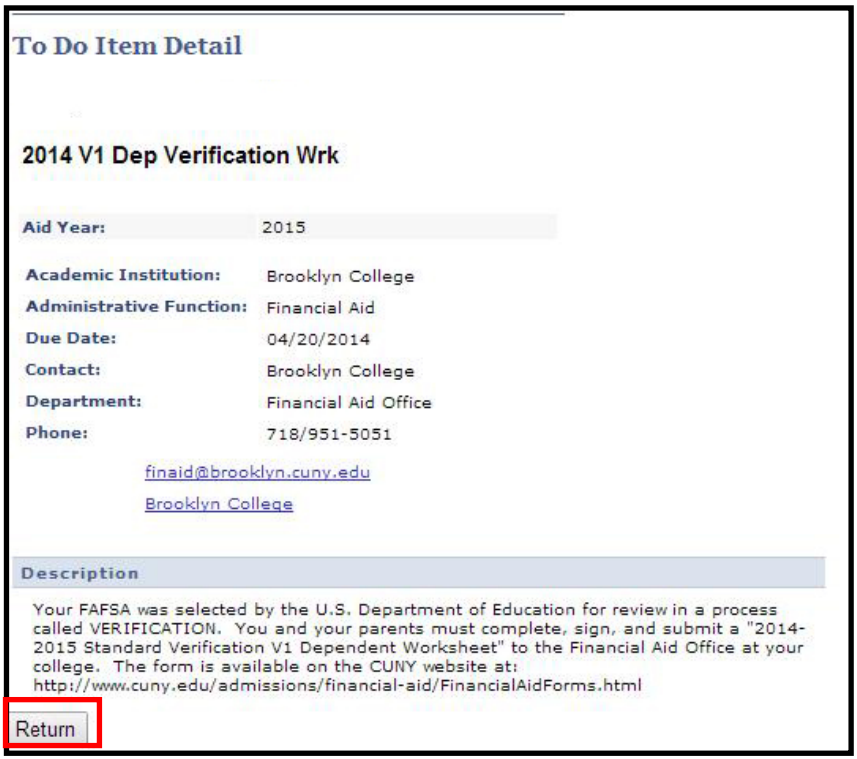


To Do Item	Due Date	Status	Institution	Administrative Function
Confirmation of U.S. Citizensh	04/20/2014	Initiated	Brooklyn College	Financial Aid
Parent marital status	04/20/2014	Initiated	Brooklyn College	Financial Aid
2014 V1 Dep Verification Wrk	04/20/2014	Initiated	Brooklyn College	Financial Aid
2013 Std Fed Tax Trns	04/20/2014	Initiated	Brooklyn College	Financial Aid
2013 Parent(s) Fed Tax Trns	04/20/2014	Initiated	Brooklyn College	Financial Aid

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.

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 may need to copy and paste the web address in the 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.

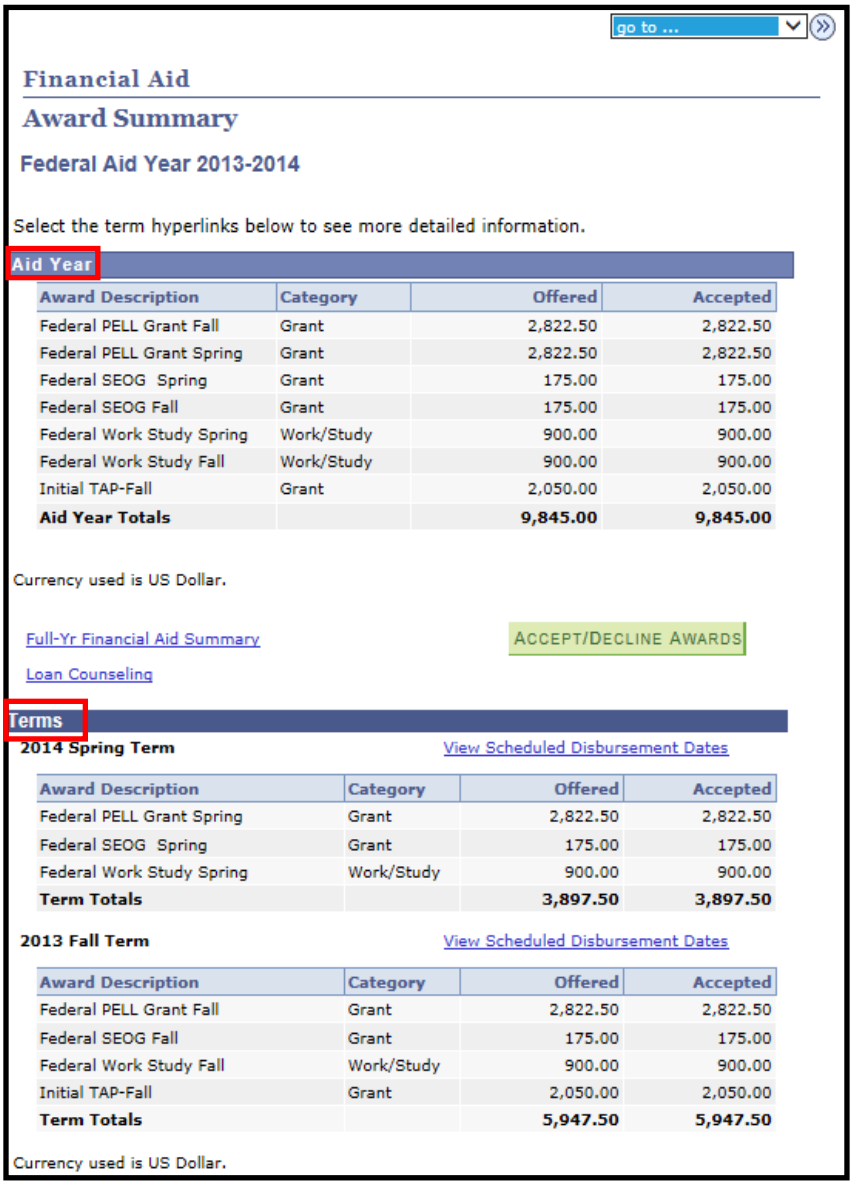
STEP# 2: Select **HR/Campus Solutions** from the left menu.

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. **Note: Upcoming year will appear as "Federal Aid Year 2014-2015".**



go to ...

Financial Aid

Award Summary

Federal Aid Year 2013-2014

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Aid Year Totals		**9,845.00**	**9,845.00**

Currency used is US Dollar.

Full-Yr Financial Aid Summary

ACCEPT/DECLINE AWARDS

Loan Counseling

Terms

2014 Spring Term

View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Term Totals		**3,897.50**	**3,897.50**

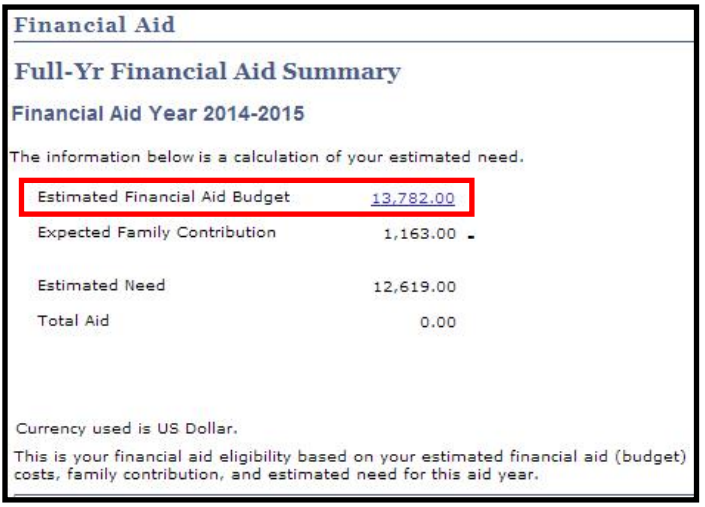
2013 Fall Term

View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Term Totals		**5,947.50**	**5,947.50**

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.



Financial Aid

Full-Yr Financial Aid Summary

Financial Aid Year 2014-2015

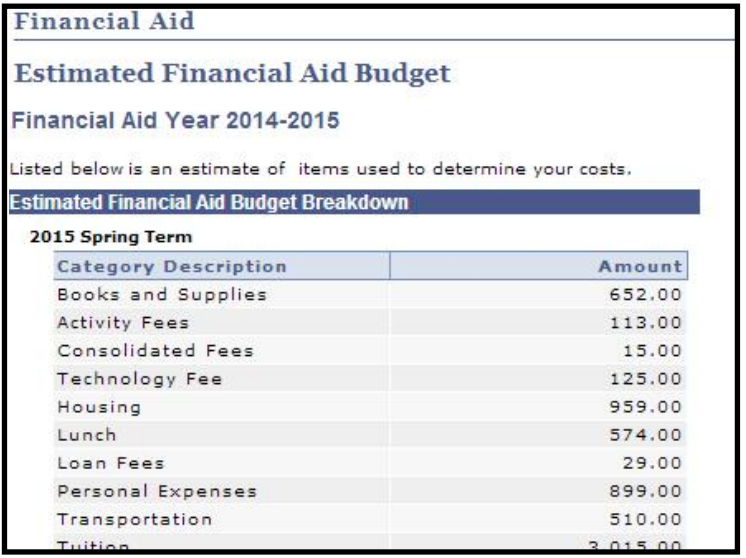
The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	13,782.00
Expected Family Contribution	1,163.00
Estimated Need	12,619.00
Total Aid	0.00

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

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



Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2014-2015

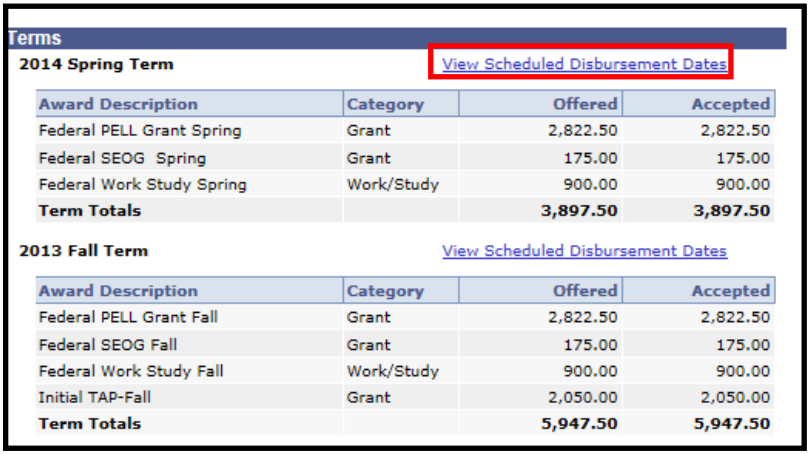
Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2015 Spring Term

Category Description	Amount
Books and Supplies	652.00
Activity Fees	113.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	899.00
Transportation	510.00
Tuition	3,015.00

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link. **Note: Upcoming year will appear as "2014 Fall Term and 2015 Spring Term".**



Terms

2014 Spring Term View Scheduled Disbursement Dates

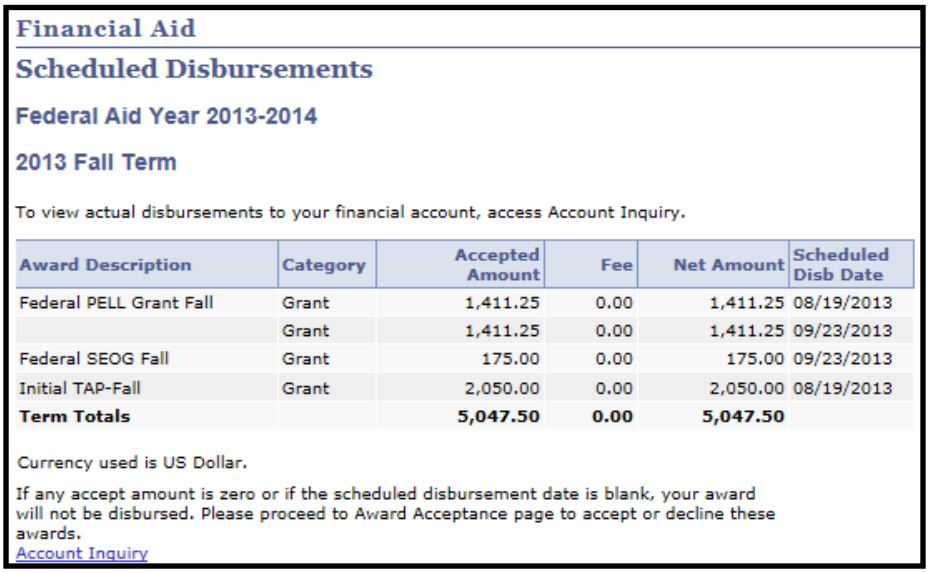
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Federal SEOG Spring	Grant	175.00	175.00
Federal Work Study Spring	Work/Study	900.00	900.00
Term Totals		**3,897.50**	**3,897.50**

2013 Fall Term View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal SEOG Fall	Grant	175.00	175.00
Federal Work Study Fall	Work/Study	900.00	900.00
Initial TAP-Fall	Grant	2,050.00	2,050.00
Term Totals		**5,947.50**	**5,947.50**

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. **Note: Upcoming year will appear as "Federal Aid Year 2014-2015".**



Financial Aid

Scheduled Disbursements

Federal Aid Year 2013-2014

2013 Fall Term

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	1,411.25	0.00	1,411.25	08/19/2013
	Grant	1,411.25	0.00	1,411.25	09/23/2013
Federal SEOG Fall	Grant	175.00	0.00	175.00	09/23/2013
Initial TAP-Fall	Grant	2,050.00	0.00	2,050.00	08/19/2013
Term Totals		**5,047.50**	**0.00**	**5,047.50**	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

Account Inquiry

ACCEPTING OR DECLINING YOUR FEDERAL WORK-STUDY AND FEDERAL PERKINS LOAN

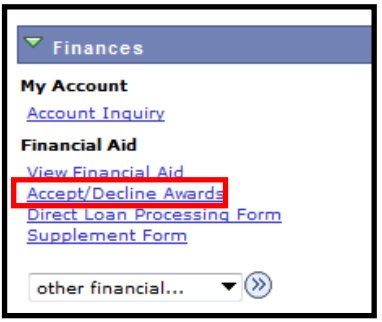
You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

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

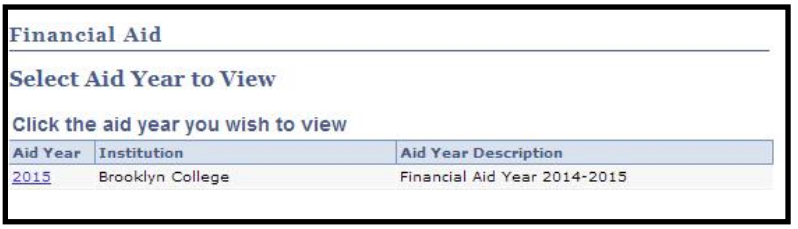
STEP# 2: Select **HR/Campus Solutions** from the left menu

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

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



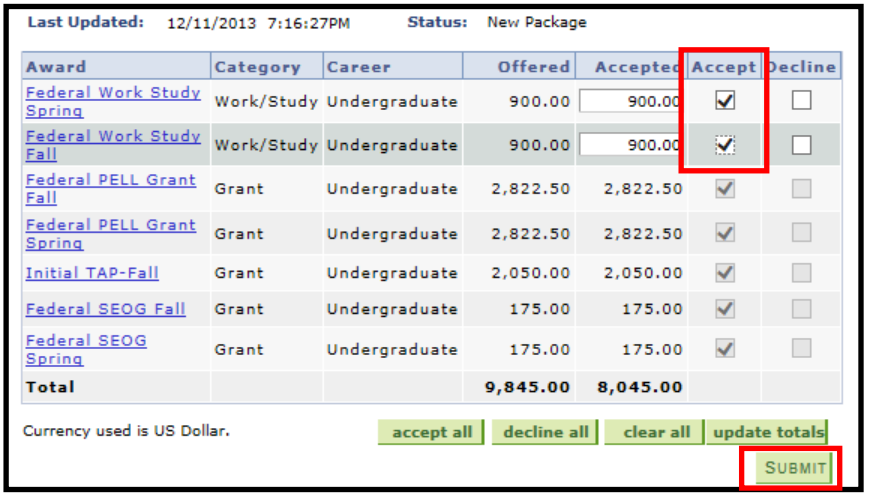
STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.



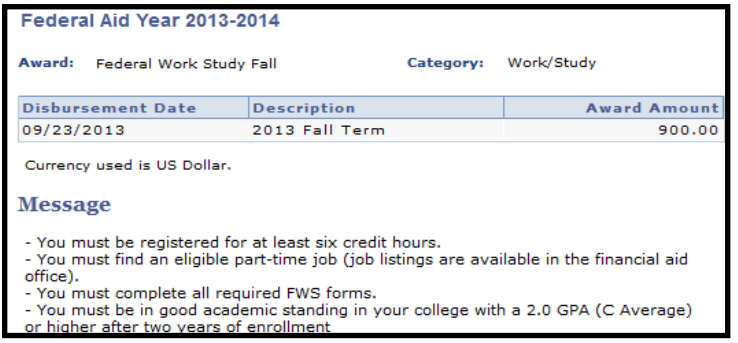
STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

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. **Note: Upcoming year will appear as "Federal Aid Year 2014-2015".**



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.

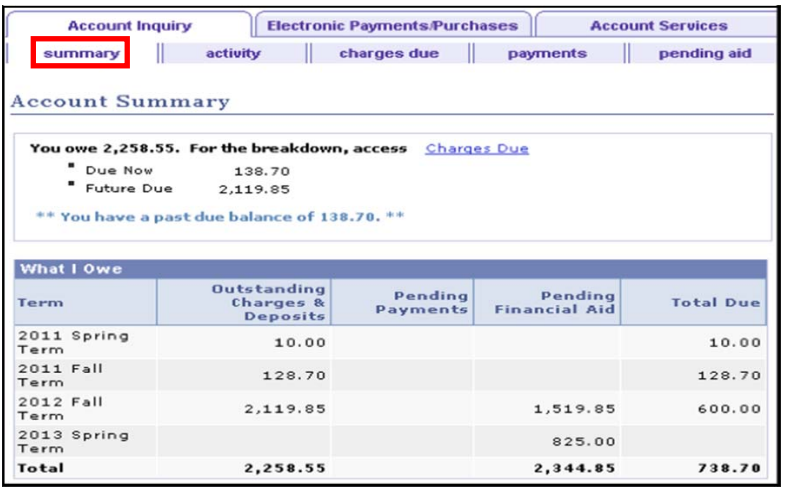
NOTE: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

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

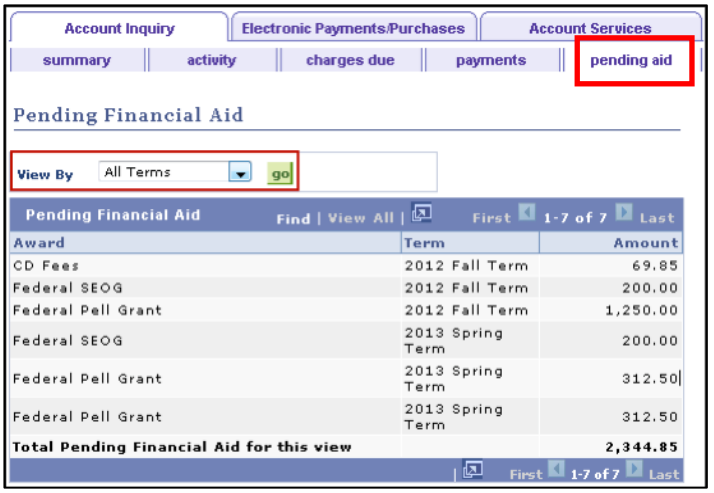
STEP# 2: Select **HR/Campus Solutions** from the left menu.

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**.



STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the "**pending aid**" sub-tab.



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.

ENROLLING IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

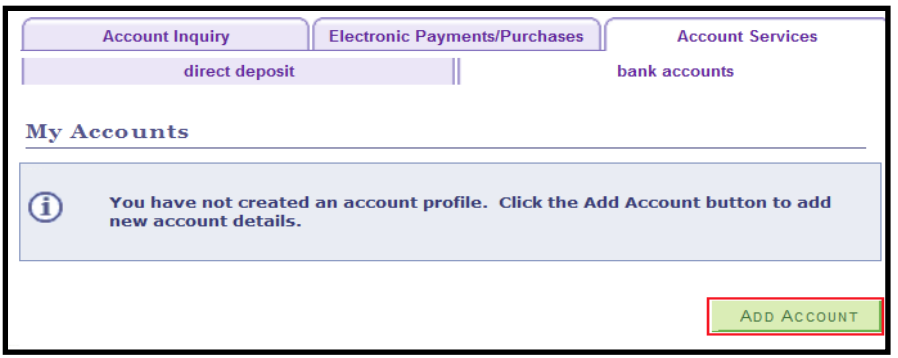
The following steps provide instructions on adding a Bank Account on Self -Service and enrolling in Direct Deposit to receive refunds and work study payments.

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

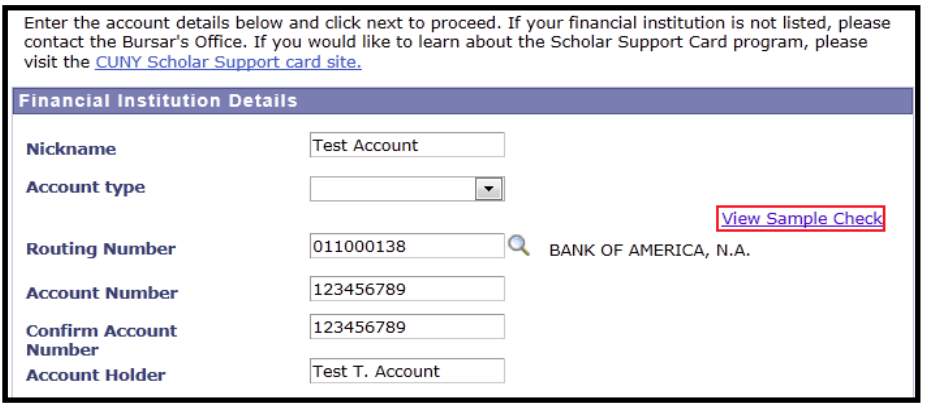
STEP# 2: Select **HR/Campus Solutions** from the left menu.

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

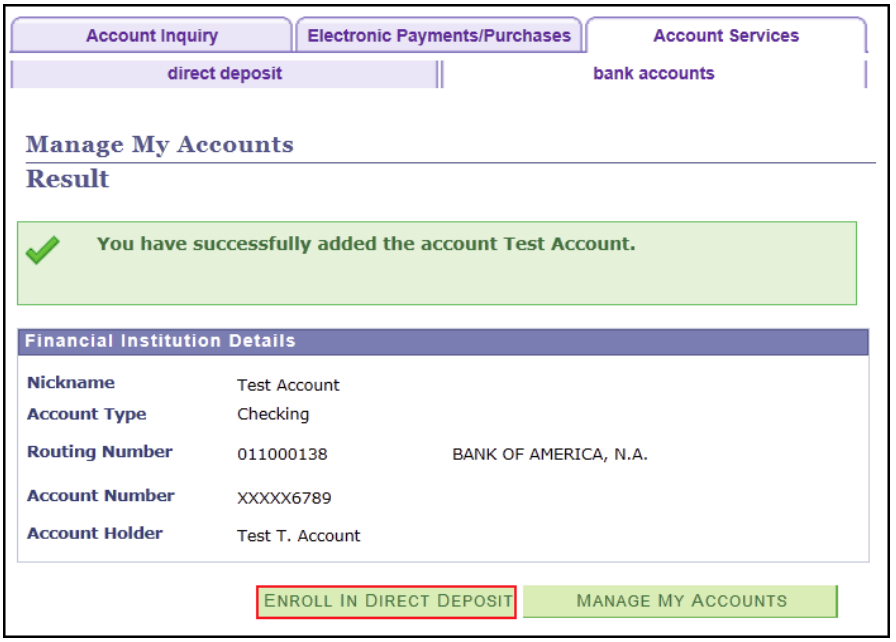
STEP# 4: Click **Manage My Accounts**.



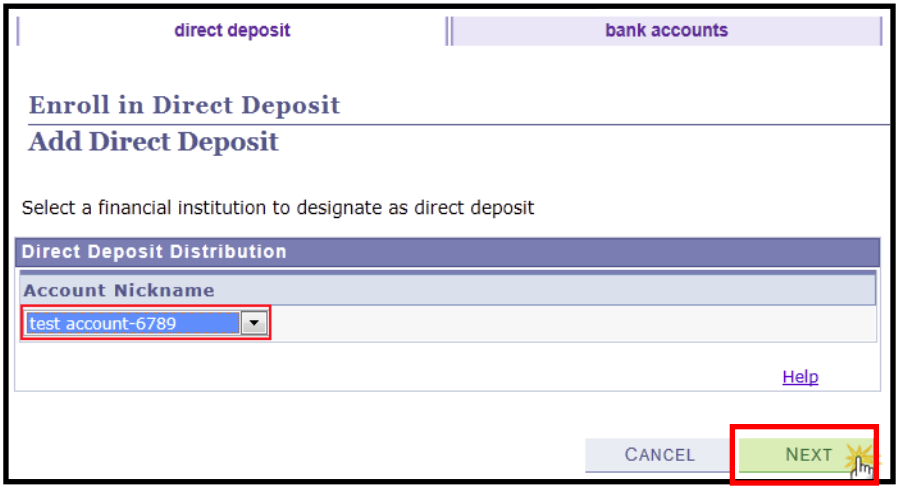
STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen.



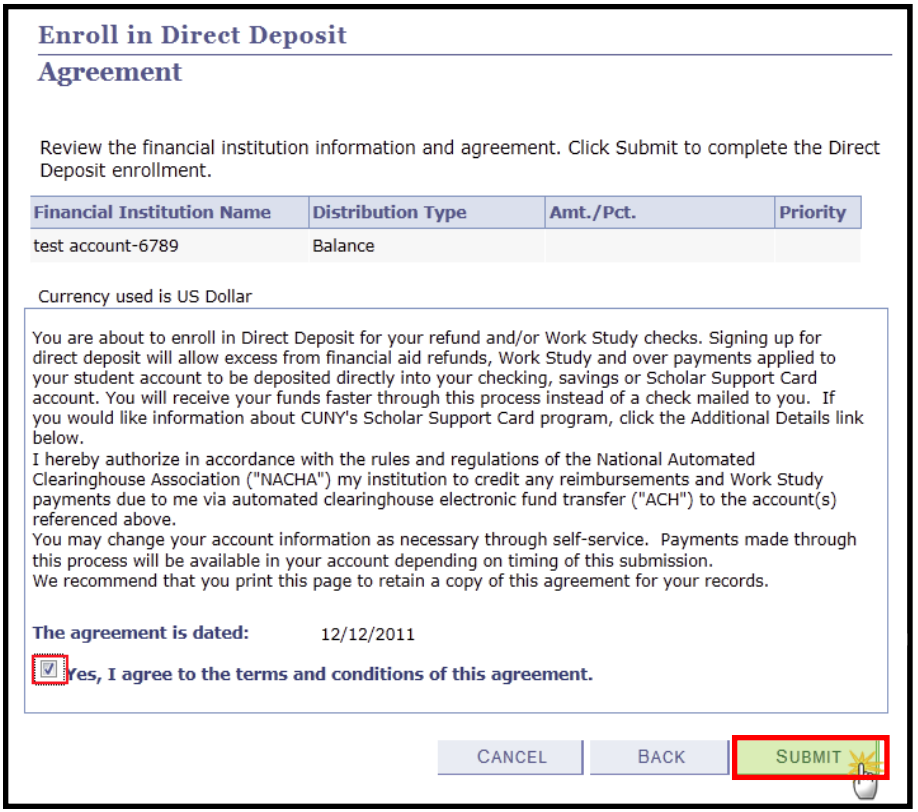
STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.



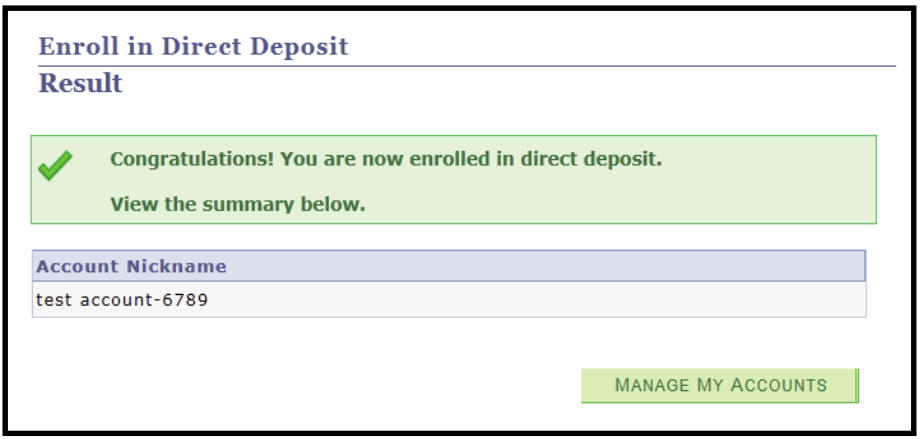
STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.



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.

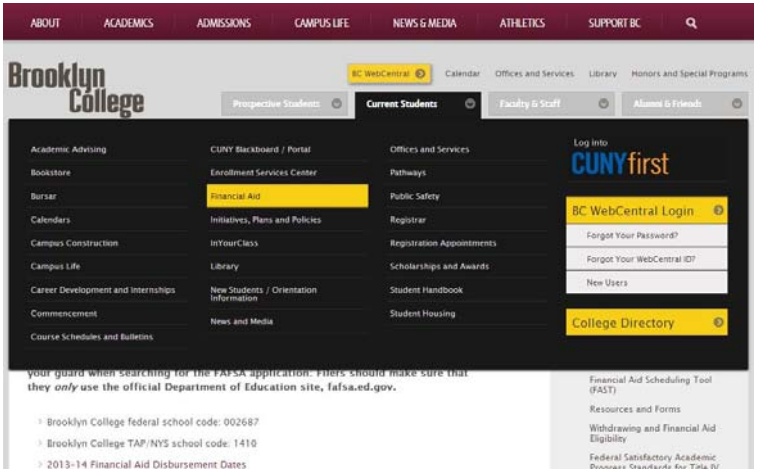


STEP# 9: The process to Enroll in Direct Deposit is complete!



For More Information

Learn more about the opportunities available to finance your college education by visiting Brooklyn College's Office of Financial Aid Web-site at
http://www.brooklyn.cuny.edu/financialaid



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

E-mail us at: **finaid@brooklyn.cuny.edu** and we will respond promptly to your inquiry (usually within a few business days).

Visit us at: Enrollment Service Center (ESC).

Office of Financial Aid @ ESC	Lobby West Quad Center	718-951-5051
Admissions' Office	222 West Quad	718-951-5001
Bursar's Office	Lobby, West Quad center	718-951-5200
Registrar's Office	306 West Quad center	718-951-5441
Scholarship Office	2nd Floor, West Quad	718-651-4769