Your Guide to MANAGING YOUR FINANCIAL AID

Office of Financial Aid
The CUNYfirst Student Center provides an easy way to access, view, and manage your financial aid information online. This booklet will help you:

1. SIGN UP FOR YOUR CUNYfirst ACCOUNT
2. VIEW YOUR FINANCIAL AID TO-DO LIST
3. VIEW YOUR FINANCIAL AID AWARDS AND BALANCES
4. ACCEPT OR DECLINE YOUR FEDERAL WORK/STUDY OR FEDERAL PERKINS LOAN
5. VIEW YOUR PENDING AID AND PAST PAYMENTS
6. ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT

Sign up for your CUNYfirst Account

In order to view your financial aid payments and pending financial aid in your Student Self-Service, you must first sign up for your CUNYfirst account.

NOTE: If you have already signed up for your CUNYfirst account, it is not necessary to repeat the sign-up process. You can skip to “View Your Financial Aid To-Do List” on page 2.

To sign up for 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 will need to select five of the questions.

4. Choose Your Password—you must then confirm your password by reentering it.

   PASSWORD REQUIREMENTS: Passwords must be at least eight characters long, at least one 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 be directed to a confirmation page that you may print for your records.
View 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.

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu.
2. Select HR/Campus Solutions from the left menu.
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.
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.

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 issue.

**NOTE:** You must resolve each To Do Item on your Item List. Failure to resolve all 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.
View 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 individual terms.

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu.
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self-Service followed by Student Center.
4. In the Finances section, click the View Financial Aid link.

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.

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.”
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.

Click on the hyperlinked budget amount to see your Estimated Financial Aid Budget Breakdown by term.

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.”

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. The upcoming year will appear as “Federal Aid Year 2014-2015.”

Accept or Decline 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.

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu.
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self-Service, followed by Student Center.
4. In the Finances section, click the Accept/Decline Awards link.
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.
6. Review your entire awards package. Notice that some of your awards, such as PELL, TAP and 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 a Federal Work/Study or a Federal Perkins Loan and you want to accept one or both of them, you MUST check the “Accept” box for each item you wish to receive. If you want to decline one or both of them, you must check the “Decline” box for each item you wish to decline. Do not forget to hit the SUBMIT button at the bottom of the page after you have indicated your decisions.

**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 each award and its requirements. Below is an example of the Federal Work/Study detail screen. Upcoming year will appear as “Federal Aid Year 2014-2015.”

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**View 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.

1. Login to CUNYfirst at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self-Service, followed by Student Center.
4. In the Finances section, click the Account Inquiry link to see the details of the Account Summary.
Under the Account Inquiry tab, you will be able to view your pending financial aid by clicking the “pending aid” subtab.

**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.

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

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### Enroll 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.

1. **Login to CUNYfirst at** [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).
2. **Select HR/Campus Solutions from the left menu.**
3. **Navigate to Self-Service, followed by Campus Finances.**
4. **Click Manage My Accounts.**

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

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

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 the SUBMIT button.

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 Website 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:** The Enrollment Service Center (ESC) in the West Quad Center.

| Office of Financial Aid @ ESC | Lobby, West Quad Center | 718.951.5051 |
| Admissions’ Office | 222 West Quad Center | 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 | Second Floor, West Quad Center | 718.951.4769 |