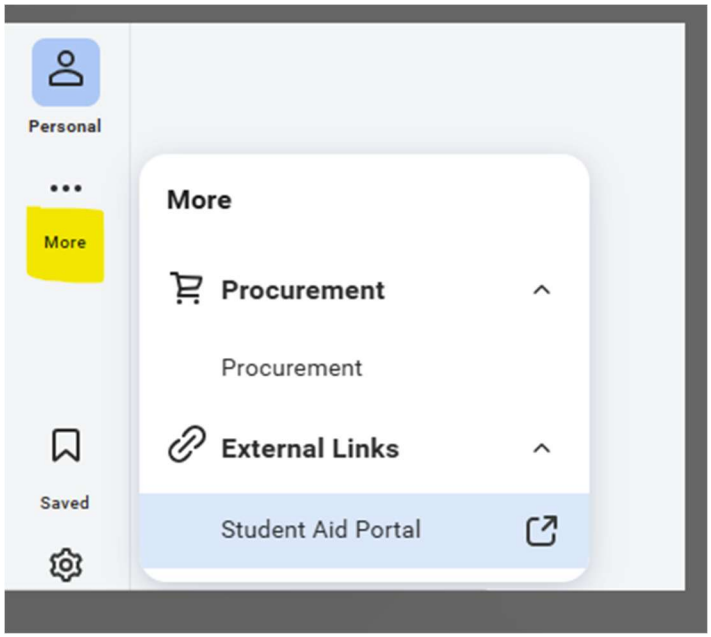
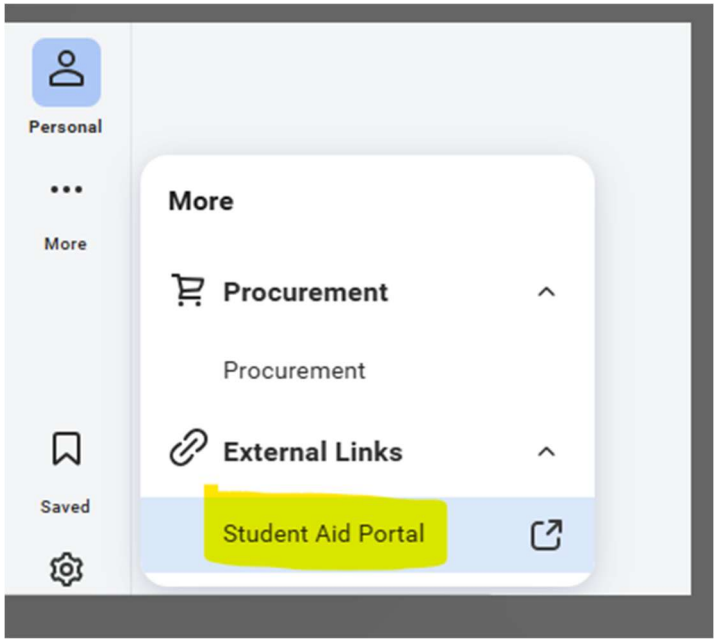
How To Access Your Financial Aid Portal and Print Your Offer Letter

Log into Workday, in the Menu on the left-hand side of your screen, click on **More.**



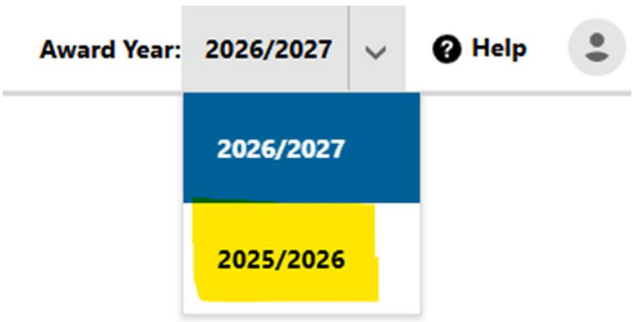
In the menu that opens, scroll down to the External Links, click on **Student Aid Portal.**



Once in your Student Financial Aid Portal in the upper right-hand corner, choose the award year you wish to access.



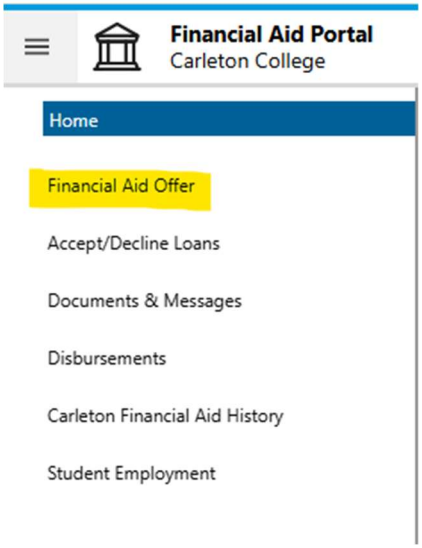
The system defaults to the most recent award year so in January of 2026 it will open in 2026-27. If you need to view your Financial Aid Offer from a previous year you must change the award year by clicking on the drop-down arrow and choosing the desired year.



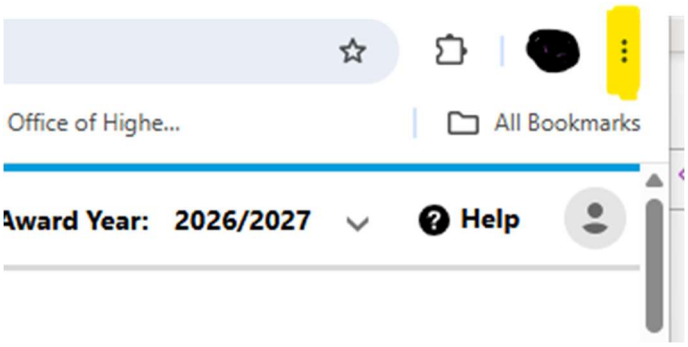
Then click on the hamburger menu icon in the upper left-hand corner.



From the Menu list click on Financial Aid Offer.



In the upper-right hand corner of your browser click on the **three dots icon.**



Then choose **Print** to save as a PDF or print a hard copy.

