

## Financial Aid E-Guide

Office of Scholarship and Financial Aid, FAC 070 ▪ 4001 W. McNichols Road ▪ Detroit, MI 48221  
Phone: 313-993-3350 ▪ Fax: 313-993-3347 ▪ [finaid@udmercy.edu](mailto:finaid@udmercy.edu)

### What would you like to do?

#### Accept your Financial Aid Award

- ❖ Log on to <http://my.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click Login
- ❖ Click on Self Service
- ❖ Click on Financial Aid
- ❖ Click on Award
- ❖ Click on Award for Aid Year
- ❖ Select your aid year/click Submit
- ❖ Click on "Terms & Conditions" tab
- ❖ Read Terms & Conditions/click Agree
- ❖ Click on "Accept Award Offer" tab
- ❖ Determine the aid you would like to accept/click Submit Decision
- ❖ Scroll down to Requirement Messages
- ❖ Please submit all required documentation as requested

***Important*** If you have accepted loans, you must complete the listed requirements or the loan funds will not pay out to your account.

#### Subsidized/Unsubsidized & PLUS Loan Requirements

*(Only required every 10 Years at Detroit Mercy)*

- ❖ Log on to <https://studentloans.gov>

**Note:** Student & Parent FSA ID's required for this step

#### STUDENT

- ❖ Click green Log in button
- ❖ Click Continue to Log In
- ❖ Enter **Student's** Username or Email Address and FSA ID Password then click Log In

**More E-Guide  
Instructions on the  
next page**

#### Subsidized/Unsubsidized & PLUS Loan Requirements Cont'd

*(Only required every 10 Years at Detroit Mercy)*

##### Complete the Entrance Counseling

- ❖ Click Complete Counseling
- ❖ Choose Type – Click Entrance Counseling
- ❖ Select School state and name
- ❖ Select Student Type - **Undergraduate OR Graduate**
- ❖ Click Continue
- ❖ Read the information and complete all 5 steps

##### Complete the Subsidized/Unsubsidized/Grad PLUS Loan Agreements (MPNs)

- ❖ Click Complete a Loan Agreement (MPN)
- ❖ Select your loan type and choose Complete Subsidized/Unsubsidized or Grad PLUS Loan Agreement (MPN)
- ❖ Complete steps 1-4 of the Loan Agreement (MPN)
- ❖ Print Loan Agreement (MPN) PDF version

#### PARENT

- ❖ Click green Log in button
- ❖ Click Continue to Log In
- ❖ Enter **Parent's** Username or Email Address and FSA ID Password then click Log In

##### Apply for a Parent PLUS Loan

- ❖ Click Apply for PLUS Loan
- ❖ Select Complete PLUS Request for Parents
- ❖ Complete steps 1-4
- ❖ Print your confirmation

##### If Parent PLUS Loan is Approved,

##### Complete PLUS Loan Agreement (MPN)

- ❖ Click Complete a Loan Agreement (MPN)
- ❖ Select your loan type and choose Complete PLUS Loan Agreement (MPN)
- ❖ Complete steps 1-4 of the Loan Agreement (MPN)
- ❖ Print Loan Agreement (MPN) PDF version

### Have your Financial Aid Refund Direct Deposited

- ❖ Log on to <http://my.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click Login
- ❖ Click on Self Service
- ❖ Click on Student
- ❖ Click on Student Account
- ❖ Click on Direct Deposit Student Refunds
- ❖ Type in the routing number for your bank and your account number
- ❖ Check either Savings or Checking
- ❖ Click Submit

**Note** : If you choose not to participate in direct deposit, your refund check will be mailed to your address as listed on Self Service.

### Make a Payment Online

- ❖ Log on to <http://my.udmercy.edu>
  - ❖ Login in using Username & Password
  - ❖ Click on Self Service
  - ❖ Click on Student tab
  - ❖ Click on Make a Payment tab
- You will be redirected to the online payment site*
- ❖ Select **Click Here to Make A Payment** tab
  - ❖ Click on Current Balance to pay full amount due **OR** select Make a payment on your student account to enter the amount you want to pay in U.S. Dollars
  - ❖ Click Add to Shopping Cart
  - ❖ Accept Terms & Conditions of Service Charge if paying with debit/credit card only
  - ❖ Click Continue to Checkout
  - ❖ Select Method of Payment
  - ❖ Enter account Information and click Continue checkout
  - ❖ Click Submit Payment and Email receipt

### Borrow a Private Loan

- ❖ Go to <http://www.udmercy.edu>
- ❖ Click the Explore drop down arrow, and Select Current Students
- ❖ Under Offices, click Financial Aid
- ❖ Click "In this section" and select Sources of Financial Aid
- ❖ Click "In this section" and select Loan Programs
- ❖ Under Private Loans, Click on Lender Selection
- ❖ Under Lender Selection, click on **ELM SELECT**, which will be highlighted in red
- ❖ Select Program Type
- ❖ Review the list of Lenders for Detroit Mercy – *you may review the benefits and compare lenders by checking the compare boxes*
- ❖ Select a lender and click apply

**Note:** Students may require a credit-worthy co-signer for private loans.

- ❖ You may also go to [www.elmselect.com](http://www.elmselect.com) directly from your web browser and Enter University of Detroit Mercy in the search field, then Select your Program

### Get Proof of Enrollment

- ❖ Log on to <http://my.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click Login
- ❖ Click on Self Service
- ❖ Click on Student
- ❖ Click on Student Records
- ❖ Click on National Clearing House (NCH)  
*You will be re-directed to the **NCH website***
- ❖ Click on Students and Alumni (top of page)
- ❖ Click on Verify Current Enrollment
- ❖ Enter your personal Information
- ❖ Print your Proof of Enrollment

### View Your Account Balance Online

- ❖ Log on to <http://my.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click Login
- ❖ Click on Self Service
- ❖ Click on Student
- ❖ Click on Student Account
- ❖ Click on Account Summary by Term
- ❖ View your Charges & Payments for each term

### Obtain your FSA ID

- ❖ Log on to [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov)

#### Apply for a FSA ID

- ❖ Read all instructions carefully
- ❖ Create a username and password and enter your email address
- ❖ Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers
- ❖ If you have a Federal Student Aid PIN, you will be able to enter it and link it your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN
- ❖ Review your information, and read and accept the terms and conditions
- ❖ Confirm your email address using the secure code, which will be sent to the email address you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log into the websites

#### Can't Remember Your FSA ID?

- ❖ Click Edit My FSA ID
- ❖ Choose Forgot My Username or Forgot My Password
- ❖ Use one of the options provided to retrieve your FSA ID and follow the steps

**Have questions? Call us...**

**(313) 993-3350**