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 Cont’d
(Only required every 10 Years at UDM)

- Log on to https://studentloans.gov

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

Complete the Entrance Counseling

- Click Complete Counseling
- Choose Type – Click Entrance Counseling
- Select School state and name
- Select Student Type - Undergraduate
- Click Continue
- Read the information and complete all 5 steps
- Print your confirmation page

Complete the Subsidized/Unsubsidized Loan Agreements (MPNs)

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

SUBRABT

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

More E-Guide Instructions on the next page
Make a Payment Online
- Log on to [http://my.udmercy.edu](http://my.udmercy.edu)
- Login in using Username & Password
- 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.

Get Proof of Enrollment
- Log on to [http://my.udmercy.edu](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](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

Have your Financial Aid Refund Direct Deposited
- Log on to [http://my.udmercy.edu](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**: 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

Obtain your FSA ID
- 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 orForgot My Password
- Use one of the options provided to retrieve your FSA ID and follow the steps

Have questions? Call us…
(313) 993-3350