



## Financial Aid E-Guide

Office of Scholarship and Financial Aid  
4001 W. McNichols Road ▪ Detroit, MI 48221  
Phone: 313-993-3350 ▪ Fax: 313-993-3347 ▪ [finaid@udmercy.edu](mailto:finaid@udmercy.edu)  
[udmercy.edu/admission/financial-aid/e-guide](http://udmercy.edu/admission/financial-aid/e-guide)

### What would you like to do?

#### Accept your Financial Aid Award

- Log on to [my.udmercy.edu](http://my.udmercy.edu)
- Enter User Name & Password
- Click Login
- Click on Student Profile
- Click on Financial Aid
- Make sure you are on the right Award Year (Upper Right Hand Corner)
- Click on Home tab
- Scroll down to Requirement Messages
- Please submit all required documentation as requested
- Click on Award Offer tab
- Determine the aid you would like to accept/click Submit Decision

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

#### View Your Account Balance Online

- Log on to [my.udmercy.edu](http://my.udmercy.edu)
- Click on Student Profile (under self service-student)
- Click on Student Account (left hand side)
- Click on Account Summary
- Under Account Summary there is a dropdown menu Select View by term

#### Make a Payment Online

- Log on to [my.udmercy.edu](http://my.udmercy.edu)
  - Click on Student Profile
  - Click on Student Account (Under Additional Links)
  - Click on Pay Now (CashNet)
  - Click on Make a Payment, Add and Enter Amount
  - Click on Continue (at bottom of the page)
  - Select a payment method
- Please note-** A convenience fee of 2.75% will be added to all credit/debit payments. We are able to accept Mastercard, Discover, American Express and Visa. There will be no fee for payments made online and in person using your bank account (checking or savings). All credit/debit payments must be made online.

#### Have your Financial Aid Refund Direct Deposited

- Log on to [my.udmercy.edu](http://my.udmercy.edu)
- Click on Personal Profile
- Click on Direct Deposit
- 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 [my.udmercy.edu](http://my.udmercy.edu)
- 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

#### Borrow a Private Loan

- Go to the Financial Aid Loan section  
[udmercy.edu/admission/financial-aid/sources/loans](http://udmercy.edu/admission/financial-aid/sources/loans)
- 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  
*You will be redirected to the private loan website*

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

### Obtain your FSA ID

- Log on to [studentaid.gov](https://studentaid.gov)
- Select Apply for Aid at top, and select Filling out the FAFSA form
- 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

### Subsidized/Unsubsidized & PLUS Loan Requirements

- Log on to <https://studentaid.gov>

**Note:** Student & Parent FSA IDs required for this step

### STUDENT

- Click white Log in button
- Enter **Student's** FSA ID or Email Address and FSA ID Password then click Log In
- Complete the multifactor authentication
- Accept terms and conditions/Click Accept

### Complete the Entrance Counseling for Direct Loans

- Click Complete Aid Process at the top
- Choose Type – Click Entrance Counseling
- Select Student Type - **Undergraduate OR Graduate**
- Select School state and name
- Click Continue
- Read the information and complete all 5 steps
- Save a copy of your confirmation page

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

### Complete the Subsidized/Unsubsidized/ Grad PLUS Master Promissory Note (MPN)

- Click Complete Aid Process at the top
- Click Complete Master Promissory Note (MPN)
- Select your loan type and choose Complete Subsidized/Unsubsidized or Grad PLUS MPN
- Complete steps 1-4 of the Master Promissory Note
- Save a copy of the signed Master Promissory Note

### PARENT

- Click white Log in button
- Enter **Parent's** FSA ID or Email Address and FSA ID Password then click Log In
- Complete the multifactor authentication
- Accept terms and conditions/Click Accept

### Apply for a Parent PLUS Loan

- Click Apply for Aid at the top
- Click Apply for a PLUS Loan
- Select Complete PLUS Request for Parents
- Complete steps 1-4
- Print your confirmation

### If Parent PLUS Loan is Approved, Complete PLUS Master Promissory Note (MPN)

- Click Complete Master Promissory Note (MPN)
- Select your loan type and choose Complete PLUS MPN
- Complete steps 1-4 of the Master Promissory Note
- Save a copy of the signed Master Promissory Note

**Have questions? Call us...  
313-993-3350**