



Financial Aid E-Guide

Office of Scholarship and Financial Aid
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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 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.

Subsidized/Unsubsidized & PLUS Loan Requirements *(Only required every 10 Years at Detroit Mercy)*

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

Note: Student & Parent FSA IDs required for this step

STUDENT

- ❖ Click white Log in button
- ❖ Enter **Student's** Username or Email Address and FSA ID Password then click Log In
- Accept terms and conditions/Click Accept
- Annual Student Loan Acknowledgement**
- ❖ Go to studentaid.gov/asla
- ❖ Review the borrowing information and tips
- ❖ Check that you understand the amount of aid/loans you have received
- ❖ Hit Submit
- Complete the Entrance Counseling**
- ❖ Click Complete Aid Process at the top
- ❖ Choose Type – Click Entrance Counseling
- ❖ Select School state and name
- ❖ Select Student Type - **Undergraduate**
- ❖ Click Continue

Subsidized/Unsubsidized & PLUS Loan Requirements Cont'd *(Only required every 10 Years at Detroit Mercy)*

Complete the Entrance Counseling Cont'd

- ❖ Read the information and complete all 5 steps
- ❖ Print your confirmation page

Complete the Subsidized/Unsubsidized Loan Agreements (MPNs)

- ❖ Click Complete Aid Process at the top
- ❖ 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

PARENT

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

Annual Parent Loan Acknowledgement

- ❖ Go to studentaid.gov/asla
- ❖ Review the borrowing information and tips
- ❖ Check that you understand the amount of aid/loans you have received
- ❖ Hit submit

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 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 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.

Make a Payment Online

- ❖ Log on to <http://my.udmercy.edu>
- ❖ Enter Username & Password
- ❖ Click on Student Profile
- ❖ Click on Student Account (Under Additional Links)
- ❖ Click on Pay Now (CashNet)
- ❖ Click on Make a Payment
- ❖ Click on Make a Payment on your Student Account (Enter Amount)
- ❖ Click on Add to Payment
- ❖ 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 will no longer be able to accept payments over the phone. We are able to accept Mastercard, Discoverer, 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.

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

You will be redirected to the private loan website

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

You may also go to 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.fsaid.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**