

New Student Instructions for Accessing Financial Aid Service and Accepting or Declining Financial Aid Award

Step 1: Access the New Student Portal: https://ssb.sdbor.edu/pls/PROD/twbkwbis.P_WWWLogin?ret_code=C

Step 2: Enter your Student ID or User ID:

Note: Your student ID is found on your acceptance letter.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:
PIN:

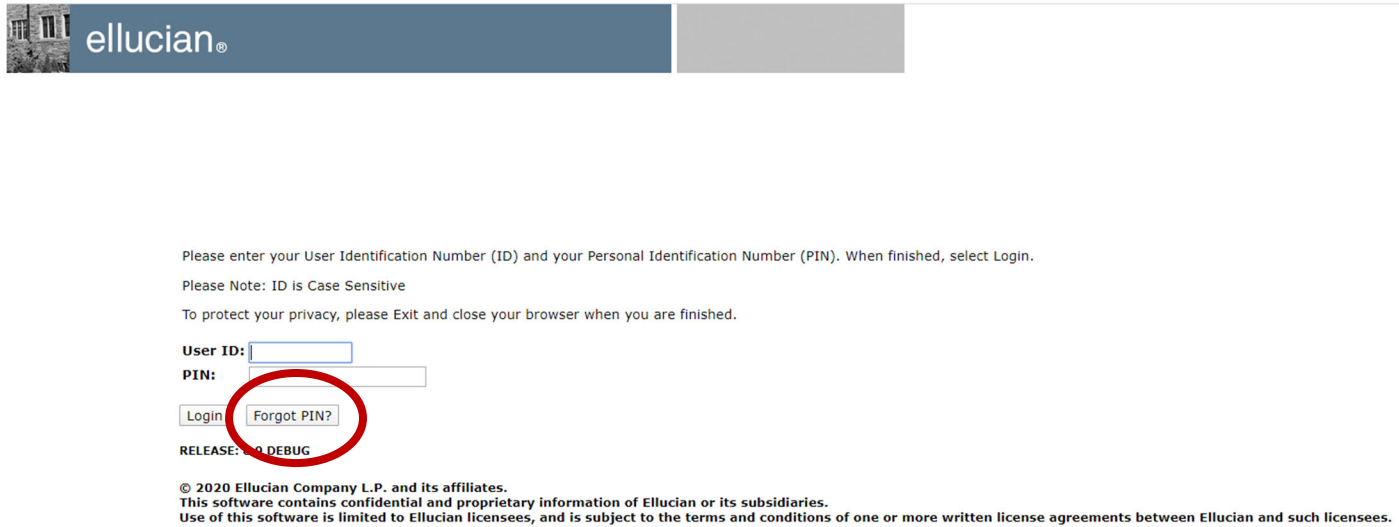
RELEASE: 8.9 DEBUG

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Step 3: Select Forgot Pin



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Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

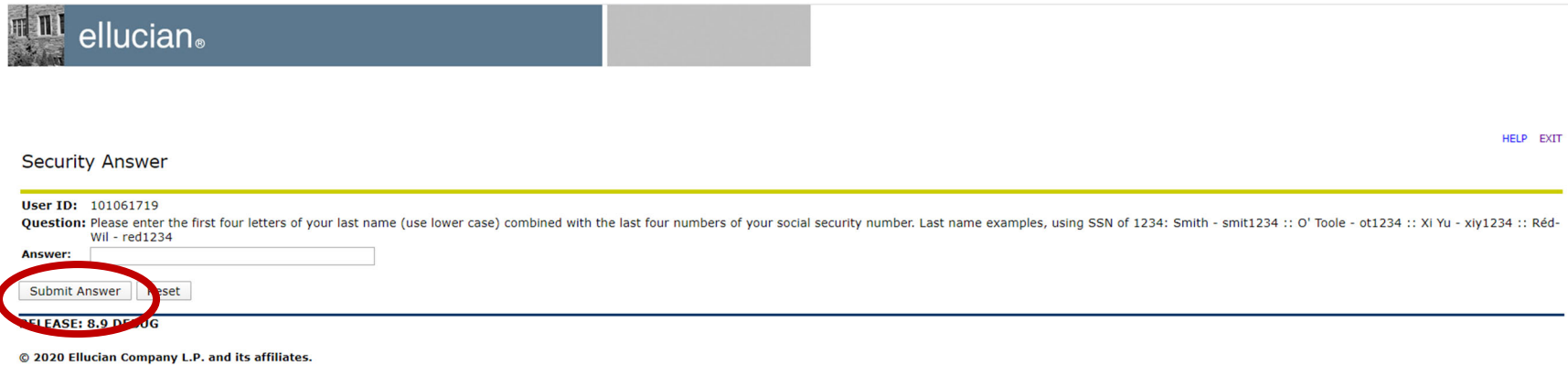
Login

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Note: If you receive *error: Authorization Failure – Security Question is not set up* and are a current/past student of employee of a South Dakota University system, you will need to log in through the Current Students procedures.

Step 5: Enter your answer in Security questions and Submit Answer



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Security Answer [HELP](#) [EXIT](#)

User ID: 101061719

Question: Please enter the first four letters of your last name (use lower case) combined with the last four numbers of your social security number. Last name examples, using SSN of 1234: Smith - smit1234 :: O' Toole - ot1234 :: Xi Yu - xiy1234 :: Rédwil - red1234

Answer:

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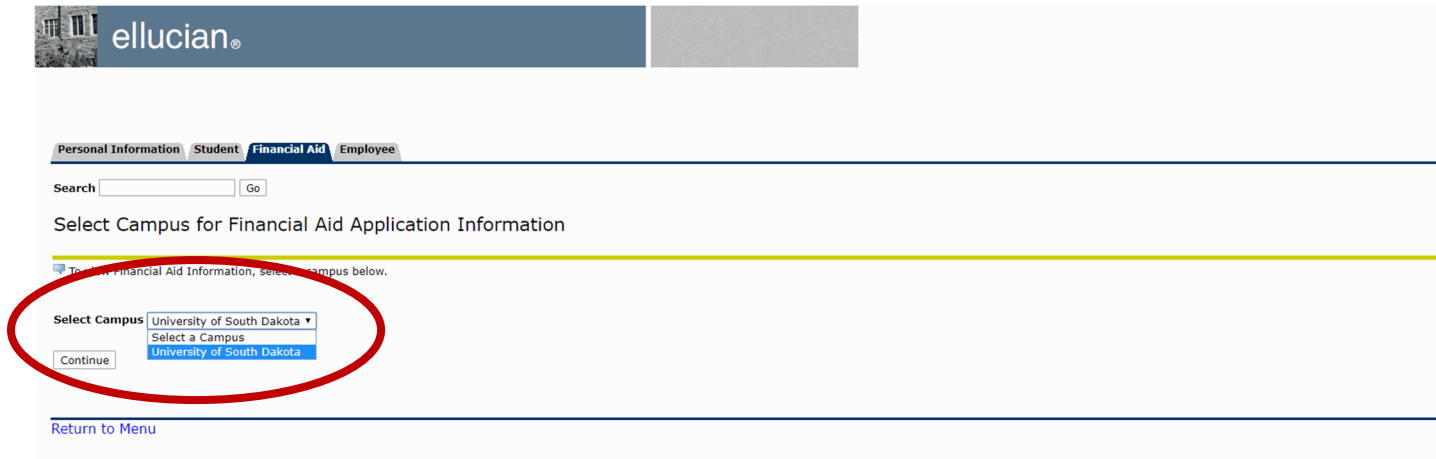
Step 6: Enter a new PIN in New Pin and Re-Enter new PIN

Note: The New Pin must be 10 characters, containing both numbers and letters

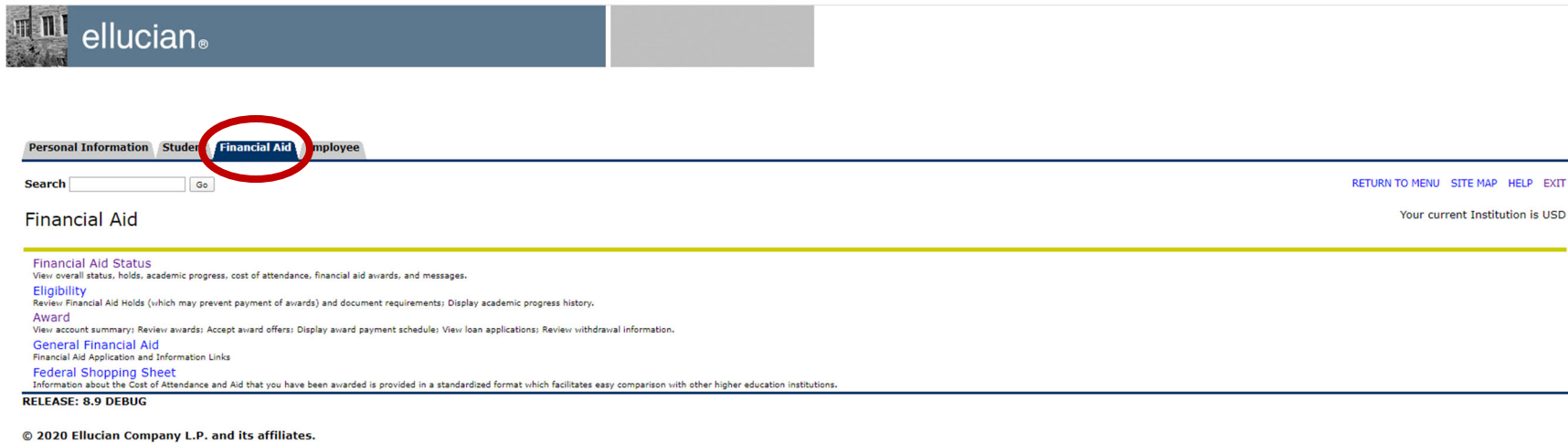
Step 7: On the left, select Financial Aid

Step 8: Select Financial Aid Self Service Menu

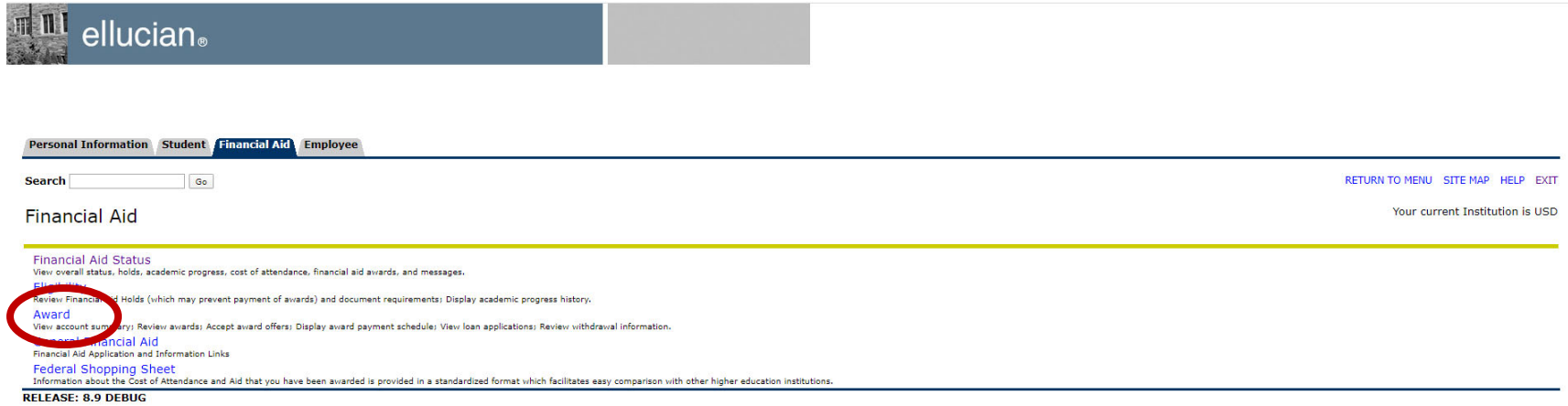
Step 9: Select your Campus (University of South Dakota) and select Continue



Step 10: The financial aid tab should be selected to see the options in the image below. View your award and accept or decline following the steps below.



Step 11: To view your award and accept or decline, Select Award for Aid Year and proper award year (2021-2022)



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Personal Information Student **Financial Aid** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Financial Aid Your current Institution is USD

[Financial Aid Status](#)
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Financial Aid Holds](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

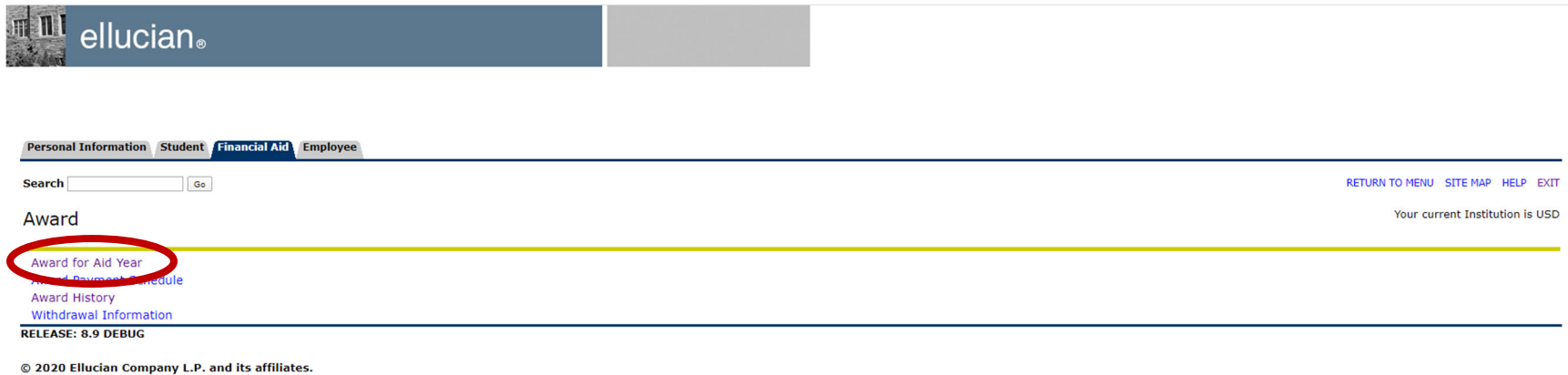
[Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

[Financial Aid](#)
Financial Aid Application and Information Links

[Federal Shopping Sheet](#)
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

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Step 12: Select Award for Aid Year



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Personal Information Student **Financial Aid** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Award Your current Institution is USD

[Award for Aid Year](#)

[Award Document Schedule](#)

[Award History](#)

[Withdrawal Information](#)

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Step 13: In order to accept or decline your award, select the Accept Award Offer tab. Your award package for the 2021-2022 award year will be displayed.

Personal Information Student **Financial Aid** Employee

Search Go

[RETURN](#)

Award Package for Award Year

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer**

[Print](#)

When emailing the Financial Aid Office, please include your student ID in the email.

December graduates

If you will be graduating in December, please notify the [USD Financial Aid Office](#).

Do you have any aid not yet reported to our Financial Aid Office?

Please report any outside funding (scholarships, grants, employer assistance, graduate assistanceship and any other benefits) you plan on receiving that is not displayed on the Award tabs to the [USD Financial Aid Office](#).

Do you want to accept less than what you were awarded?

If you want to accept less than the amount you were awarded, please notify the [USD Financial Aid Office](#).

Enrollment plans?

Undergraduate full time enrollment is 12 hours. Graduate full time enrollment is 9 hours. If you will be enrolled less than full time please notify the [USD Financial Aid Office](#) with your expected enrollment hours.

Need more information?

For additional financial aid information click on [USD Financial Aid Guide](#).

Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

Fund	Status	Term	Amount
LOAN-Federal Unsubsidized	Web Accepted	Fall 2019	\$3,500.00
	Web Accepted	Spring 2020	\$3,500.00
		Fund Total:	\$7,000.00
	Accepted	Fall 2019	\$3,500.00
	Accepted	Spring 2020	\$3,500.00
		Fund Total:	\$7,000.00
	Accepted	Fall 2019	\$250.00

Step 14: Review your Award Package for the 2021-2022 Award Year. In order to accept or decline your award, follow the instructions under “Options for Accept Award Offers include:”

Note: The status column will be a drop down to accept or decline each line item.

[Personal Information](#) | [Student](#) | **[Financial Aid](#)** | [Employee](#)

Search RETURN

Award Package for Award Year

[General Information](#) | [Award Overview](#) | [Resources/Additional Information](#) | [Terms and Conditions](#) | **[Accept Award Offer](#)**

[Print](#)

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