

## **How to navigate the Molloy University Financial Aid Portal to complete your Terms and Conditions and other functions.**

**Step 1.** Login into your Molloy University portal using your Username and Password

**Step 2.** Once logged in, please open the tab called My Financial Aid Portal, then scroll down and click on the link.

**Step 3.** Once in your portal, check the **top right corner** to confirm what academic year you would like to view.

**Step 4.** Next, select the Menu button located on the **top left corner**. The following steps are to be done in order starting from the top to the bottom.

**Step 5.** Please click on Financial Aid Disclosure. Review the information carefully as it is a breakdown of your estimated tuition, fees, cost of attendance and your aid for the selected Academic year.

**Step 6.** Next click on the **\*FERPA Agreement**, complete the **two** fillable fields. Once done Click **Save and Submit**.

\*Note this agreement allows the Financial Aid Office to disclose financial information about your account to a third-party (i.e.: Parent(s)/Guardians). **Please note down your FERPA passphrase**

**Step 7.** Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you the estimated amounts for the academic year.

**Step 8.** After you have reviewed your Aid click on the tab **Accepting your Financial aid offer(s)**. Please read and then select **I agree to these Terms and Conditions** then click submit.

**Step 9.** After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid and then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit. \* Note if any aid status is still **pending**, this form is considered **incomplete**.

**Step 10.** Lastly select **Documents and Messages** to review any missing documents the office still requires from you. To access your missing document please click on the document name. Also all documents are available on our website in PDFs: <https://www.molloy.edu/admissions-aid/financial-aid/printable-forms> or via the Forms and Links tab in the Menu dropdown on the top left-hand corner. \*Note always check the Academic year before filling out any forms.

**See Below the Step-by-Step Guide with Images on how to navigate the Molloy University Financial Aid Portal**

## Step 1. Login into your Molloy University portal using your Username and Password

**MOLLOY UNIVERSITY**

Username Password Login

Home Admissions Course Search Campus Life My Academics My Finances HS Program Professional Studies More ▾

You are here: Home > Home

Portal Home

Home ▾

New Student Account Retrieval

Quick Links

- Academic Calendar 2022-2023
- Course Catalogs
- Bookstore
- Internships/jobs
- Library
- Off-Campus Courses
- TutorTrac
- Transcript Ordering Center
- Writing Center Appointment

### Portal Home

**Account Management and Important messages**

#### New Students

All new students are issued a Molloy username and password as well as a student GMail account. After registration, the IT department will send an e-mail to the personal e-mail account you provided on your application or student information form. This email will instruct you on how to proceed in setting up your new username and password. **Note:** Once registered, it can take up to 72 hours for your account to be created.

**If you did receive an e-mail containing your account information:**

The [New Student Account Retrieval](#) tool will help you retrieve your account information. Follow the on screen instructions to retrieve your username, temporary password, and then to create your own password using the self-service tool.

**This retrieval tool only works for new students who have not yet used the self-service site to create their own new password.**

Please read and familiarize yourself with the [Student Technology Guide](#).

#### Current and Returning Students

Please log into Lion's Den using your Molloy username and password.

If you need to reset your password or have not set up your self-service account, visit the [self-service website](#) and follow the on-screen instructions.

**This service functions for:**

**Canvas**

Molloy has transitioned to [Canvas](#) as our Learning Management System!

**Information**

#### Technical Requirements for Online Courses

[Technical Requirements for Online Courses](#)

(.pdf, 79K)

Download

#### Personal & Emergency Info Update Instructions

[Personal & Emergency Contact Info Update for New & Returning Students](#)

(.pdf, 70K)

## Step 2. Once logged in please open the tab called My Financial Aid Portal, then scroll down and click on the link.

**MOLLOY UNIVERSITY**

Home Admissions Course Search Campus Life My Academics My Finances **My Financial Aid Portal** More ▾

You are here: My Financial Aid Portal > Default Page

My Financial Aid Portal

Default Page ▾

Quick Links

My Pages ▾

- Academic Calendar
- Course Catalogs
- Bookstore
- Internships/jobs
- Library
- Off-Campus Courses
- Molloy Portal Links
- Tutoring Appointments
- Transcript Ordering Center
- Writing Center Appointment

### My Financial Aid Portal

**Free Form Content**

#### Welcome to the Student Financial Aid Portal

The Financial Aid Portal will give you access to a list of missing requirements, your offer(s), forms and any important messages from the Financial Aid office.

Once you are on the Financial Aid Portal, you can view the aid offered to you by going to the Financial Aid Offer link in the menu drop down.

Please make sure to review all the messages related to your financial aid offer(s). These include important information about your scholarships and offer(s).

Please make sure to review all the documents related to your financial aid offer(s). Print and submit any required document(s) to the Financial Aid office.

We encourage you to visit your Financial Aid Portal often. It is the main source for all your financial aid information at Molloy University. Please read each screen carefully so you will completely understand your financial aid. The Portal is available 24/7, for your convenience.

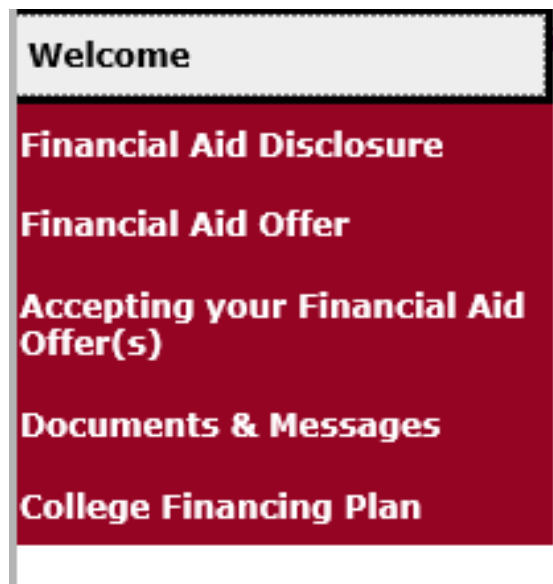
Your financial aid offer(s) (excluding Federal work Study) are credited to your account each semester and are automatically deducted from your institutional charges such as tuition, fees, room and board. To learn more about your current charges visit Molloy University [2024-2025 Tuition & Fees](#).

Bookmarks

**Step 3.** After confirming the year select the Menu button located on the **top right corner**. The following steps are to be done in order starting from the top to the bottom.



**Step 4.** After confirming the year select the Menu button located on the top left corner. The following steps are to be done in order starting from the top to the bottom.



**Step 5.** Please click on Financial Aid Disclosure. Review the information carefully as it gives a breakdown of your estimated tuition, and your aid for the selected Academic year.

**Step 6.** Next click on the **\*FERPA Agreement**, complete the **two** fillable fields. Once done Click **Save and Submit**.

\*Note this agreement allows the financial aid office to disclose financial information about your account to a third-party (i.e.: Parent(s)/Guardians).

### FERPA Application - Award Year 2023/2024

In compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), Molloy University is committed to of your personal (non-directory) related information to only you (the student) and those who you authorize.

If you need to contact the Molloy University financial aid office, we will ask you to verify your identity (if in person you will be asked to do so before we can disclose any personal information.

The security passphrase is intended to protect your privacy. This passphrase should only be provided to a third

**Please note**, if you grant permission to someone like your parent(s) to speak on your behalf, that person will be data reported on the FAFSA form. For example, (Social security number, date of birth, full name, address, driver's license, our office will not be able to disclose any financial aid information.

**\*\*The security passphrase is required even if you (student) is the only one calling the office\*\***

*By completing this application you are acknowledging that you understand the terms and conditions set forth and the implications of such*

All fields marked with an asterisk are required.

1. Financial Aid Security Passphrase \*



2. Release information to Third Party (ie: Parent(s)/Guardians) YES or NO \*



Clicking **Save** stores your application data. You can return any time to finish filling out your application before consideration.

Clear Save **Save and Submit**

**Step 7.** Next Review your **Financial Aid Offer**, this tab further breakdowns your aid giving you estimated amounts for the academic year.

**Step 8.** After you have reviewed your Aid click on the tab **Accepting your Financial aid offer(s)**. Please read and then select **I agree to these Terms and Conditions** then click submit.

**The following disclosures are required by federal regulations.**

**Student Refunds:** Students with credit balances can choose to have their refunds deposited directly into a bank account by going to [Refund Selection](#) dates, by filing a formal written notice with the Office of the Registrar, appropriate refunds will be granted for tuition only, fees are non-refundable. The whenever the proper authorities deem such changes necessary. Students are liable for all costs in the collection of delinquent accounts and all late fees

**Return of Title IV Federal Student Aid Policy: Students receiving Federal Title IV (Loans & Grants) funds,** who withdraw completely from Molloy, will be based upon the number of days in attendance. The amount of assistance that a student has earned is determined on a pro rata basis. Students, who did not receive the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds to avoid incurring additional debt. Molloy may refund loan funds, if the student accepts the funds) for tuition, fees and charges (as contracted with the school). **Students will still be liable for any balance on** regardless of the amount of Federal Title IV funds that have to be returned to the federal programs (see University Catalog for additional information or [and graduate degree programs at one of the top colleges in America.](#)

**Federal and State Satisfactory Academic Progress:** To be eligible for Federal and State Financial Aid, the student must maintain satisfactory academic progress to receive funding under the Federal and State aid programs. There are two distinct measures of satisfactory academic progress: a "quantitative" measure, the student's cumulative grade average. Students are required to meet both standards to remain in good academic standing. Please refer to the [University: Affordable undergraduate and graduate degree programs at one of the top colleges in America.](#) for additional information or contact our office. **student must maintain to be eligible to receive Federal Aid.**

***This form must be saved and submitted. By agreeing and submitting the Terms and Conditions, you acknowledge that you understand the terms and institutional regulations while attending Molloy University***

I agree to these Terms and Conditions

Submit



**Step 9.** After submitting your Terms and Conditions you will be able to view all your aid being offered. Please review all aid then either Accept, Decline, or Reduce. Once all aid is no longer in *pending* status, please click submit.

\*Note if any aid **status** is still **Pending** this form is considered **Incomplete**.

**have two -- next to its message, indicates award is estimated.**

For students that are selected for VERIFICATION by the Department of Education, the Financial Aid offer are **ESTIMATED** until all required documents are submitted and approved. Please refer to Menu drop down and look for the documents link. You must complete all required verification documents **before** your award can be FINALIZED. Your Financial Aid will not be disbursed to the Bursar's Office until this process is complete. Accepting your offer does not waive this process and your Financial Aid offer may change if any of your information changes after VERIFICATION.

Please check the documents tab to determine if you must complete verification.

For payment:  help you cover any account balances after your Financial Aid is applied to your bill, go to the Menu drop down and select **Disbursement**, for further assistance.

Your Awards					
Award	FA 2023	SP 2024	Total	Message	Status
Molloy Grant				<a href="#">Click to View Message</a>	Accepted
Total					



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\*Note always check the Academic year before filling out any forms.