PAUL QUINN

Updated July 2025

SELF-SERVICE PORTAL GUIDE

Office of Financial Aid

Welcome to your new **Self-Service Portal** powered by Ellucian!

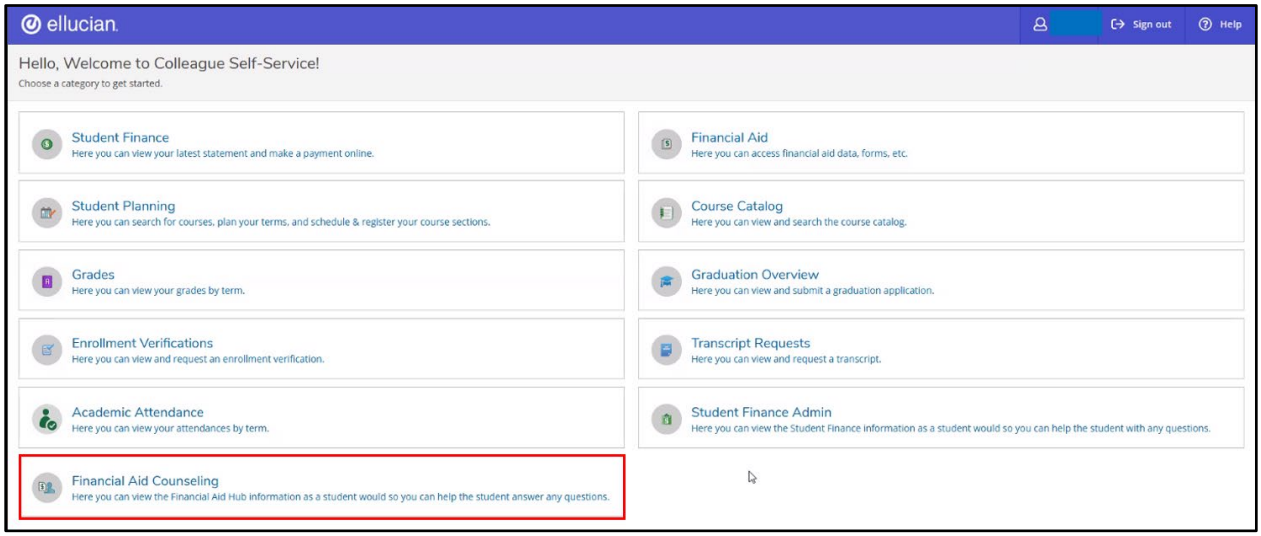
This step-by-step guide will walk you through the financial aid process—from logging in to accepting your aid and signing your offer letter. Completing these steps ensures your aid is processed on time and applied correctly to your student account.

Let's get started!

Step-by-Step Instructions

Step 1: Log In and Access Financial Aid Counseling

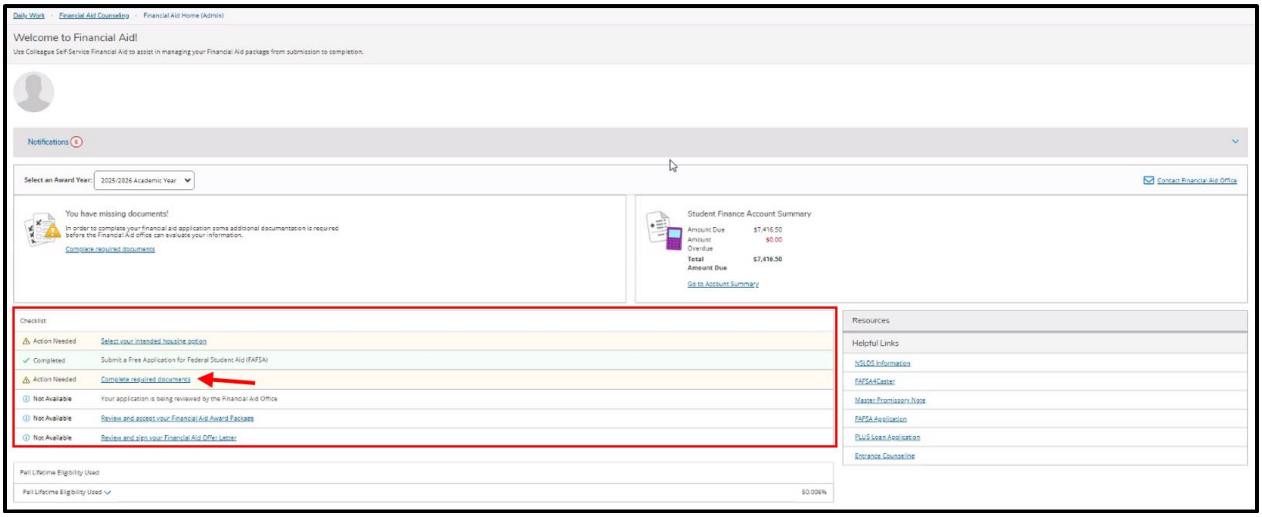
- Go to your Self-Service Portal and log in using your student credentials.
- From your home screen, click on "Financial Aid Counseling."



Step 2: Review Your Checklist

- This page includes:
  - Your Checklist of outstanding items
  - Account Summary
  - Helpful Links
- Click on "**Complete required documents**."

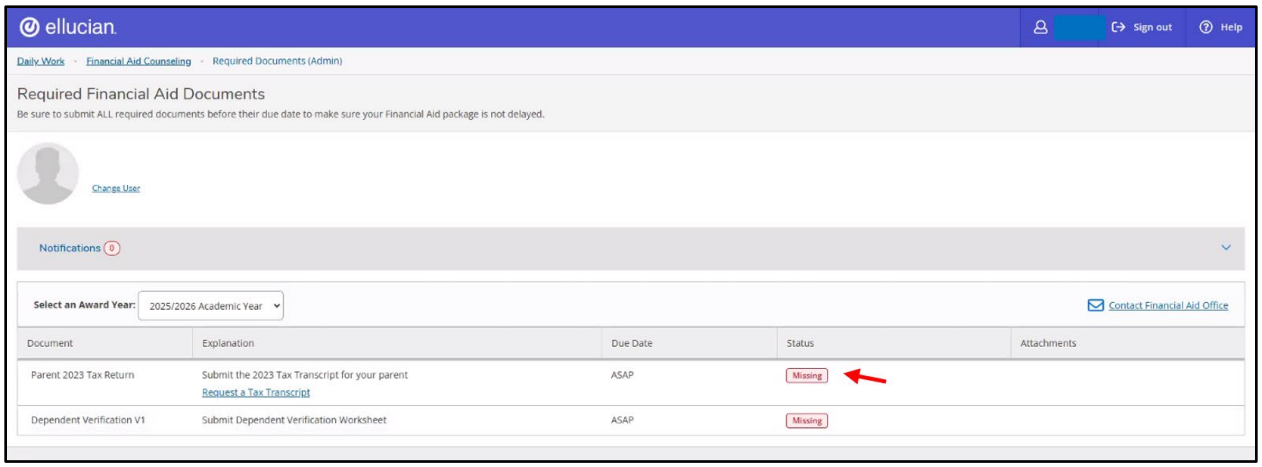
Important: Select your housing option on this page. This tells the College where you plan to live and ensures your account is billed correctly.



Step 3: Complete Required Documents

- Under "**Required Documents**," review all items marked "Missing".
- Complete ALL missing documents to remain eligible for:
  - Pell Grants
  - Scholarships
  - Federal/Private Student Loans

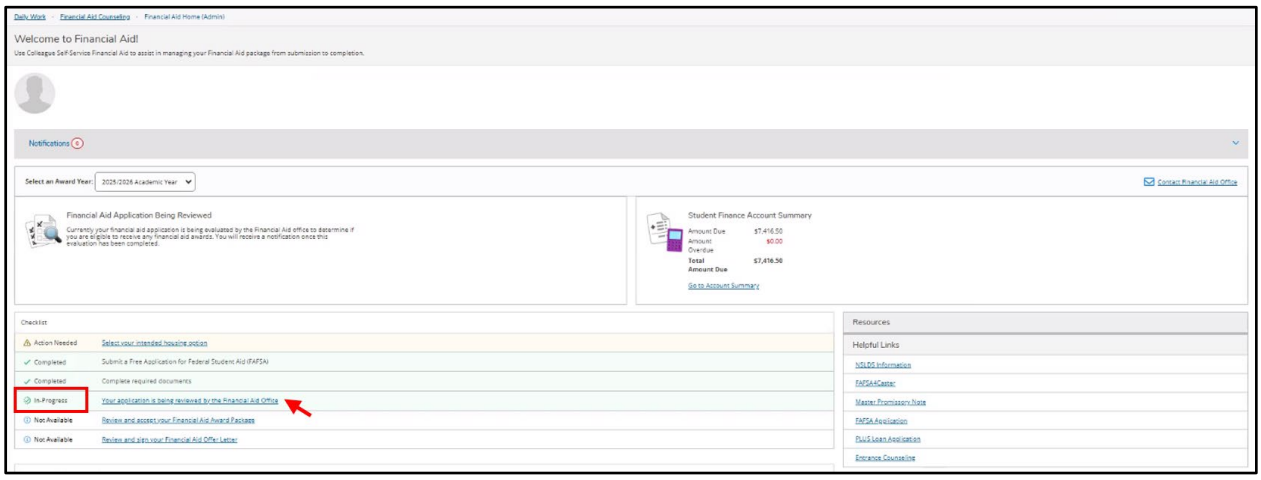
Need help? Email: finaid@pqc.edu



Step 4: Wait for Your Status to Update to "In Progress"

- Once documents are submitted, your status will change to In Progress.

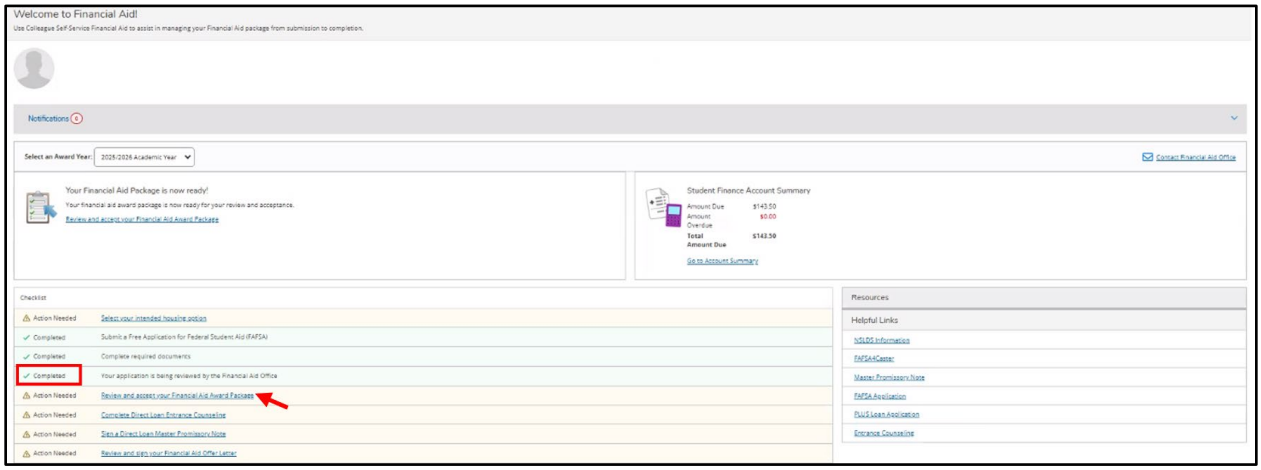
This means the Financial Aid team is reviewing your submission to confirm accuracy. Additional documents may be requested.



Step 5: Await "Completed" Status

- When your documents are verified and accepted, your status will change to Completed.

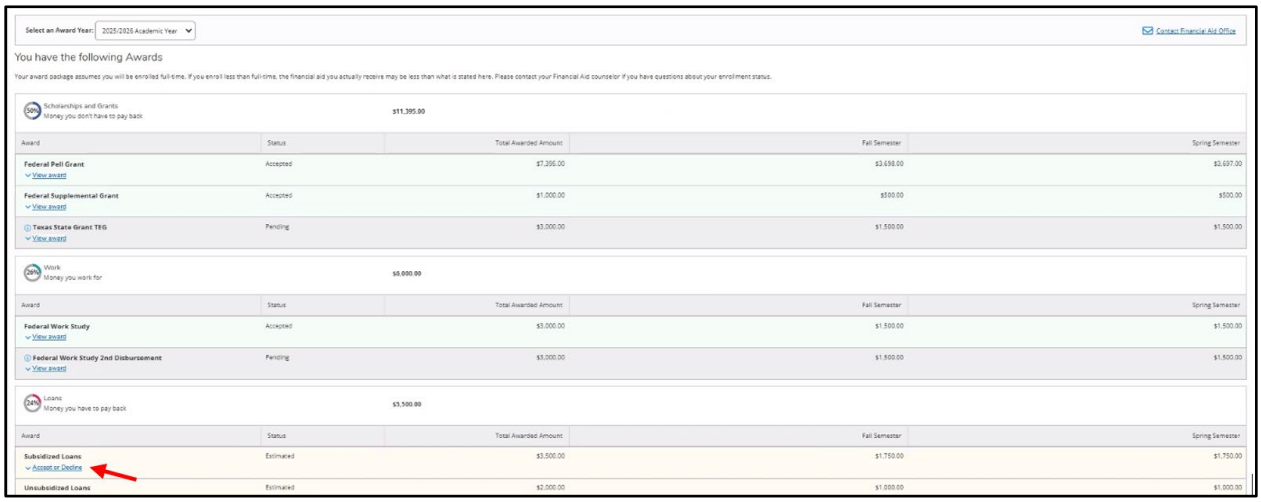
Your next task: Review and accept your Financial Aid Award Package.

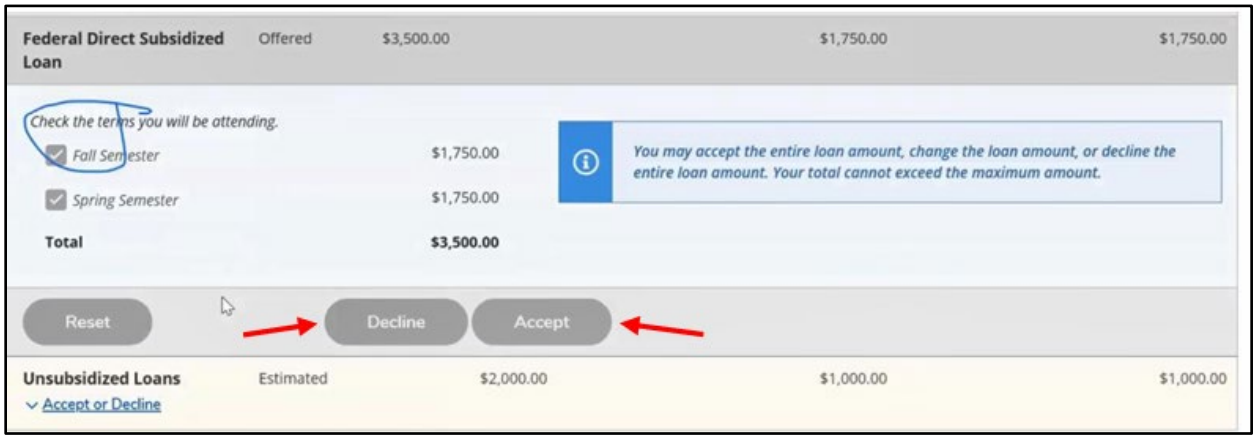


Step 6: Accept or Decline Your Financial Aid

- You will now see your aid eligibility based on your FAFSA results.
- If offered loans, they will appear with an “Action Required” warning.

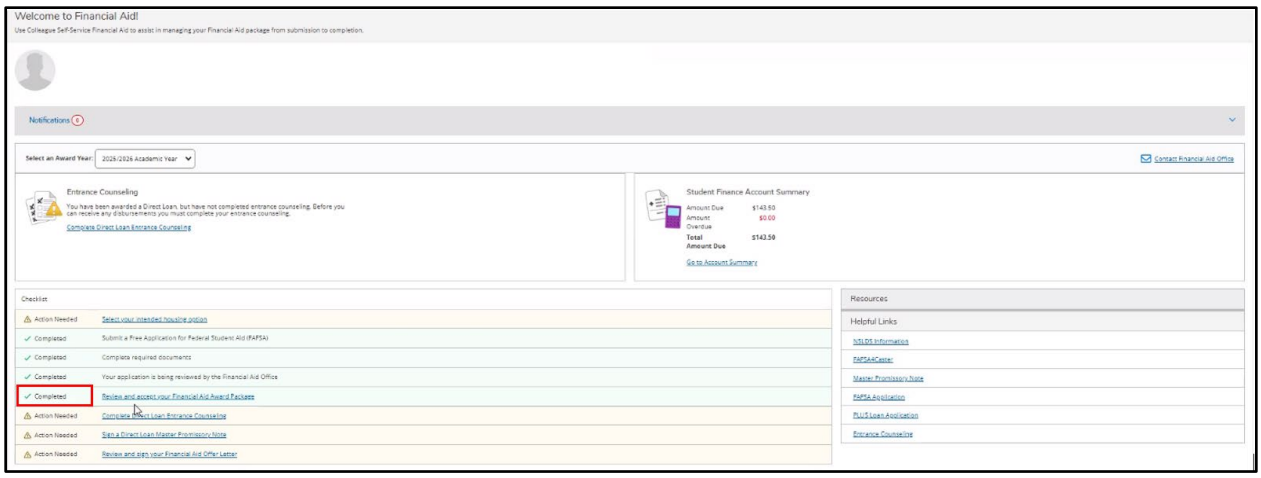
You must **Accept or Decline** your loans to proceed.





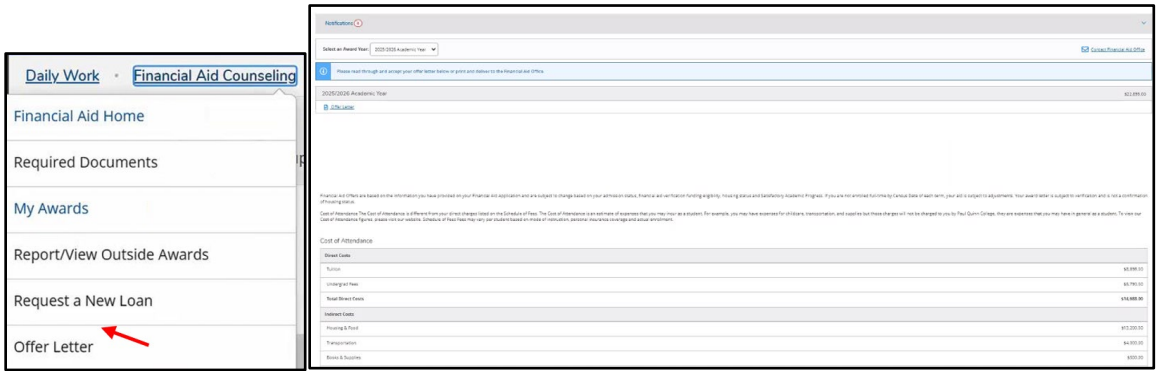
Step 7: Confirm Your Decision

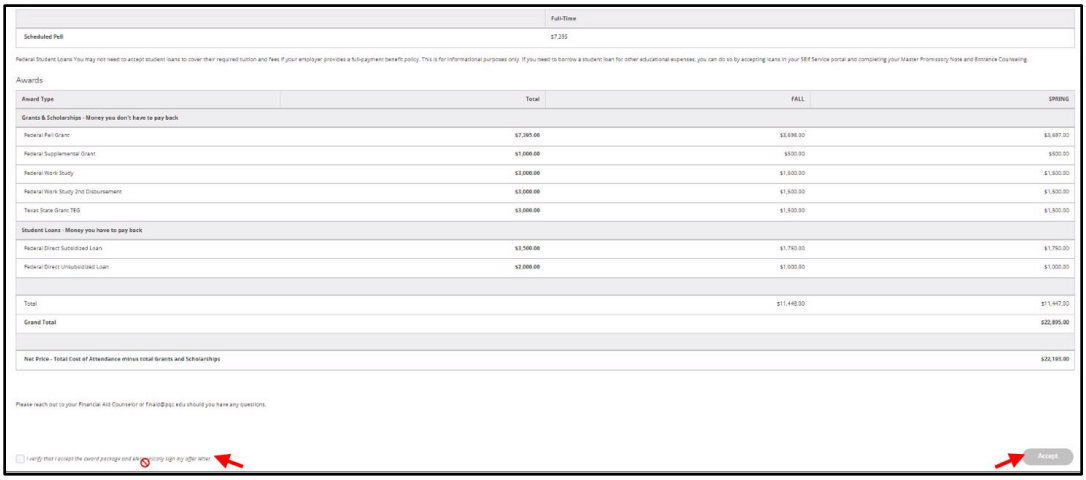
- Once you’ve accepted or declined your loans, your Checklist will reflect a Completed status for this section.



Step 8: Review and Sign Your Financial Aid Offer Letter

- Click on “Offer Letter” under the Financial Counseling dropdown.
- Carefully review the breakdown of your costs and awards.
- Scroll down, then sign and submit your offer letter.





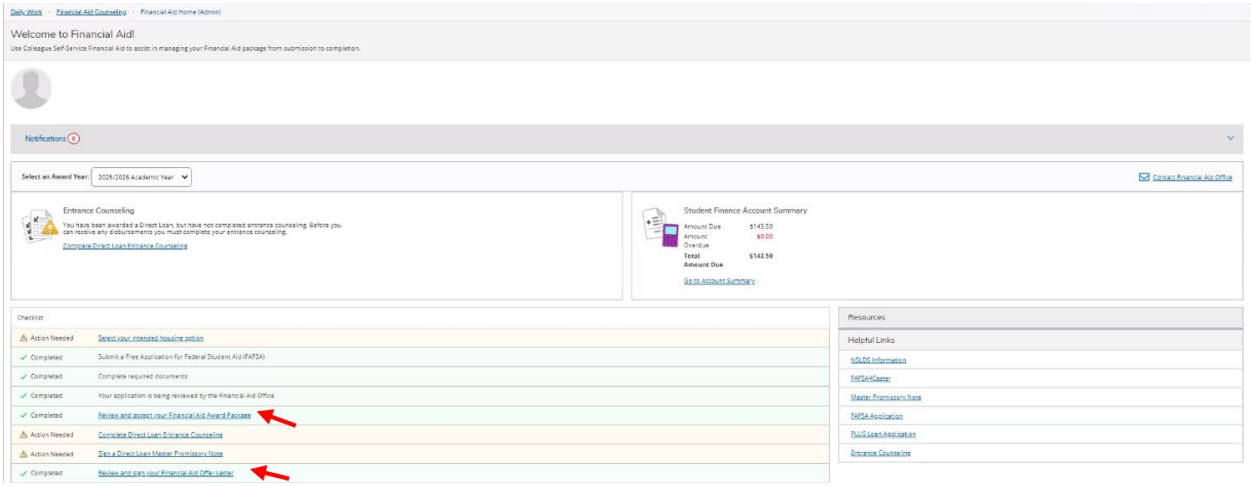
Step 9: Final Checklist Review

- Double-check your Checklist for any remaining items.

Note: If you accepted loans, don't forget to:

- Complete Loan Entrance Counseling
- Sign your Master Promissory Note (MPN)

Questions? Contact finaid@pqc.edu at any time.



Final Reminders: Quick Checklist

Before you're officially done, make sure you've:

☐ Selected your housing option
☐ Completed all required documents
☐ Reviewed your award package
☐ Accepted or declined student loans
☐ Signed your Financial Aid Offer Letter
☐ Finished Loan Entrance Counseling (if accepting loans)
☐ Signed the Master Promissory Note (MPN) (if accepting loans)

Completing your financial aid steps early ensures your aid is applied to your student account and helps you start the semester stress-free. We're here to support you every step of the way!