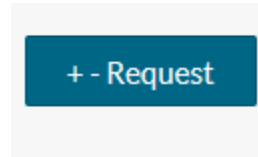


# How to Navigate the myFinAid Document Request

**Step 1:** Click the request box in the upper right-hand corner



**Step 2:** Then receive a dropdown box in which a student can choose what document they would like to complete. Select your document by clicking the green + button

You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.

Dependency Appeal	<input type="checkbox"/>	<input type="checkbox"/>
Family Contribution Appeal	<input type="checkbox"/>	<input type="checkbox"/>
Certification of FA Withdrawal (Walden University)	<input type="checkbox"/>	<input type="checkbox"/>
Consortium Agreement (Walden University)	<input type="checkbox"/>	<input type="checkbox"/>
Minnesota State Grant Questionnaire (Walden University)	<input type="checkbox"/>	<input type="checkbox"/>
Student Information Release Form (FERPA) Walden University	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Need Analysis (Walden University)	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawal Clearance Form (Walden University)	<input type="checkbox"/>	<input type="checkbox"/>

**Step 3:** You will then be required to list a reason for requesting the document. Once you write your reason, click Submit.

Student Information Release Form (FERPA)  
Walden University

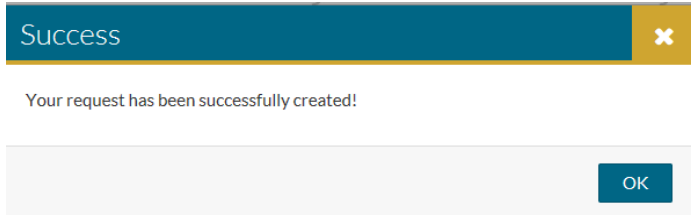
Please explain your reason for this request.

Enter your comments...

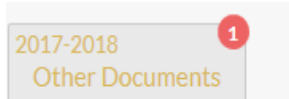
You must enter at least 3 characters in the comments field.

Characters left: 255 / 255

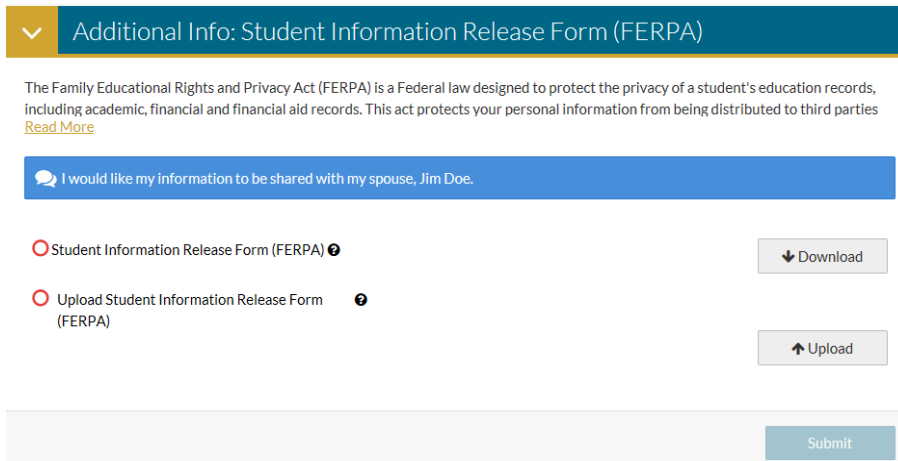
You will then receive a Success Box – click OK.



**Step 4:** A tab will display. Click the tab to access the document task.



**Step 5:** Click the left arrow button to display instructions to download the form. Once you complete the form, you may click the upload button to submit it to the Office of Financial Aid. Remember to click the submit button after you upload the form.



**Step 6:** Once you upload and submit the form, please click the finish button.

