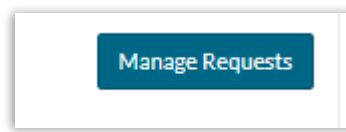


## How to Request a Document through the myFinAid Document Portal

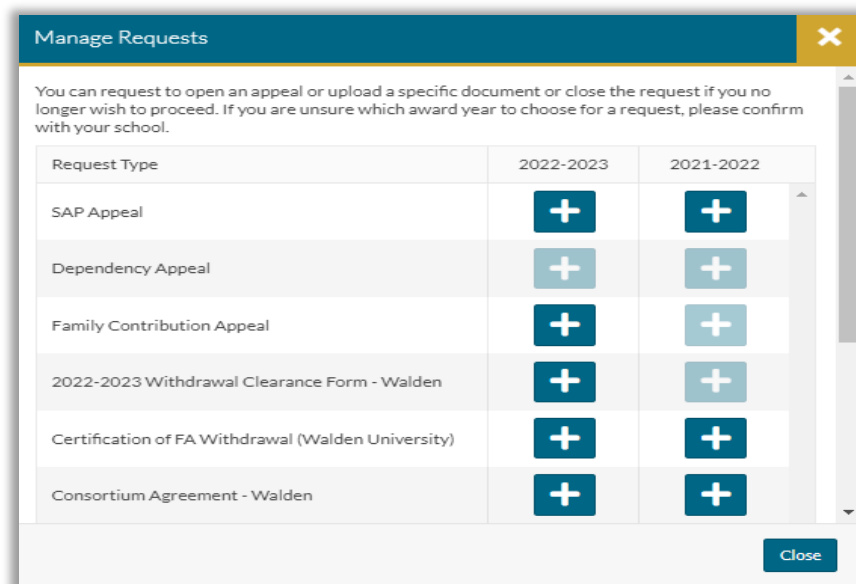
This information sheet will assist you with requesting a document through the [myFinAid Document Portal](#).

**Please Note:** If this is your first time logging in myFinAid Document Portal, you will be required to enter your first name, last name, SSN, and date of birth as it appears on your Free Application for Federal Student Aid (FAFSA).

**Step 1:** Click the “Manage Requests” box in the upper right-hand corner.

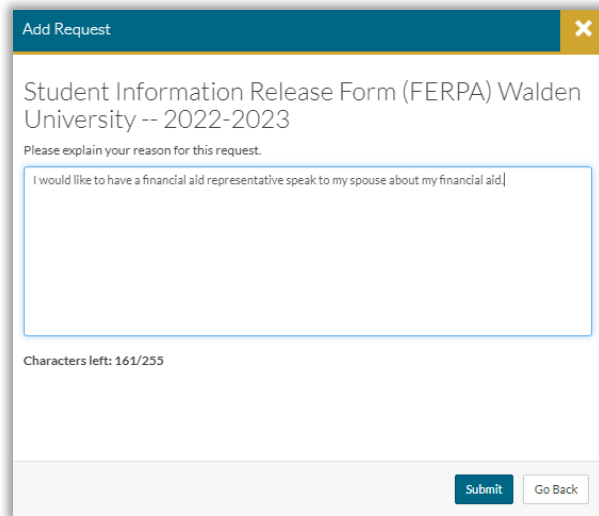


**Step 2:** You will receive a dropdown box to choose what document you would like to complete. Select your document and applicable award year by clicking the square plus box. Please Note: A grayed-out square plus box indicates that the document is not available to request.



## How to Request a Document through the myFinAid Document Portal

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



Add Request

Student Information Release Form (FERPA) Walden University -- 2022-2023

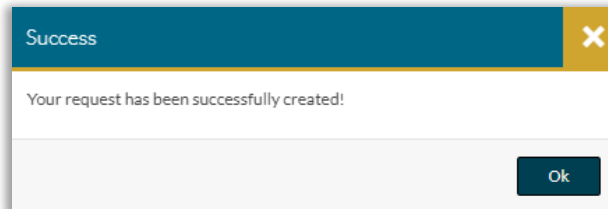
Please explain your reason for this request.

I would like to have a financial aid representative speak to my spouse about my financial aid

Characters left: 161/255

Submit Go Back

**Step 4:** A “Success” box will appear – click “OK”.

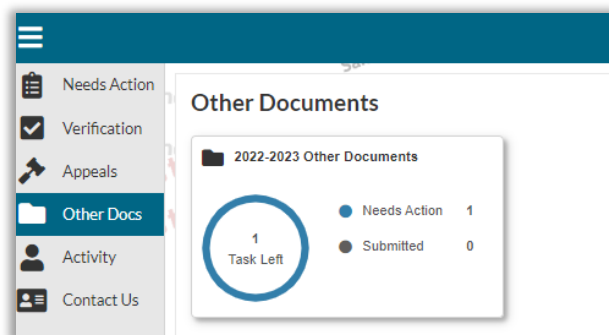


Success

Your request has been successfully created!

Ok

**Step 5:** Click the “Other Docs” button on the left and a tile will appear showing how many tasks to complete based on how many documents you requested.



Needs Action

Verification

Appeals

Other Docs

Activity

Contact Us

Other Documents

2022-2023 Other Documents

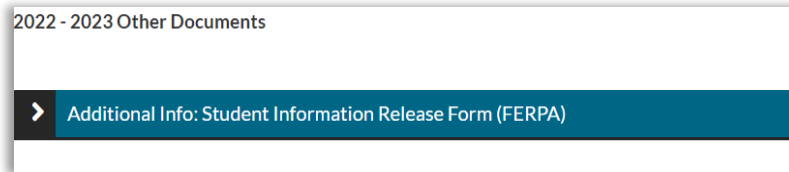
1 Task Left

Needs Action 1

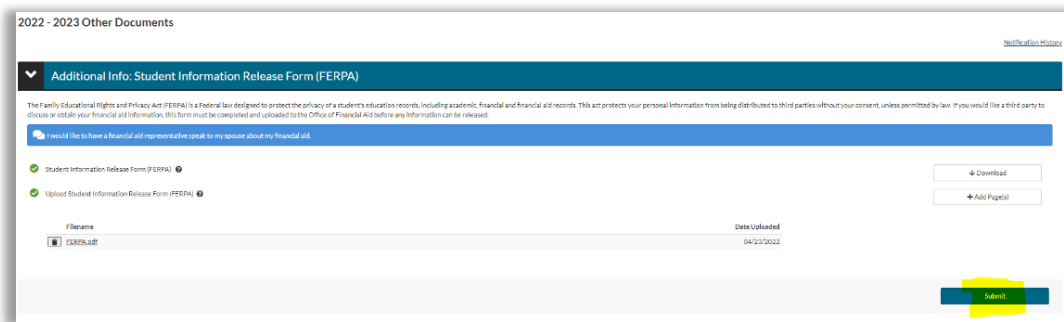
Submitted 0

## How to Request a Document through the myFinAid Document Portal

**Step 6:** Click on the tile box to see the document tasks you have requested.



**Step 7:** Click the left black and white arrow button to display instructions and to “Download” the form. Once you complete the form, save it to your computer. You will need to click the “Upload” button to submit the form back to the Office of Financial Aid. You must click the “Submit” button at the bottom right after you upload the form.



**Step 8:** Once you upload and submit the form, you must click the “Finish” button for the Office of Financial Aid to receive your documents.

