

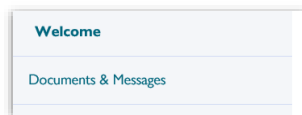
Satisfactory Academic Progress (SAP) Document Portal Instructions

This information sheet will assist you with submitting a SAP appeal.

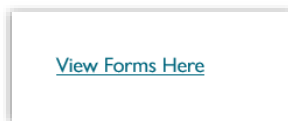
Please Note: If this is your first time logging in myFinAid Document Portal, you will be required to enter your first name, last name, SSN, and date of birth as it appears on your Free Application for Federal Student Aid (FAFSA).

Step 1: Once you are on your [myFinAid](#) Welcome page:

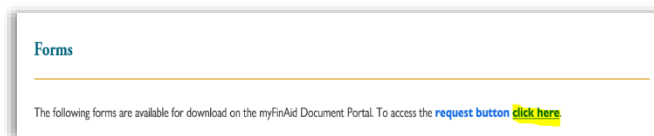
- On the left side click on “Documents & Messages”



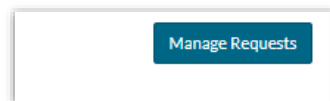
- Scroll down and then click on “View Forms Here”



- Choose the “Click Here” button to access the myFinAid Document Portal

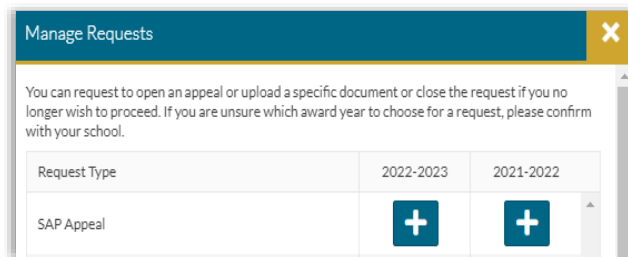


Step 2: Once in the myFinAid document portal, you will select the “Manage Requests” button located on the top right.



Step 3: A list of requests will appear – choose “SAP Appeal” and the square PLUS sign that corresponds to the most current award year. If the square PLUS sign is grayed out, that means you have already requested an appeal for that award year or that appeal is no longer available.

Satisfactory Academic Progress (SAP) Document Portal Instructions

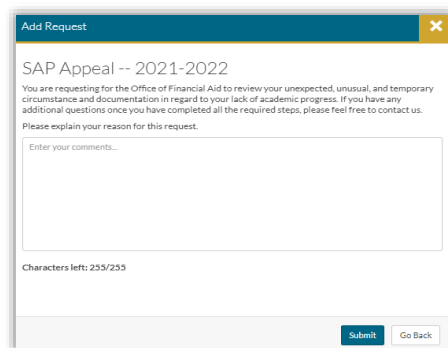


Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2022-2023	2021-2022
SAP Appeal		

Step 4: A window will appear for you to type a statement explaining the reason for requesting the SAP Appeal. Once you complete your statement, click “Submit”.



Add Request

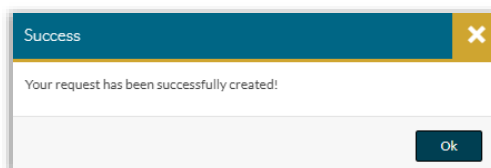
SAP Appeal -- 2021-2022

You are requesting for the Office of Financial Aid to review your unexpected, unusual, and temporary circumstance and documentation in regard to your lack of academic progress. If you have any additional questions once you have completed all the required steps, please feel free to contact us. Please explain your reason for this request.

Enter your comments...

Characters left: 253/255

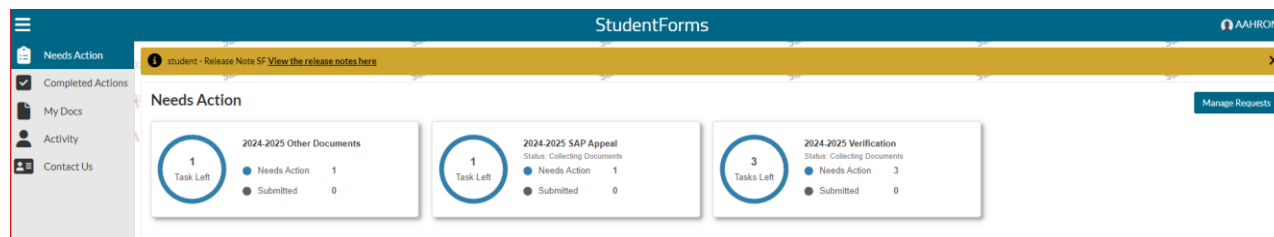
Step 5: After you will click "Submit", a confirmation box will appear – click “OK”.



Success

Your request has been successfully created!

Step 6: Click the “Needs Action” button on the left and a tile will appear showing your SAP Appeal task.



StudentForms

Needs Action

1 Task Left

2024-2025 Other Documents

Needs Action: 1, Submitted: 0

1 Task Left

2024-2025 SAP Appeal

Status: Collecting Documents

Needs Action: 1, Submitted: 0

3 Tasks Left

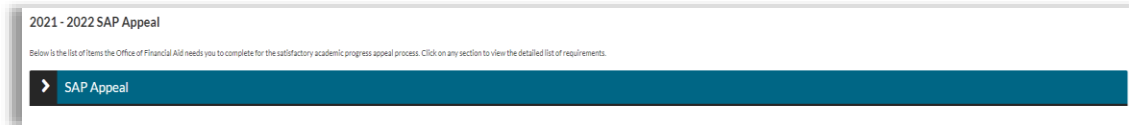
2024-2025 Verification

Status: Collecting Documents

Needs Action: 3, Submitted: 0

Satisfactory Academic Progress (SAP) Document Portal Instructions

Step 7: Click in the tile box to see the SAP Appeal task.



Step 8: Click the left black and white arrow button to display the SAP appeal form and then click the “Fill Out” button to start completing the SAP Appeal Web Form.

A screenshot of the "2021 - 2022 SAP Appeal" form. It has a blue header with a white left-pointing arrow and the text "SAP Appeal". Below the header, it says "You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:" followed by a bulleted list: "• Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress", "• What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation", and "• The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future". Below this, it says "You may be required to provide supporting documentation of your extenuating circumstances." There is a blue button with a white left-pointing arrow and the text "Request to extend financial aid eligibility". Below that is a blue button with the text "Appeal Status: Open". At the bottom right, there is a yellow button with the text "Fill Out" and a blue button with the text "Submit".

Step 9: Read the instructions and click “Continue”.

A screenshot of the "2021/2022 Satisfactory Academic Progress Appeal" page. On the left, there is a sidebar with links: "Instructions", "Demographics", "Statement", "Review & Sign", and "Return to Student Tasks". The main content area is titled "Instructions" and contains text about the appeal process, including a link to the "Walden University Satisfactory Academic Progress Standard". At the bottom right, there is a blue button with the text "Continue".

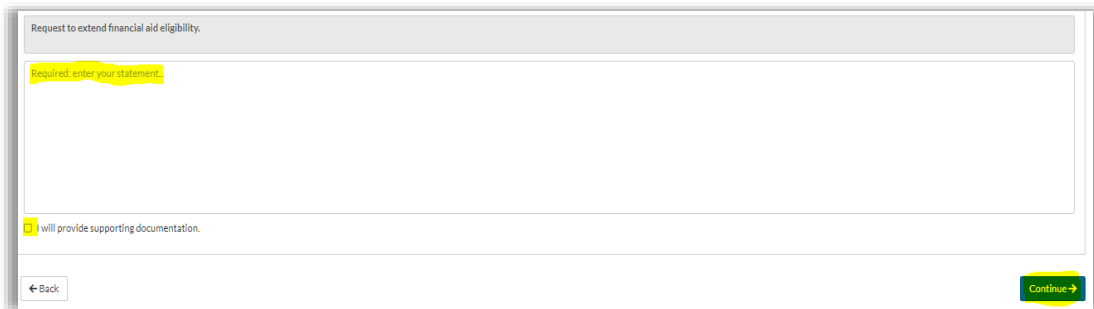
Step 10: Your demographics will appear – click “Continue”.

A screenshot of the "2021/2022 Satisfactory Academic Progress Appeal" page. On the left, there is a sidebar with links: "Instructions", "Demographics", "Statement", "Review & Sign", and "Return to Student Tasks". The main content area is titled "Demographics" and contains the text "Please correct the following information if needed." followed by three input fields: "First Name: Walden", "Last Name: Testing", and "Phone: (555)555-5555". At the bottom left, there is a blue button with a white left-pointing arrow and the text "Back". At the bottom right, there is a blue button with the text "Continue".

Satisfactory Academic Progress (SAP) Document Portal Instructions

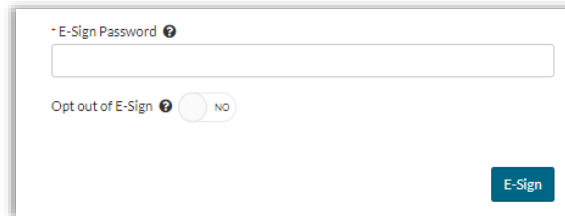
Step 11: Read the Statement Instructions and then do the following:

- enter your appeal explanation in the box,
- check the “I will provide supporting documentation”, and
- click “Continue”.



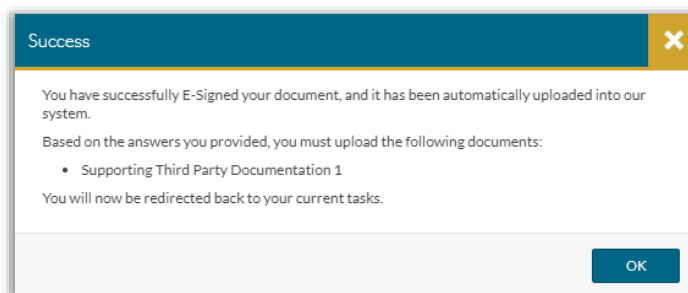
The screenshot shows a web form titled "Request to extend financial aid eligibility." It features a large text area for an appeal explanation, with a yellow highlight on the placeholder text "Required: enter your statement." Below the text area is a checkbox labeled "I will provide supporting documentation." At the bottom left is a "Back" button, and at the bottom right is a "Continue" button with a right-pointing arrow.

Step 12: Enter your E-Sign Password at the bottom of the page and then click the “E-Sign” button. Your E-Sign password is the password you use to log in to your myFinAid Document Portal account.



The screenshot shows a form section for E-Signing. It includes a label "E-Sign Password" with a help icon, a password input field, and a toggle switch for "Opt out of E-Sign" set to "NO". A blue "E-Sign" button is located at the bottom right of the section.

Step 13: Once you have completed E-Signing your document, you will receive a success box – click “OK”.



The screenshot shows a "Success" message box with a teal header and a close button (X). The message text reads: "You have successfully E-Signed your document, and it has been automatically uploaded into our system. Based on the answers you provided, you must upload the following documents: • Supporting Third Party Documentation 1. You will now be redirected back to your current tasks." An "OK" button is at the bottom right.

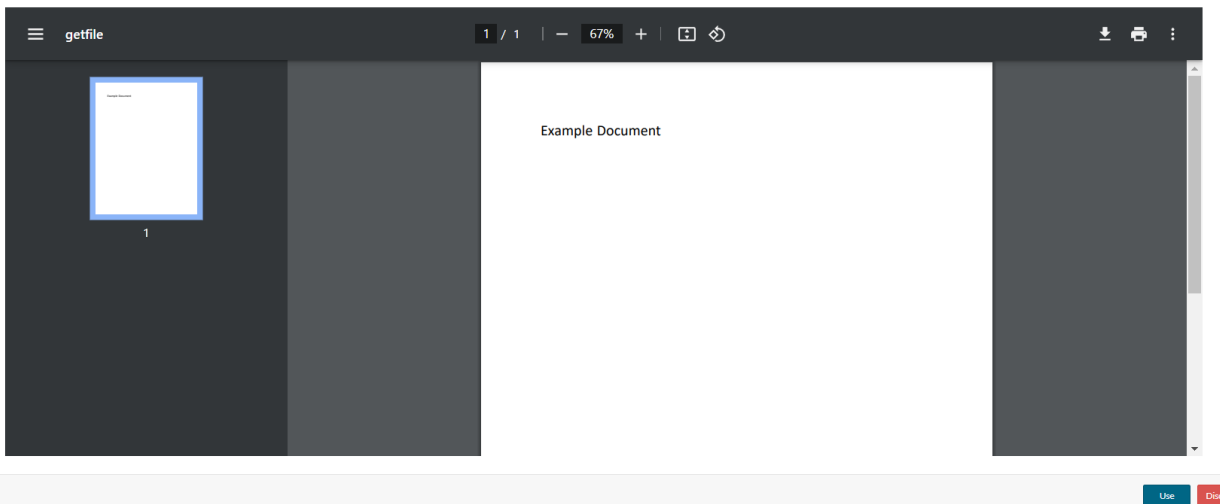
Satisfactory Academic Progress (SAP) Document Portal Instructions

Step 14: You are now required to upload your supporting third party documents by clicking “Upload”.

The screenshot shows the '2021 - 2022 SAP Appeal' form. At the top, it states: 'Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.' The form has a blue header with a dropdown menu set to 'SAP Appeal'. Below this, it says: 'You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:' followed by a bulleted list: '• Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress', '• What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation', and '• The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future'. It then states: 'You may be required to provide supporting documentation of your extenuating circumstances.' There are two blue bars: the first says 'Request to extend financial aid eligibility' and the second says 'Appeal Status: Open'. Below these, there is a green checkmark icon next to 'SAP Appeal Web Form' and a 'Fill Out' button. To the left, there is a 'Download' link for 'SAP Appeal Form.pdf' and a 'Date Filled Out' field showing '04/28/2022'. At the bottom, there is a red circle icon next to 'Upload Supporting Documentation' and an 'Upload' button. A 'Submit' button is at the very bottom right.

Document Preview

Before you use, make sure:
1. The image is not blurry.
2. The image has not been cut off.



At this point you can use or discard the document uploaded

Step 15: Once all pages have been uploaded, click “Submit”.

Satisfactory Academic Progress (SAP) Document Portal Instructions

2021 - 2022 SAP Appeal

Below is the list of items the Office of Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

[Request to extend financial aid eligibility](#)

Appeal Status: Open

☒ **SAP Appeal Web Form** [Fill Out](#)

Download **Date Filled Out**

SAP Request Form.pdf	04/28/2022
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☒ **Upload Supporting Documentation** [Add Page\(s\)](#)

Filename **Date Uploaded**

SAP Documents.pdf	04/28/2022
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Submit

Step 16: You must click the “Finish” button for Financial Services to receive your SAP appeal and documentation for review.

2021 - 2022 SAP Appeal

After you click finish you will be prevented from making further changes while your files are being reviewed.

SAP Appeal ☒

Finish

Step 17: Click the “Complete Actions” button on the left to confirm, the status is “In Review”. If not in review click the “Needs Action” you will have to go back into the SAP Appeal Task and complete any items that are still needed.

StudentForms

Needs Action

Completed Actions

My Docs

Activity

Contact Us

Completed Actions

Workflow: All

☒ **2024-2025 SAP Appeal**
Status: In Review
SAP Appeal

Revised 03.27.24

Revised 03.27.2024