

## 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:

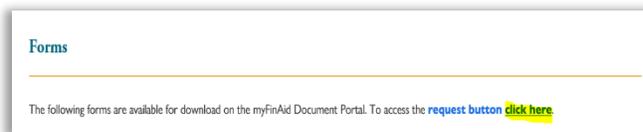
- On the left side click on “**Documents & Messages**”



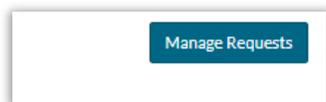
- Scroll down and then click on “**View Forms Here**”



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

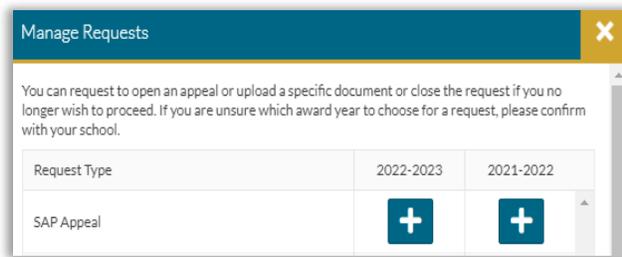


**Step 2:** Once in the myFinAid document portal, you will select the “Manage Requests” button located on the top right.

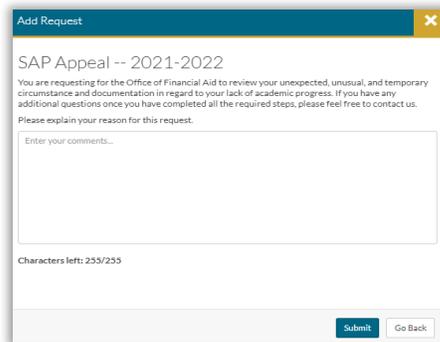


**Step 3:** A list of requests will appear – choose “SAP Appeal” and the square PLUS sign that corresponds to the most current award year. If the square PLUS sign is grayed out, that means you have already requested an appeal for that award year or that appeal is no longer available.

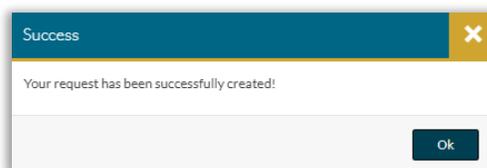
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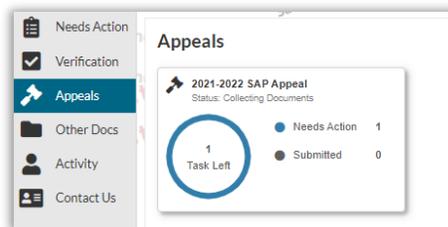
**Step 4:** A window will appear for you to type a statement explaining the reason for requesting the SAP Appeal. Once you complete your statement, click “Submit”.



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

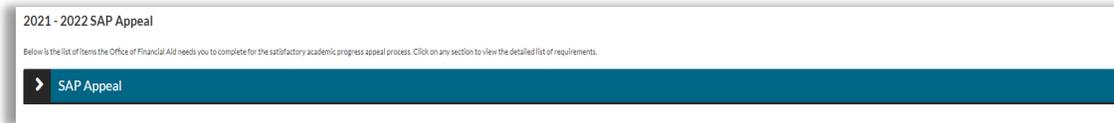


**Step 6:** Click the “Appeals” button on the left and a tile will appear showing your SAP Appeal task.

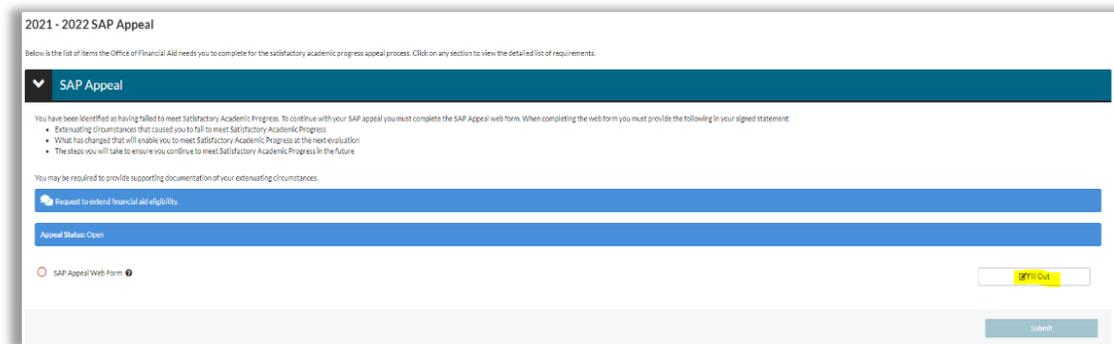


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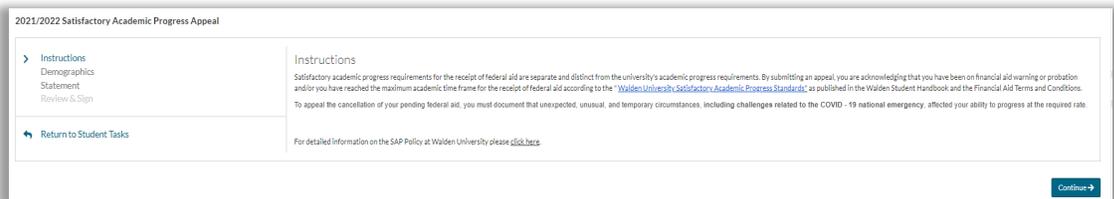
**Step 7:** Click in the tile box to see the SAP Appeal task.



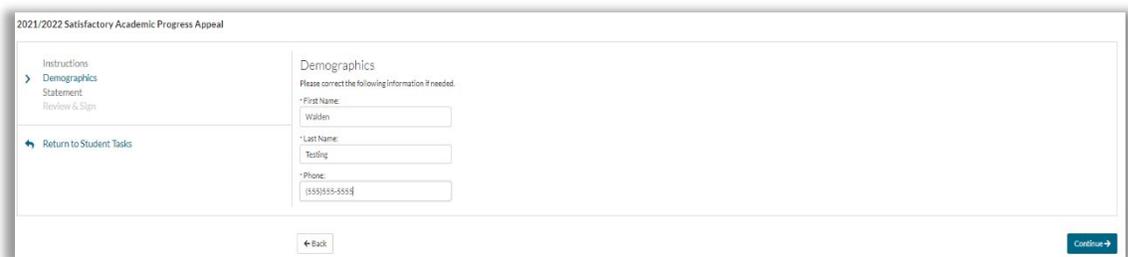
**Step 8:** Click the left black and white arrow button to display the SAP appeal form and then click the “Fill Out” button to start completing the SAP Appeal Web Form.



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



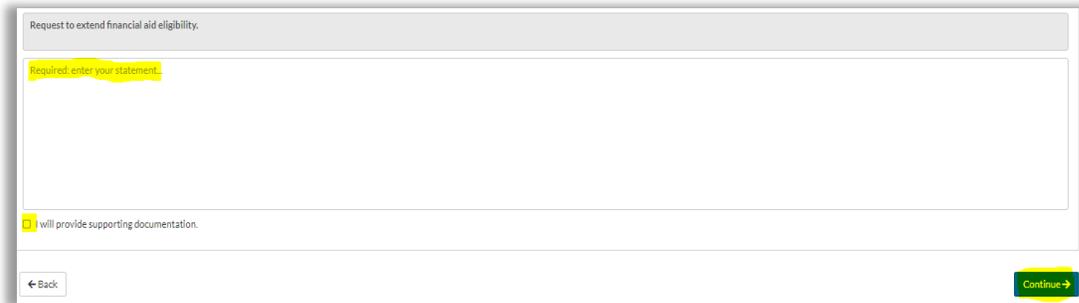
**Step 10:** Your demographics will appear – click “Continue”.



## 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”.



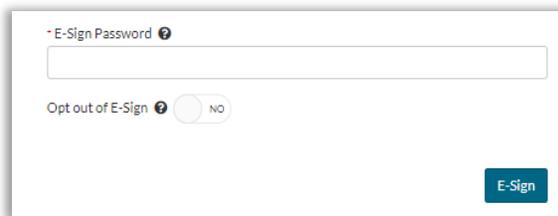
Request to extend financial aid eligibility.

Required: enter your statement.

I will provide supporting documentation.

← Back Continue →

**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.

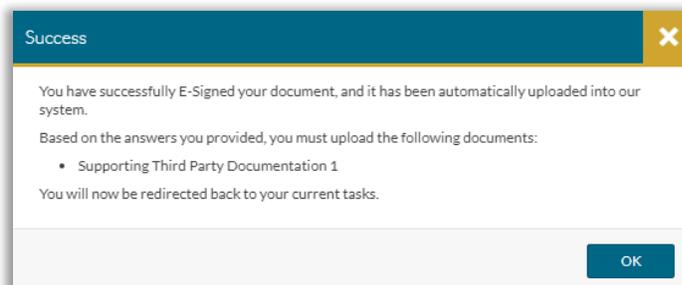


E-Sign Password

Opt out of E-Sign  NO

E-Sign

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



Success ✕

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.

OK

## Satisfactory Academic Progress (SAP) Document Portal Instructions

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

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

Download	Date Filled Out
<a href="#">SAP Request Form.pdf</a>	04/28/2022

Upload Supporting Documentation

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

2021 - 2022 SAP Appeal

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[Request to extend financial aid eligibility.](#)

Appeal Status: Open

SAP Appeal Web Form

Download	Date Filled Out
<a href="#">SAP Request Form.pdf</a>	04/28/2022

Upload Supporting Documentation

Filename	Date Uploaded
<a href="#">SAP Documents.pdf</a>	04/28/2022

**Step 16:** You must click the “Finish” button for the Office of Financial Aid to receive your SAP appeal documentation.

2021 - 2022 SAP Appeal

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

**SAP Appeal**

## Satisfactory Academic Progress (SAP) Document Portal Instructions

**Step 17:** Click the “Appeals” button on the left once more to see that all items for the task have been submitted, the status is “In Review” and zero items need action. If you still see a number listed next to “Needs Action” you will have to go back into the SAP Appeal Task and complete any items that are still showing in red.

