

Satisfactory Academic Progress (SAP) Document Portal Instructions

Go to your myFinAid financial aid portal from the myWaldenportal, and then go to:

- Menu
- Quick Links
- My Finances
- View your Financial Aid Account

Once your myFinAid Document Portal opens in a new window, go to:

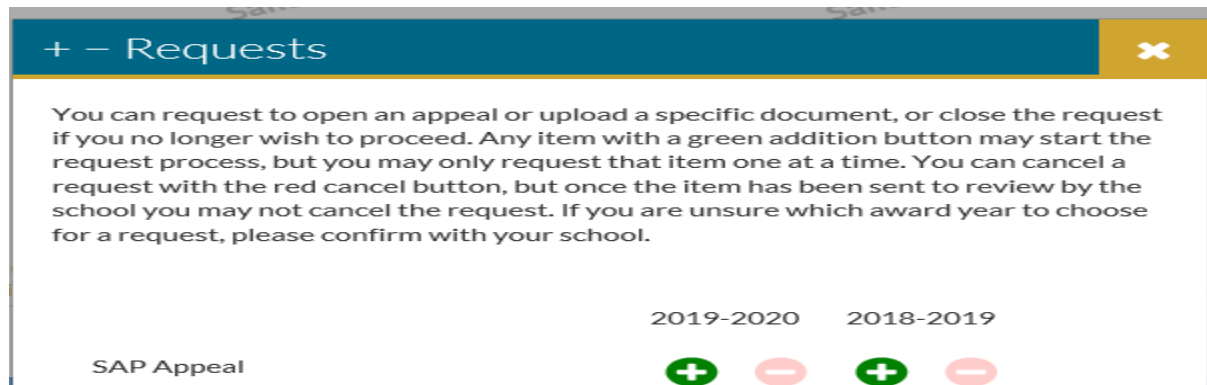
- Menu
- Forms
- Click Here (located on the right side of the “Request Button” in the first sentence at the top of the page)

If this is your first time logging in, 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).

Once in the document portal, you will select the request button located on the top right.



A list of requests will appear – choose “SAP Appeal” and the green plus sign that corresponds to the most current award year.



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".

+ - Requests

SAP Appeal--2018-2019

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.

Request to extend federal aid eligibility.

Characters left: 213 / 255

Go Back Submit

After you will click "Submit", a confirmation box will appear – click "OK".

Success

Your request has been successfully created!

OK

You will then be presented with the SAP Appeal Task Tab – click the yellow arrow box.

Testing Sandbox

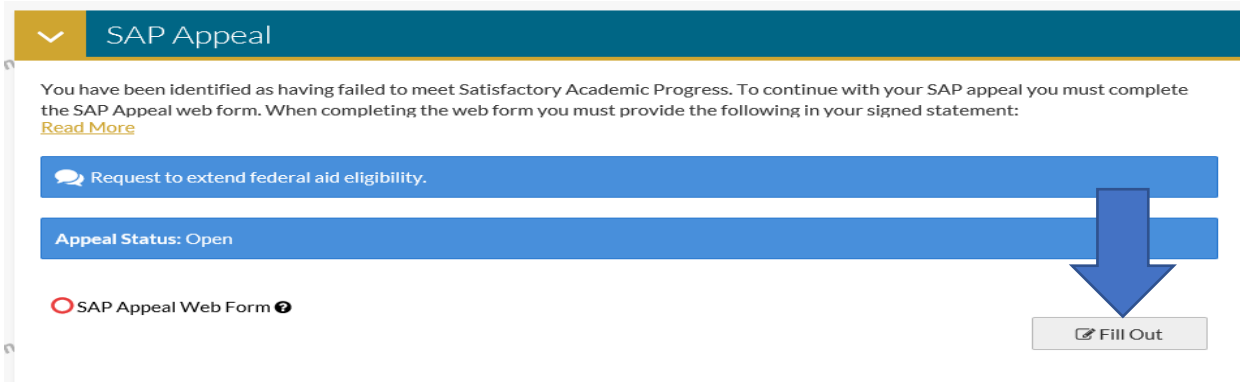
Welcome!

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

Contact the Financial Aid Office with any questions.

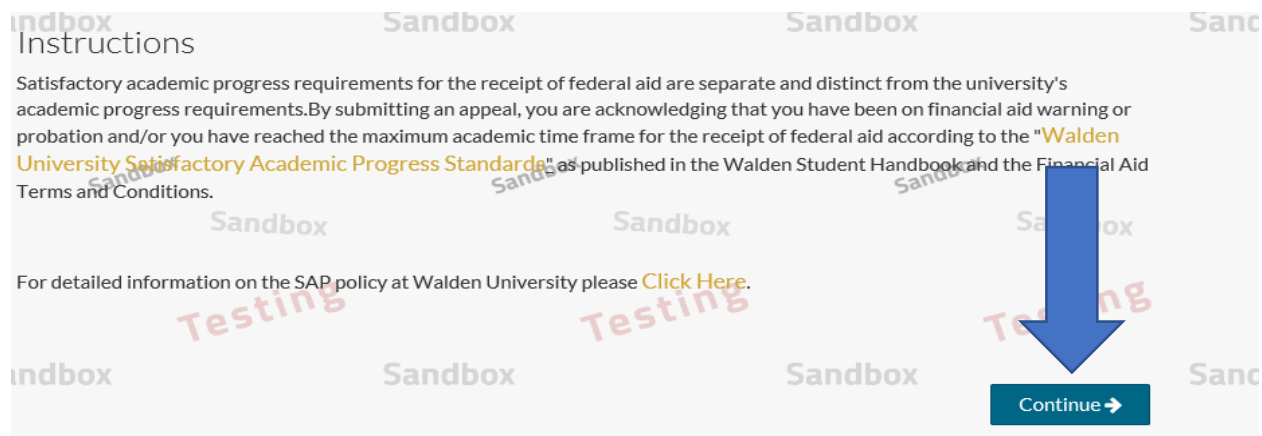
> SAP Appeal

Click the SAP Appeal Web Form “Fill Out” button.



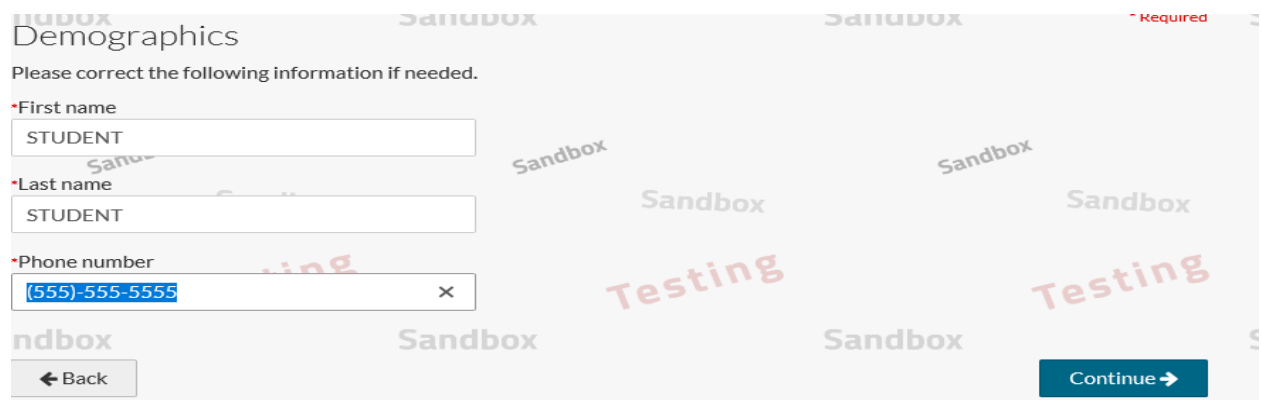
The screenshot shows the top of the SAP Appeal web form. At the top, there is a dark teal header with a white downward arrow icon and the text "SAP Appeal". Below the header, a paragraph of text reads: "You have been identified as having failed to meet Satisfactory Academic Progress. To continue with 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: [Read More](#)". Below this text are two blue horizontal bars. The first bar contains a speech bubble icon and the text "Request to extend federal aid eligibility.". The second bar contains the text "Appeal Status: Open". Below these bars, there is a red circle icon followed by the text "SAP Appeal Web Form" and a small information icon. On the right side of the page, a large blue arrow points downwards towards a button labeled "Fill Out" with a pencil icon.

Read the instructions and click “Continue”.



The screenshot shows the "Instructions" page. The title "Instructions" is at the top left. The main text reads: "Satisfactory academic progress requirements for the receipt of federal aid are separate and distinct from the university's academic progress requirements. By submitting an appeal, you are acknowledging that you have been on financial aid warning or probation and/or you have reached the maximum academic time frame for the receipt of federal aid according to the [Walden University Satisfactory Academic Progress Standards](#), as published in the Walden Student Handbook and the Financial Aid Terms and Conditions." Below this, another line of text says: "For detailed information on the SAP policy at Walden University please [Click Here](#)." On the right side, a large blue arrow points downwards towards a dark teal button labeled "Continue" with a right-pointing arrow.

Your demographics will appear – click “Continue”.



The screenshot shows the "Demographics" form. The title "Demographics" is at the top left. Below it, a note says: "Please correct the following information if needed." There are three required fields, each with a red asterisk: "First name" with the value "STUDENT", "Last name" with the value "STUDENT", and "Phone number" with the value "(555)-555-5555" and a small 'x' icon to its right. At the bottom left, there is a grey button labeled "Back" with a left-pointing arrow. At the bottom right, there is a dark teal button labeled "Continue" with a right-pointing arrow.

Using the instructions previously read,

- enter your appeal explanation in the box;
- check the “I will provide supporting 3rd party documentation”; and
- click “Continue”

Using the instructions above explain the circumstances with dates for unsuccessful terms.

I will provide supporting 3rd party documentation.

[← Back](#) [Continue →](#)

Enter your E-Sign Password and then click the “E-Sign” button.

E-Sign Password

Opt out of E-Sign NO

[E-Sign](#)

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](#)

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

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:
[Read More](#)

Request to extend federal aid eligibility.

Appeal Status: Open

✓ SAP Appeal Web Form

Fill Out

Download	Date Filled Out
SAP Request Form.pdf	05/15/2019

Upload Supporting Third Party Documentation

Submit

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

Upload Supporting Third Party Documentation

Filename	Date Uploaded
Previously Submitted Document 2301.pdf	05/15/2019

Submit

You must click the “Finish” button on the “You’re almost done!” page in order for the Office of Financial Aid to receive your SAP appeal documentation.

You're almost done!

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

SAP Appeal

Finish

If all documents have been submitted successfully, you will get a “Congratulations!” message. If you do not receive the message below, then the appeal task has not been completed. You will need to go back into the SAP Appeal Task to complete any items that are still showing in red.

Congratulations!

No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below.

Contact the Financial Aid Office with any questions.

SAP Appeal