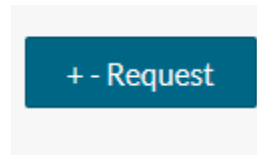


How to Navigate the myFinAid Document Request

To access your Document Portal please use the following link:

<https://waldenu.verifymyfafs.com/>

Step 1: Click the “Request” 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 by clicking the green + button.

SAP Appeal		
Dependency Appeal		
Family Contribution Appeal		
Certification of FA Withdrawal (Walden University)		
Minnesota State Grant Questionnaire (Walden University)		
Student Information Release Form (FERPA) Walden University		
Third Party Need Analysis (Walden University)		

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

+ - Requests

Student Information Release Form (FERPA)
Walden University

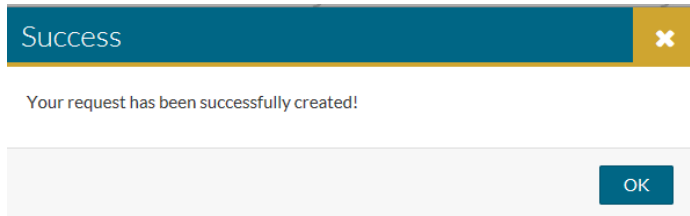
Please explain your reason for this request.

Enter your comments...

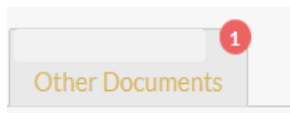
You must enter at least 3 characters in the comments field.

Characters left: 255 / 255

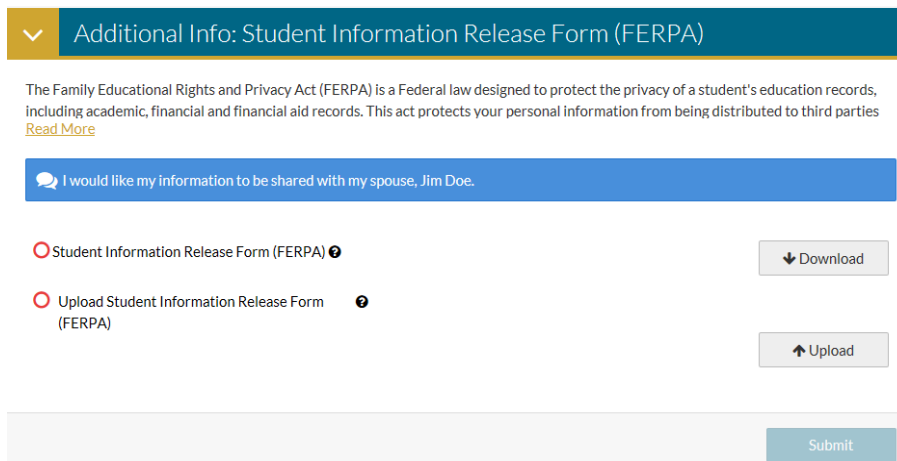
A “Success” box will appear – click “OK”.



Step 4: An “Other Documents” tab will display. Click the applicable award year to access the document task.



Step 5: Click the left yellow 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 to the Office of Financial Aid. You must click the “Submit” button at the bottom right after you upload the form.



Step 6: Once you upload and submit the form, you must click the “Finish” button in order for the Office of Financial Aid to receive your documents.

