Walden University

## 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®).
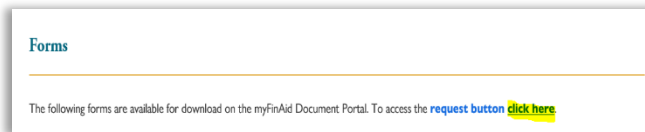
Step 1: Once you are on your myFinAid Welcome page:

- On the left side click on "**Documents & Messages**"

> **Welcome**
>
> Documents & Messages
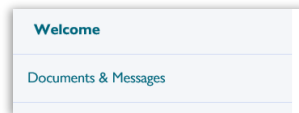
- Scroll down and then click on "**View Forms Here**"

> View Forms Here
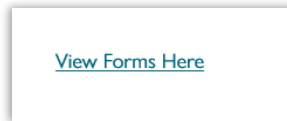
- Choose the "Click Here" button to access the myFinAid Document Portal

> **Forms**
>
> The following forms are available for download on the myFinAid Document Portal. To access the **request button click here**.

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

> Manage Requests
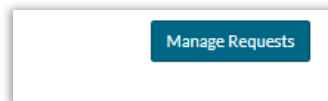
Step 3: A list of requests will appear – choose "SAP Appeal" and the square PLUS sign that corresponds to the most current award year. If the square PLUS sign is grayed out, that means you have already requested an appeal for that award year or that appeal is no longer available.
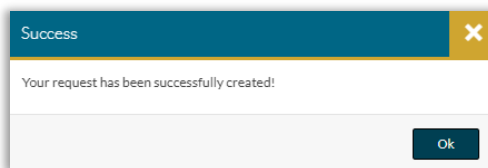
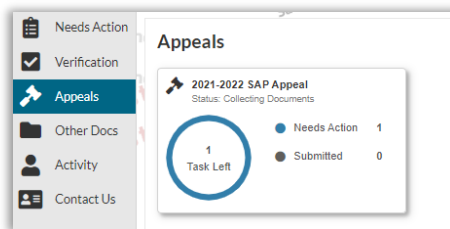# Satisfactory Academic Progress (SAP) Document Portal Instructions
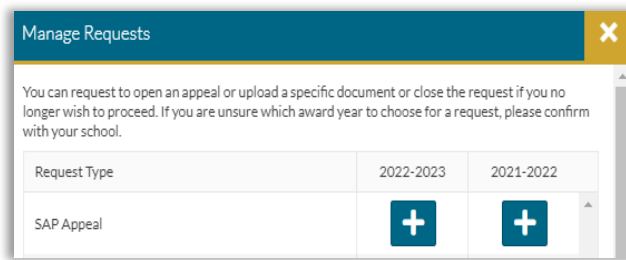
Step 4: A window will appear for you to type a statement explaining the reason for requesting the SAP Appeal. Once you complete your statement, click "Submit".
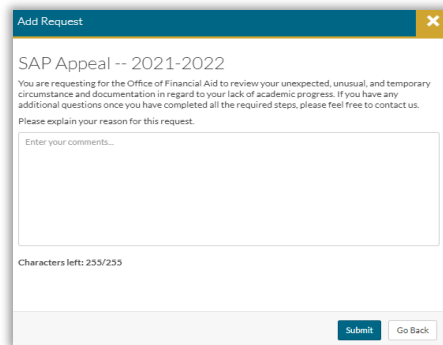
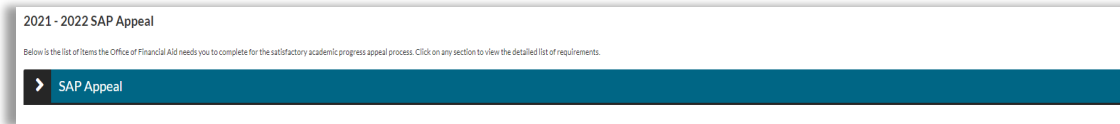**Step 5:** After you will click "Submit", a confirmation box will appear – click "OK".

Step 6: Click the "Appeals" button on the left and a tile will appear showing your SAP Appeal task.
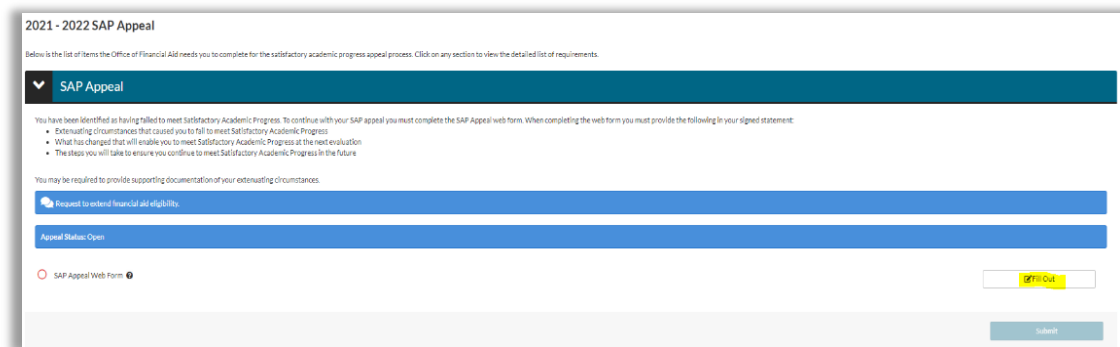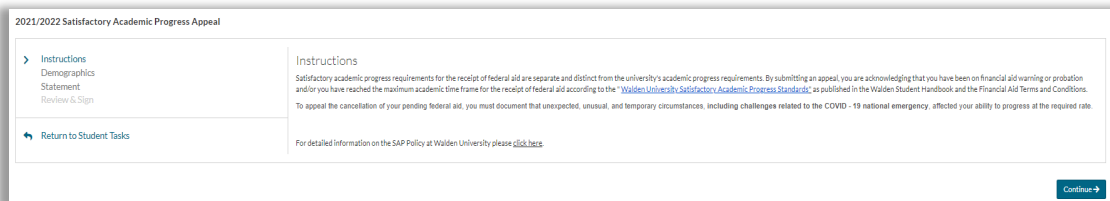
Step 7: Click in the tile box to see the SAP Appeal task.
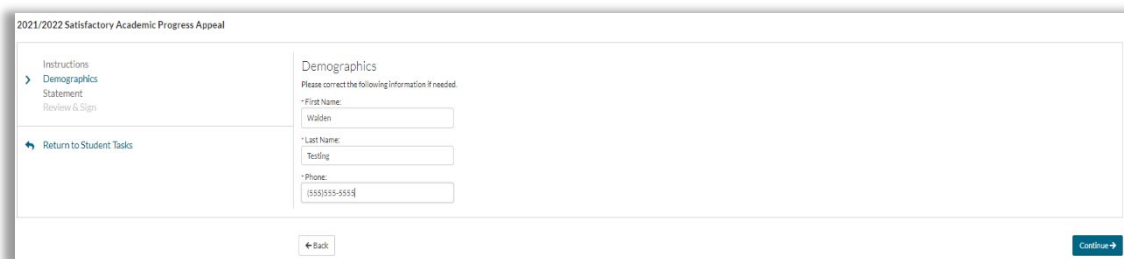

Step 8: Click the left black and white arrow button to display the SAP appeal form and then click the "Fill Out" button to start completing the SAP Appeal Web Form.

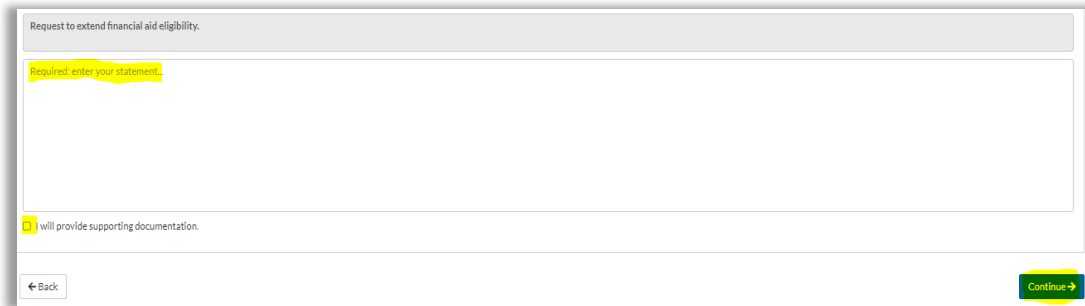**Step 9:** Read the instructions and click "Continue".

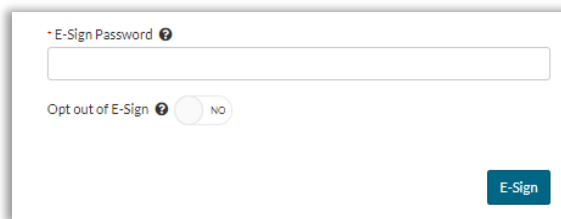**Step 10:** Your demographics will appear – click "Continue".

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

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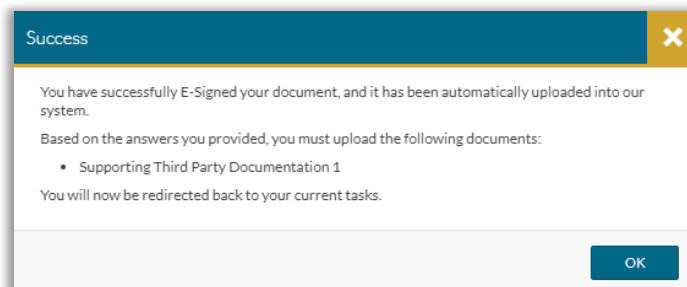- ➢ check the "I will provide supporting documentation", and
- ➢ click "Continue".

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 you 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

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

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

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

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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.