Walden University

How to Request a Document through the myFinAid Document Portal

This information sheet will assist you with requesting a document through the **myFinAid Document Portal**.

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: Click the "Manage Requests" box in the upper right-hand corner.
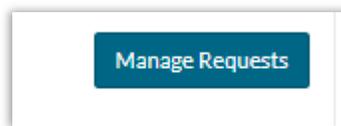
Step 2: You will receive a dropdown box to choose what document you would like to complete. Select your document and applicable award year by clicking the square plus box. Please Note: A grayed-out square plus box indicates that the document is not available to request.
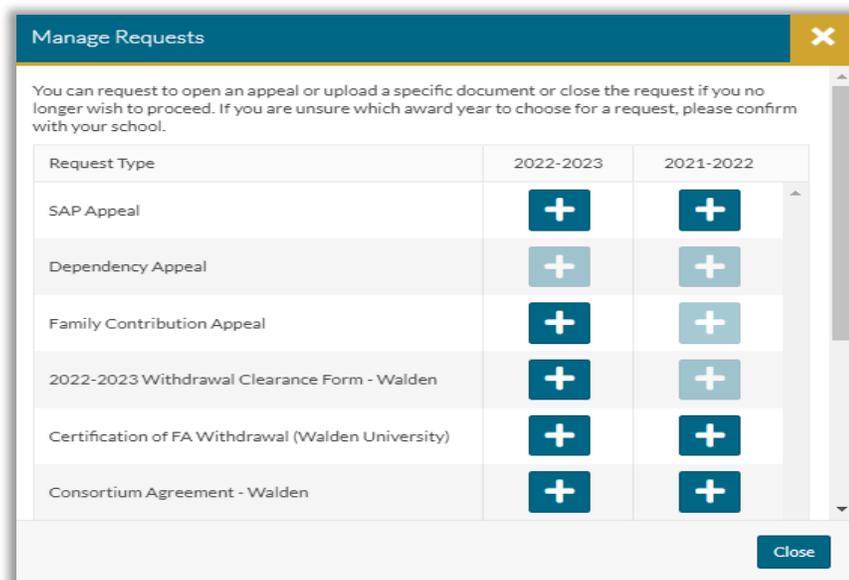
Step 3: You will then be required to list a reason for requesting the document. Once you write your reason, click "Submit".
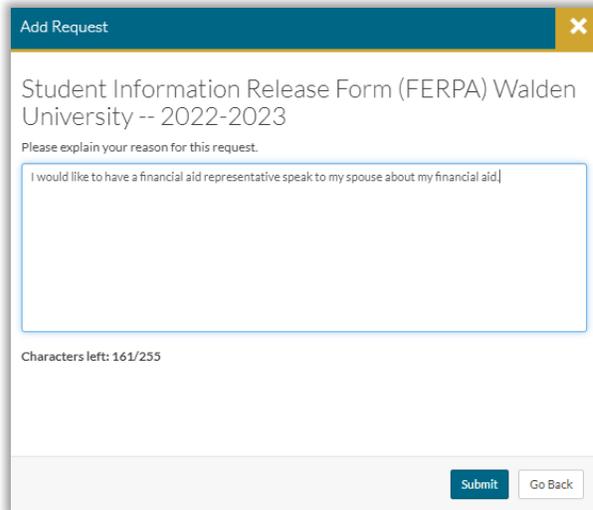
Step 4: A "Success" box will appear – click "OK".
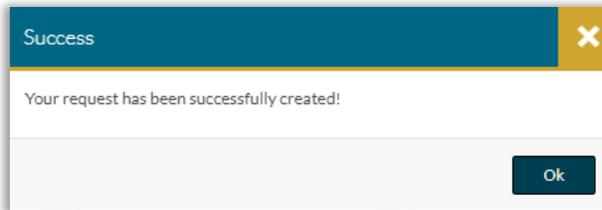
Step 5: Click the "Other Docs" button on the left and a tile will appear showing how many tasks to complete based on how many documents you requested.
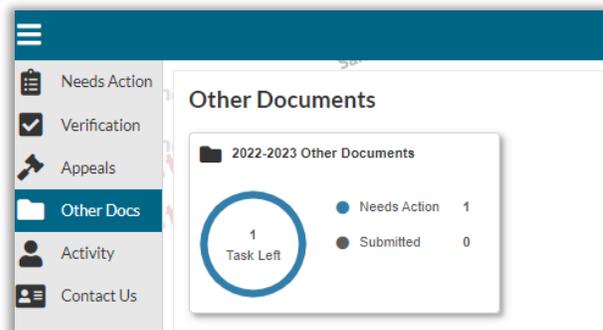
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Step 6: Click on the tile box to see the document tasks you have requested.
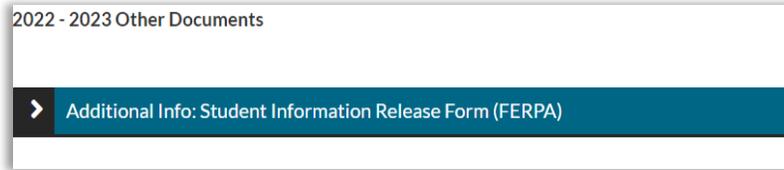
Step 7: Click the left black and white arrow button to display instructions and to "Download" the form. Once you complete the form, save it to your computer. You will need to click the "Upload" button to submit the form back to the Office of Financial Aid. You must click the "Submit" button at the bottom right after you upload the form.
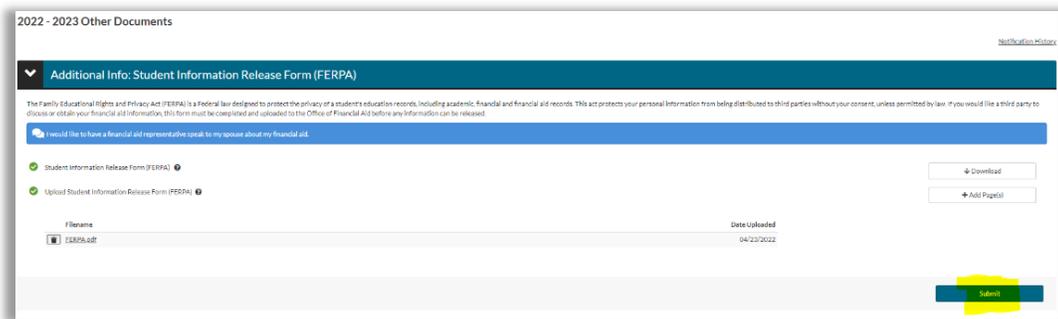
Step 8: Once you upload and submit the form, you must click the "Finish" button for the Office of Financial Aid to receive your documents.