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.

Manage Requests			×	
You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.				
Request Type	2022-2023	2021-2022		
SAP Appeal	+	+	*	
Dependency Appeal	+	+		
Family Contribution Appeal	+	+	11	
2022-2023 Withdrawal Clearance Form - Walden	+	+		
Certification of FA Withdrawal (Walden University)	+	+		
Consortium Agreement - Walden	+	+	-	
		C	lose	

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

Add Request X
Student Information Release Form (FERPA) Walden University 2022-2023 Please explain your reason for this request.
I would like to have a financial aid representative speak to my spouse about my financial aid
Characters left: 161/255
Submit Go Back

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.

2022 - 2023 Other Documents		
		Notification Histor
Additional Info: Student Information Release Form (FERPA)		
The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records, inc discuss or obtain your financial aid information, this form must be completed and uploaded to the Office of Financial Aid before any informa	studing academic. Financial and financial aid records. This act protects your personal information from being distributed to third parties without you alon can be released.	sur consent, unless permitted by law. If you would like a third party to
💫 twould like to have a financial aid representative speak to my spouse about my financial aid.		
Student Information Release Form (FERPA)		4 Download
Up/oed Student Information Release Form (FERPA) I Implementation Release Form (FERPA)		+ Add Page(s)
Filename	Date Uploaded	
ELEPA odt	04/23/2022	
		Submit

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.

