

# “How to...” in myWSU

Starting on the myWSU Student Homepage



## ★ View Financial Aid Award & Accept or Decline Awards

1. Click “Financial Aid”
2. Award for year will automatically show in “Award Summary”
3. Click “Accept/Decline”
4. Click “Edit” button above list of awards
5. Accepted funding is for two semesters, or the full academic year, and will be split accordingly
6. Click “Submit”



## View Financial Aid To-Do List Items

1. Click “Tasks”
2. Select task for further instructions



## Set Up Direct Deposit For Financial Aid

1. Click "Financial Account"
2. Click "Refunds" or click "Refund Account Setup"
3. Complete information
4. Click "Continue"
5. Review the bank account details and click "I agree" checkbox
6. Click "Continue" and receive confirmation page



## Complete Loans

1. Go to [studentaid.gov](https://studentaid.gov)
2. Sign in with FSA ID
3. You may need to click on “Complete Aid Process”
4. Sign Loan Agreement (MPN)
5. Complete Entrance Counseling Under View Financial Aid To Do List Items



## View your 1098-T

1. Click “Account Services and 1098-T”
2. Click “Account Services” drop down menu
3. Click “View 1098-T”
4. Select Tax Year
5. A PDF of the 1098-T will generate



## Set Up & Grant Third Party Access

1. Click “Profile”
2. Click “Third Party Access”
3. Click “Share My Information”



## Authorize Financial Aid to Pay All Charges

1. Click “Account Services and 1098-T”
2. Click “Account Services” drop down menu
3. Click “View Student Permissions”
4. Select “Grant Permissions”
5. Read Student Permissions Agreement
6. Click “Next”
7. Check “Yes, I have read the agreement”
8. Click “Submit”

## Financial Aid Services

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