

Web Advisor Assistance - Financial Aid



Office of Student Financial Services
Lincoln University
820 Chestnut Street, 103 Young Hall
Jefferson City, MO 65101
<http://www.lincolnu.edu/web/financial-aid/financial-aid>
(573) 681-6156
financialaid@lincolnu.edu

Web Advisor Assistance for Financial Aid Submenu under Students Menu

Web Advisor Version 3.1

The overall purpose of this document is to assist students using Web Advisor for Financial Aid. It will provide assistance in completing the new financial aid accept/reject award process and direct loan process. It will take you step by step, screen by screen thru the different processes. It will also reflect how a student can check on the status of verification or other documents needed by financial aid and status of their financial aid by year or term. It also allows the student to print their award letter if they need it for verification purposes.

Disclaimer: We do not guarantee answering all questions but hope this will assist you. If you need further assistance please feel free to contact our office at (573) 681-6156 option 0.

If you need assistance obtaining your Web Advisor User ID or Password, please contact the Office of Information Technology Help Desk at (573) 681-5888 or helpdesk@lincolnu.edu.

Thanks,
Office of Student Financial Services

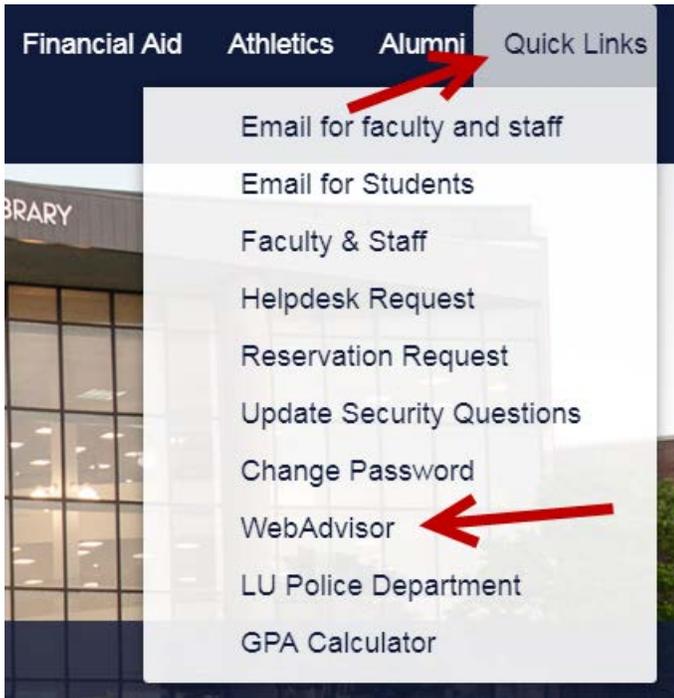
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Signing into Web Advisor:

First please go to the following website: <http://colweb.lincolnu.edu/WebAdvisor/WebAdvisor>.

You may either type the address in the address bar and click 'go', or you may click the quick link for Web Advisor on Lincoln's homepage: www.lincolnu.edu.



If you are a returning student, you should already have your user ID and password. Click on Log in tab to enter your user ID and password.

If you are student and this is your first-time, click on “I’m new to WebAdvisor.”



The following screen populates once you click on “I’m new to WebAdvisor.”

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Colleague ID

The following screen populates once you click on “Account Information.”

USER ACCOUNT MENU

[What's my User ID?](#)
[What's my password](#)

Answer the questions to be provided with your User ID.

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name *

SSN

OR

Colleague ID

SUBMIT

Here's Your User ID

Your initial Password is the first initial of your first name,
the first initial of your last name, and your birthdate in mm/dd/yy
(with the slashes) format.

For example: Abraham Lincoln = al02/12/09

WebAdvisor ID: mmous895

OK

You are encouraged to register in the Self Service Password Management utility immediately after logging in with the initial password. <https://bluetigerportal.lincolnu.edu/web/account-settings/first-time-users>

For additional information or assistance, please contact the Office of Information Technology at (573) 681-5888.

This is what the Log In screen looks like.

Log In

User ID:

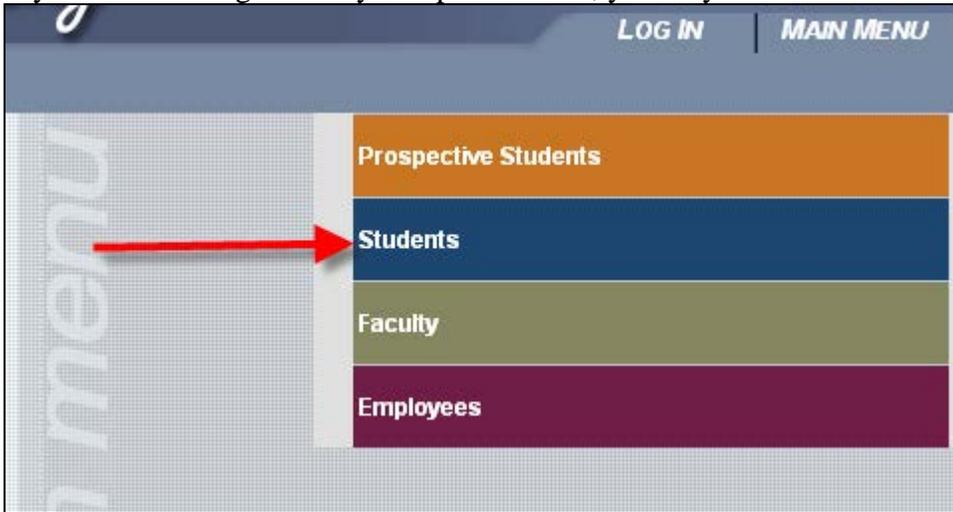
Password:

Show Hint:

SUBMIT

Students Menu:

If you are returning or newly accepted student, you may click on “Students” to see more options/submenus.



The following links may display confidential information.

User Account

- [What's my User ID?](#)
- [What's my password](#)

Financial Information

- [Make A Payment/Account Detail](#)
- [View My 1098-T Forms](#)
- [1098 Electronic Consent](#)
- [Nelnet/Facts Payment Plan](#)

Financial Aid

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Financial aid award letter](#)
- [Accept or reject my financial aid awards](#)

Communication

- [My Documents](#)
- [E-mail My Advisor\(s\)](#)

Registration

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Student Holds](#)

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Academic History Report](#)
- [Test Summary](#)
- [My profile](#)
- [My class schedule](#)
- [Academic History Report](#)
- [Academic Early Alerts](#)

CHANGE PASSWORD

LOG OUT

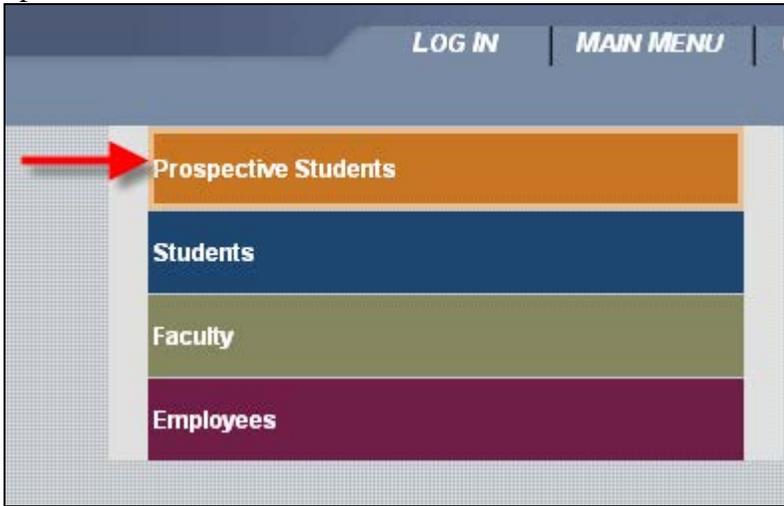
MAIN MENU

STUDENTS MENU

CONTACT US

Prospective Students Menu:

If you are a prospective student or applicant, you may click on “Prospective Students” to see more options/submenus.



The following links may display confidential information.

User Account

- [What's my User ID?](#)
- [What's my password](#)

Communication

- [My Documents](#)

Admission Information

- [Search for Sections](#)
- [Admission Status](#)
- [Test Summary](#)

Financial Aid

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Financial aid award letter](#)
- [Accept or reject my financial aid awards](#)

[LOG IN](#)

[MAIN MENU](#)

[PROSPECTS MENU](#)

[CONTACT US](#)

Communication Submenu:

Communication

[My Documents](#)

[E-mail My Advisor\(s\)](#)

My Documents

Documents are sorted by Requesting Office and Status Date

Description	Status	Status Date	Due Date	Requesting Office
App Item/Application Fee	Received	06/03/08		Admissions
App Item/High School Transcrip	Received	06/03/08		Admissions
App Item/Test Scores	Received	06/03/08		Admissions
07/08 Application for FA	Not Received		ASAP	Financial Aid
07/08 ISIR	Not Received		ASAP	Financial Aid

OK

You will need to scroll down to the bottom of the web page to view the most current information.

Items marked Received we have on file. **Those items marked Not Received or blank are still required before we can complete your file and process you either for financial aid, work-study, or loans.**

All students interested in receiving federal financial aid and some institutional scholarships must complete a Free Application for Federal Student Aid (FAFSA) for the academic year they will be attending. Once it has been received successfully into our system it will appear as '0X-0X ISIR' Received 'MM/DD/YY'. An email indicating receipt of item will also be sent to the student's campus email address.

If the student is planning on attending the Summer session, a Summer Financial Aid Application is required. Once received it will be marked as 'Summer 20XX FA Application' Received 'MM/DD/YY.'

Verification Requirements:

If you are selected for verification, you will be asked to provide one or more of the following items:

Independent

- Verification Worksheet Completed
- Student's (and Spouse's) Federal Tax Return Transcript and W-2s
- Child Support Paid Verification Form
- Food Stamps (SNAP) Verification Form
- Untaxed Income Verification Form
- Federal Income Tax Non-Filing Statement
- Statement of Educational Purpose

Dependent

- Verification Worksheet Completed
- Student's Federal Tax Transcript and W-2s
- Parent's Federal Tax Return Transcript and W-2s
- Child Support Paid Verification Form
- Food Stamps (SNAP) Verification Form
- Untaxed Income Verification Form
- Federal Income Tax Non-Filing Statement
- Statement of Educational Purpose

Loan Requirements:

The following items are required if you are a first-time borrower at Lincoln University:

- Entrance Counseling
- Master Promissory Note (MPN)

All students wishing to receive loans must also complete a Student Loan Request Form.

All loan item requirements and receipt of items will be emailed to the student's campus email address.

Work Study Requirements:

The following items are required if you are awarded work-study after first submitting a Work Study Application:

- Work Study Authorization Form
- Form I-9
- Missouri W-4
- Federal W-4

The student will be notified by email of the required items they need to submit for work study. The notice will be sent to the student's campus email address.

Financial Aid Submenu:

User Account

[What's my User ID?](#)
[What's my password](#)

Financial Information

[Make A Payment/Account Detail](#)
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[1098 Electronic Consent](#)
[Nelnet/Facts Payment Plan](#)

Financial Aid

[Financial aid status by year](#)
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Communication

[My Documents](#)
[E-mail My Advisor\(s\)](#)

Checking Financial Aid Status:

This can be done either by year or by term.

Financial aid status by year

* = Required

Select the Award Year you wish to review *

After you've selected the award year, click submit and your financial aid award will be listed for the year you are inquiring about.

Financial Aid by Year

Your Financial Aid Award Information For Year 2007

Source	Amount	Action
Subsidized Stafford Loan	\$2,750.00	Estimated
Unsubsidized Stafford Loan	\$2,500.00	Estimated
LU Founder's Scholarship	\$500.00	Accepted

Total Estimated Funds Available

\$5,750.00

When you click "OK," it directs you back to the Student's Menu.

Financial aid status by term

* = Required

Select the Award Period you wish to review *

SP08 - SP08 Spring 2007-2008 Award Period ▼

SUBMIT

After you've selected the award period/term, click submit and your financial aid award will be listed for the term you are inquiring about.

Financial Aid by Term

Your Financial Aid Award Information For Spring 2007-2008 Award Period

Source	Amount	Action
Subsidized Stafford Loan	\$2,750.00	Estimated
Unsubsidized Stafford Loan	\$2,500.00	Estimated
LU Founder's Scholarship	\$500.00	Accepted

Total Estimated Funds Available

\$5,750.00

OK

When you click "OK," it directs you back to the Student's Menu.

If you have not been processed for the year or term you are inquiring about a message will appear.

Financial aid status by year

There is no Financial Aid information for the selected year.

* = Required

Select the Award Year you wish to review*

Financial Aid by Term

There is no Financial Aid information for the selected term.

Your Financial Aid Award Information For Fall 2008-2009 Award Period

Source	Amount	Action
Total Estimated Funds Available		
	\$0.00	

However, if you received an award email notification from us and you still receive this message, please notify our office immediately to assist in resolving this issue.

Financial Aid Award Letter:

Financial aid award letter

* = Required

Year for Financial Aid Letter*

Select the academic year you wish to see your financial aid award letter from. Please keep in mind that the past year will only be available until September following the summer session. For example, to view the 2017 academic year award letter you will only be able to see it until September 1, 2018. You may print for use as verification of your financial aid or to keep a copy for your records.

Mickey Mouse 101 Mickey St Orlando, FL	DATE: 07/08/08 SID: 0154938 AWARD YEAR: 2007-2008
--	---

Dear Mickey Mouse,

FINANCIAL AID OFFER:
These awards cover the academic year and are subject to adjustments. To accept all or part of the award, check "Y"; to reject or decline the award offer, check "N".

Award	Total	Spring	
Subsidized Staffor	\$2,750.00	\$2,750.00	Y_N_
Unsubsidized Staff	\$2,500.00	\$2,500.00	Y_N_
LU Founder's Schol	\$500.00	\$500.00	Y_N_
Award Total	\$5,750.00	\$5,750.00	

The awards are based on the enrollment status indicated on your FAFSA. If your actual enrollment is different, the award amount may change. You must notify the Department of Student Financial Aid of any change in your enrollment status.

Your aid will be applied to institutional charges on your account. These charges include tuition, fees, room, board, books and supplies. If you have any questions regarding your balance and/or refund, please contact the Office of Student Accounts at (573) 681-5278.

We encourage you to utilize the accept/reject feature on Web Advisor to indicate your understanding of these terms. If you have any questions regarding your award letter, please contact Student Financial Aid at (573) 681-6156 (option #0).

Signature _____ Date _____

(Please note that when you print the Award Letter page, it will be on two pages.)

When you click "OK," it directs you back to the Student's Menu.

Accept/Reject Financial Aid Award:

Accept or reject my financial aid awards

* = Required

Choose a Financial Aid year: *

Once you click submit, the following screen opens in the same window. The award will be specific to what you are most eligible to receive.

Accept/Reject FA Awards

FA Year 2007

This is your current Financial Aid package:

Award Period	Award	Award Amount	Current Status
Spring	LU Founder's Scholarship	\$500.00	Accepted
Spring	Subsidized Stafford Loan	\$2,750.00	Estimated
Spring	Unsubsidized Stafford Loan	\$2,500.00	Estimated
Spring	Subtotal Accepted	\$500.00	
Total Accepted for Year:		\$500.00	

Action to Take on

The following are awards you may accept or reject. You may act on all of them at once by using the "Action to Take on All" box, or if you want to accept/reject individual awards, choose an action beside each individual award below.

Award Period	Award	Award Amount	Current Status	Action to Take
Spring	LU Founder's Scholarship	\$500.00	Accepted	<input type="text" value=""/>
Spring	Subsidized Stafford Loan	\$2,750.00	Estimated	<input type="text" value=""/>
Spring	Unsubsidized Stafford Loan	\$2,500.00	Estimated	<input type="text" value=""/>

Then you can either select to ACCEPT ALL or REJECT ALL at the first prompt.

Action to Take on All

If you are only accepting one loan, we encourage you to accept the Subsidized Loan before the Unsubsidized Loan.

If you wish to accept or reject some of your awards, you may make a selection on each of the individual awards per term.

The following are awards you may accept or reject. You may act on all of them at once by using the "Action to Take on All" box, or if you want to accept/reject individual awards, choose an action beside each individual award below.

Award Period	Award	Award Amount	Current Status	Action to Take
Spring	LU Founder's Scholarship	\$500.00	Accepted	A - Accept Award ▼
Spring	Subsidized Stafford Loan	\$2,750.00	Estimated	A - Accept Award ▼
Spring	Unsubsidized Stafford Loan	\$2,500.00	Estimated	R - Reject Award ▼

SUBMIT

Once you click submit, the following "Confirm FA Awards" populates the current window. If you accepted the Subsidized or Unsubsidized Stafford loan, you must click on the link listed. A new window will pop up.

Confirm FA Awards

Please select the link below to complete the loan application process. It is imperative that you complete this process before your loans can be originated.

<http://www.lincolnu.edu/web/financial-aid/accept/reject-award>

FA Year 2011-12 Loan Application

This is your current Financial Aid package:

Award Period	Award	Description	Award Amount	Current Status
Fall	DSUB	Direct Subsidized Loan	\$2,750.00	Accepted
Fall	DUNS	Direct Unsubsidized Loan	\$3,500.00	Accepted
Fall		Subtotal Accepted	\$6,250.00	
Spring	DSUB	Direct Subsidized Loan	\$2,750.00	Accepted
Spring	DUNS	Direct Unsubsidized Loan	\$3,500.00	Accepted
Spring		Subtotal Accepted	\$6,250.00	
		Total Accepted for Year:	\$12,500.00	

OK

When you click "OK," it directs you back to the Student's Menu.

Loan Process:

Confirm FA Awards

Please select the link below to complete the loan application process. It is imperative that you complete this process before your loans can be originated.

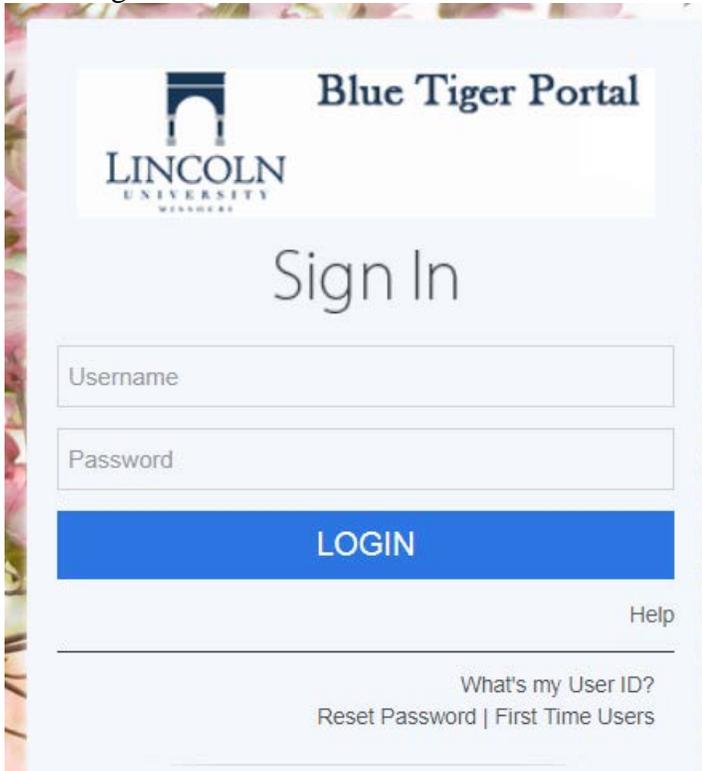
<http://www.lincolnu.edu/web/financial-aid/accept/reject-award>

After you click the link stated on the “Confirm FA Awards” screen in Web Advisor a new window pops up that states “Accept/Reject Financial Aid Award.” Please read through the information on the screen. It informs you of the different steps in the loan process that a student must complete.

All students, if you accepted loans, regardless if returning or first-time borrowers must complete a Student Loan Request Form that is available for completion within Dynamic Forms.

ACCESSING DYNAMIC FORMS:

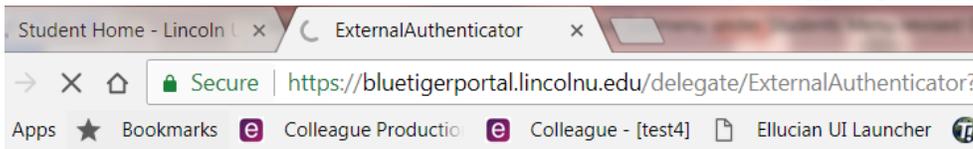
If you are a First-Time or Returning borrower, you will use your student user ID and password you used when accessing Web Advisor.



The image shows a web form titled "Blue Tiger Portal" with the Lincoln University logo. The form is for signing in and includes the following elements:

- Lincoln University logo and "Blue Tiger Portal" title.
- "Sign In" heading.
- "Username" input field.
- "Password" input field.
- A blue "LOGIN" button.
- A "Help" link.
- Links for "What's my User ID?", "Reset Password", and "First Time Users".

You will be routed to an different web page:



If you click on Dynamic Forms from the Student Home Portal screen, you will be able to view history of forms submitted as well as those that may be pending.

You are logged in as [redacted]

[redacted]



Faculty/Staff
Email



Dynamic
Forms



Student
Email



WebAdvisor



LU Online

The Student Loan Request Form will be similar to the following.

* = required field



"FUNDING FOR YOUR FUTURE"

Lincoln University
Of Missouri

DEPARTMENT OF STUDENT FINANCIAL AID

Student Loan Data Sheet

Last Name: * First Name: * MI: SSN: *

Date of Birth: * Permanent Address: *

City: * State: * -- Please Select -- Zip Code: *

Telephone Number: * Driver's License Number: (enter NA if you do not have) * DL State: *

Refer to your Financial Aid Award Letter for your eligible loan amount. You must enter a loan amount less than or equal to what is stated on your Award Letter. Do not leave blank, enter 0 instead.

FALL Sub * <input type="text"/>	SPRING Sub * <input type="text"/>	SUMMER Sub * <input type="text"/>
FALL Unsub * <input type="text"/>	SPRING Unsub * <input type="text"/>	SUMMER Unsub * <input type="text"/>

Please select the appropriate academic year for which you are applying for:
Academic Period * -- Please Select --

Yes, I am No, I am not requesting that the lender add the interest on my Federal UNSUBSIDIZED Stafford and any prior LSL Loan(s) which accrues during the in-school and deferment periods to my principal (capitalization). If I check "No, I am not", I prefer to pay the interest.

**** For Office Use Only – Do Not Write in This Box ****

Name: _____ Social Security Number: _____

Loan Period ____/____/____ to ____/____/____	Estimated Cost of Attendance	_____
Grade Level/Credit Hours Completed _____	Expected Family Contribution	_____
Enrollment Status _____	Estimated Financial Assistance	_____
Anticipated Graduate Date: _____	Unmet Need	_____
	Certified Loan Amount(s)	_____
Disbursement Dates: 1*: ____/____/____	Sub \$	_____
2 nd : ____/____/____	Unsub \$	_____

First-Time Borrower _____ First-Time Freshman _____ New Loan _____ Serial Loan _____

Next

If you wish for the interest on you unsubsidized Stafford loan to be put towards the balance to be paid after you enter repayment, check 'Yes, I am.' You only need to select an answer on this question, if you are taking out an unsubsidized Stafford loan.

After all the required fields are completed, click next to electronically sign your Student Loan Request Form.

Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign electronically" button to save your information and submit your electronic signature.

Mickey

Mouse

Sign Electronically

If you would like to opt out of electronic signature, please click the "Save and print" button below to save your information and print a local copy for your signature.

Previous

Save and print

Type your name in the boxes as it appears below them. Then click 'sign electronically.'

The following screen will populate.

"FUNDING FOR YOUR FUTURE"

Lincoln University
Of Missouri
DEPARTMENT OF STUDENT FINANCIAL AID

For returning students/borrowers, you have completed all requirements needed for your student loan.

For first-time borrowers or those borrowing a Federal Direct Loan for the first-time, you **MUST** click [here](#) to complete your Federal Direct Loan Entrance Counseling **AND** sign your Federal Direct Loan Master Promissory Note (MPN). You will not receive loan funds unless these requirements are completed.

Contact the Financial Aid Office with questions at (573) 681-6156 or financialaid@lincolnu.edu.

View a copy of the form in PDF format and Logout. **-OR-** View a copy of the form in PDF format but DO NOT logout. **-OR-** Log out of Dynamic Forms

[View PDF & Logout](#) [View PDF & DO NOT Logout](#) [Logout](#)

In order to access the form, you will need to install Adobe Acrobat Reader.

You may view and print a copy of the Student Loan Request Form by clicking on either of the first two buttons referenced in the above screen.

If you are a first-time borrower at Lincoln University, you need to complete two more required items in the loan process by clicking the word 'here' as shown below.

"FUNDING FOR YOUR FUTURE"

Lincoln University
Of Missouri
DEPARTMENT OF STUDENT FINANCIAL AID

For returning students/borrowers, you have completed all requirements needed for your student loan.

For first-time borrowers or those borrowing a Federal Direct Loan for the first-time, you **MUST** click [here](#) to complete your Federal Direct Loan Entrance Counseling **AND** sign your Federal Direct Loan Master Promissory Note (MPN). You will not receive loan funds unless these requirements are completed.

Contact the Financial Aid Office with questions at (573) 681-6156 or financialaid@lincolnu.edu.

View a copy of the form in PDF format and Logout. **-OR-** View a copy of the form in PDF format but DO NOT logout. **-OR-** Log out of Dynamic Forms

[View PDF & Logout](#) [View PDF & DO NOT Logout](#) [Logout](#)

In order to access the form, you will need to install Adobe Acrobat Reader.

This will route you to studentloans.gov website where you complete the Master Promissory Note (MPN) and Entrance Counseling.

Studentloans.gov offers the following information on their website under FAQs with regards to how to complete the Master Promissory Note (MPN) and Entrance Counseling:

Master Promissory Note

[What is a Master Promissory Note \(MPN\)?](#)

[What if I do not want to complete an MPN electronically?](#)

[How do I complete an electronic MPN?](#)

To complete an electronic MPN:

- From the StudentLoans.gov home page, click on the "Sign In" button located in the "Manage My Direct Loan" box. The Sign In page will appear.
- Once signed in, click on the "Complete MPN" option located under the "Master Promissory Note" heading on the left menu bar. The Master Promissory Note (MPN) page will appear.
- Select the type of loan you would like to receive.
- Follow the instructions to complete, sign, and submit your MPN.

[What do I do after I have completed a Master Promissory Note?](#)

[Will I be able to save my electronic MPN prior to submitting it and return at a later time to complete it?](#)

Entrance Counseling

[What is Direct Loan Entrance Counseling?](#)

[Who must complete Direct Loan Entrance Counseling?](#)

[How do I complete Direct Loan Entrance Counseling?](#)

To complete Entrance Counseling for Direct Subsidized/Unsubsidized Loans and Direct PLUS Loans, sign into this web site using your Federal Student Aid PIN. Select the "Complete Entrance Counseling" option found in the left navigation bar and follow the directions.

[Will I be able to save my Direct Loan Counseling session and return at a later time to complete it?](#)

If additional assistance is needed, you may contact Federal Student Aid Information hotline at 1-800-433-3243.