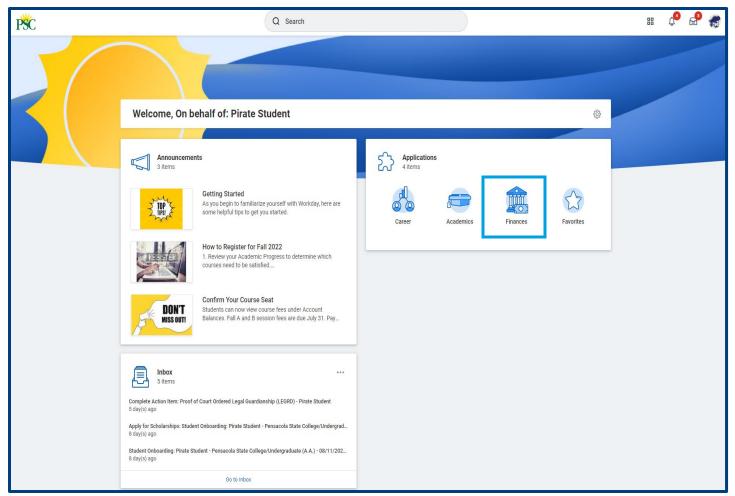
PENSACOLA STATE COLLEGE



STUDENT

Finances Overview in Workday

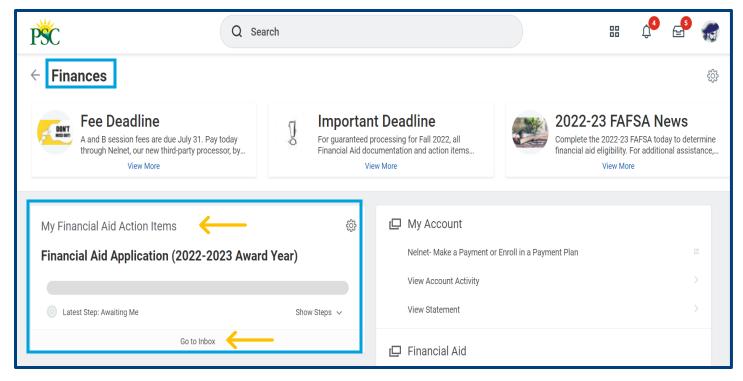
1. To access important and helpful details about your Financial Aid, click the *Finances* application on your Workday dashboard.

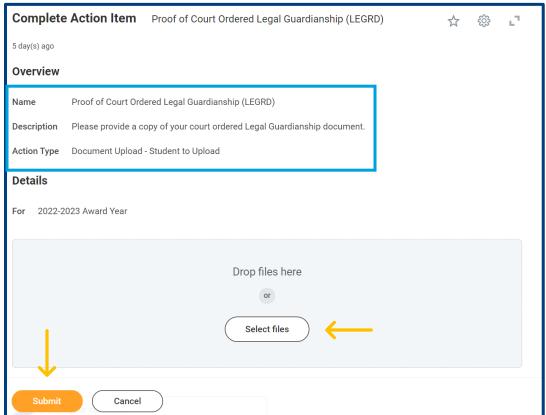


2. To view deadlines and details that could impact your Financial Aid, read all announcements on the *Finances* dashboard.



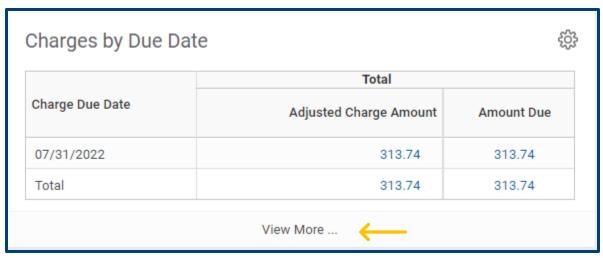
3. Review *My Financial Aid Action Items* and click **Go to Inbox** to view any outstanding action items. Upload the required documents or respond with the information requested. For more details on your Financial Aid Awards and *Action Items*, see our Financial Aid Awards training guide.



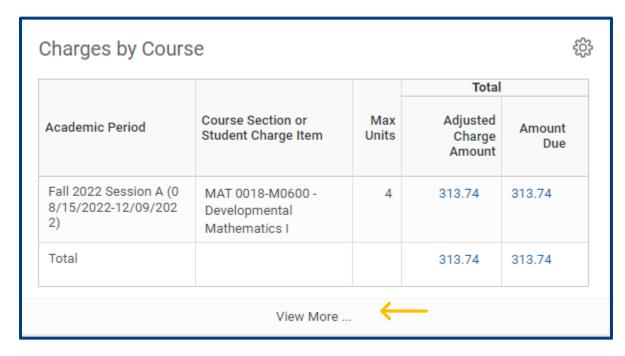


Please monitor your Workday Inbox closely, especially during your Admissions and Financial Aid eligibility periods each academic period!

- 4. To see fees due, review *Charges by Due Date, Account Balances*, or *Charges by Course*.
- 5. Click View More to see additional details.







Services	Features
My Account	Includes access to our third-party processor, Nelnet , to make payments or set up a payment plan, <i>View Account Activity</i> , and View <i>Statements</i> .
Financial Aid	View Financial Aid and Accept/Decline Awards.
1098T	Print and view your 1098-T form, which reports qualified tuition and related
Information	educational expenses to you and the IRS and manage the paperless delivery option
	and 1098-T election details.
Financial Aid	Access the Federal Student Aid and FAFSA website, PSC scholarship information, and
Links	PSC Financial Aid Responsibilities.
Requests	Includes requests for Direct Loans, Professional Judgement, Florida Prepaid Plan,
	Homeless Waiver, Refund, Dependency Override, DCF Independent Living &
	Adoption, Satisfactory Appeal Progress, and VA Certification and Waiver. You can also
	access academic and records specific requests.
General Help	Access links to Workday training resources on our PSC website.

