HOW TO SIGN IN TO MYSELFON

1. Go to myShelton. mysheltonssb.sheltonstate.edu

2. Click “Sign In”.

3. Type your User ID and PIN, and Click the Login button.
   a. USER ID: S number, 9 digits beginning with a S. For example S12345678. **IMPORTANT: The “S” must be capitalized.**
   b. When logging in for the first time, your PIN will be your 6 digit date of birth (MMDDYY). It must be changed by user when logging in for the first time. *The message tells you that your PIN has expired.* Re-enter your DOB (Old PIN) and create a new PIN. It can be any combination of letters and numbers.
   c. You will also be prompted to create a security question. This will be used if you forget your PIN at a later date.
   d. If you have logged in previously and changed your PIN but cannot remember it, click on **Forgot PIN?**
4. You should now see a menu similar to this. Click on the FINANCIAL AID tab
Students should look under **Eligibility** first and select the 2012-2013 aid year from the drop down box.
WELCOME TO SHELTON STATE COMMUNITY COLLEGE FINANCIAL AID INFORMATION

Thank you for completing the Free Application for Federal Student Aid. Your application was received on 10-APR-12. Please continue to watch your email and check this REQUIREMENTS page for updated information. Spend some time reviewing your information on MyShelton and be sure to check your email often. All communication will be by email or update to your MyShelton account.

Unsatisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Source</th>
<th>Term</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization needed to pay Non-Institutional Charges</td>
<td>Requested</td>
<td>Apr 19, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terms and Conditions</td>
<td>Requested</td>
<td>Apr 19, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Outstanding Requirement link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement. Select the Requirement Messages link for messages pertaining to the above requirements.

Satisfied Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Source</th>
<th>Term</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 1213 Dependent Verification Worksheet</td>
<td>Received Pending Review</td>
<td>Apr 23, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete admission requirements</td>
<td>Satisfied</td>
<td>Apr 10, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Application for Federal Student Aid</td>
<td>Satisfied</td>
<td>Apr 23, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All missing information will show on this screen. Click on the picture of the page below the instruction heading for additional information. No file is complete until all unsatisfied requirements are moved to satisfied requirements. Now click on Financial Aid to go back to the previous screen after reviewing this information.
Back on this screen select the **Award tab**

A drop down box will open. Select **Award for Aid Year**
On the Award for Aid Year screen select the **Resources/Additional information tab** and answer the following question.

**AUTHORIZE PAYMENT OF CHARGES WITH FEDERAL FUNDS**

Federal financial aid funds such as Pell and SEOG require your authorization in order to pay for additional charges such as tickets, library fines, prior term charges, and so forth. Without the authorization you will need to pay in person for this type of charge. Please select one of the following answers.

**YES** - I Authorize the college to pay for all the college charges with federal funds. OR

**NO** - I do not authorize.

You only have to answer this question once during your college enrollment. If you have answered the question but want to change to a different answer please contact the financial aid office.

**Submit Information**
Now select the next tab, **Terms and Conditions**, and accept.

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### Terms and Conditions

You **MUST** agree to the terms and conditions of your award(s) before your aid can be disbursed to your account.

I certify that I understand all of the information contained in myShelton account. It is my responsibility to comply with all requests for additional information and/or documents in a timely fashion. I certify that I will use all federal, state, and institutional aid for educational expenses related to my education.

I understand that I will receive the balance of my Pell award by check no later than 14 days after my financial aid is disbursed into my account if I have attended all classes. If I do not attend class my financial aid will be reduced and I will be responsible for any overpayments.

I understand that if I am withdrawn or drop classes during the course of the semester, I may owe a portion of the award back to the college or the Department of Education. If I officially or unofficially withdraw from all classes prior to completing 50% of the semester, I am required to repay a percentage of the funds received.

I understand that I cannot receive financial aid at another institution and Shelton State in the same semester.

I understand that to receive grant funding I must attend class during the first week of school or my attendance will not be verified and my award will be reduced or removed.

You must agree to these terms and conditions before your aid can be disbursed.

Disclaimer: Shelton State reserves the right to revise and/or cancel awards at any time if you fail to meet the requirements of the Satisfactory Academic Progress Policy for Student Financial Aid Recipients or because of changes in your financial or academic status, academic program, resident status, enrollment status, etc. All student financial aid awards are contingent on the availability of funds from the Department of Education or other awarding agency.

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An email will be sent when the financial aid award is complete.