

ACCESSING THE FINANCIAL AID MANAGEMENT SYSTEM

- Go to [My.LAPU.edu](https://my.lapu.edu)
- Under “Quick Links” choose “Financial Aid Management System.”
- Once in the Financial Aid Management System, you will select “First Time User.”
- Enter your LAPU email address.
- Enter your LAPU Student ID number
- Re-enter your LAPU email address.
- Set up your security questions.
- Agree to the Terms and Conditions and click on “Submit.”

WELCOME SCREEN

Once logged in, you will see **Welcome** with your name listed. Your LAPU Student ID number will be listed on the right side. From this screen you can:

- View your Financial Aid Offer for the entire academic year.
- Check for any documents required to complete your financial aid file.

MENU

When you click on the Menu (upper left corner) you will see several options

- **Documents & Messages:** This will show you all documents and what the status is of each document and any messages the Financial Aid Department may have for you. If a document is showing as “Not Received” you can click on that document for instructions on how to complete it.
- **Financial Aid Offer:** This will show you all of your Federal Direct Loan awards, broken down by the Gross amount offered to you and the Net amount that will actually post to your student account. You will see all awards, including grants and scholarships.
- **Loan History:** This will show you your cumulative student loan history.

MAKING ADJUSTMENTS TO YOUR FEDERAL DIRECT LOANS:

LAPU has a “passive” acceptance policy for Federal Direct Loans. That means we assume you are accepting the full amount of loans that are listed on your Financial Aid Offer. If you would like to decline or adjust all or a portion of your Federal Direct Loans, please complete the Federal Loan Adjustment Form. Please log into [my.LAPU.edu](https://my.lapu.edu) and choose “Student Services” and then choose “Financial Aid Resources.” Choose the Federal Loan Adjustment Form under 2023-2024 Forms.

We want to be sure you do not borrow more than what you need so you have enough student loan eligibility to finish your program and graduate. The Student Loan Worksheet can help you determine how much to borrow. Please log into [my.LAPU.edu](https://my.lapu.edu) and choose “Student Services” and then choose “Financial Aid Resources.” Choose the Student Loan Worksheet under 2023-2024 Forms.