



ACCEPTING YOUR FINANCIAL AID

THIS TUTORIAL WILL GUIDE
YOU STEP BY STEP TO
LOCATE AND ACCEPT YOUR
FINANCIAL AID

LOGGING INTO SELF-SERVICE

VISIT THE SCHOOL'S WEBSITE:

WWW.SUNYMARITIME.EDU

Click on **ACADEMICS** – located along the top menu of the page

Then click on **'MARITIME SELF-SERVICE'** – located on the right side menu



ATHLETICS / CAMPUS CALENDAR / FACULTY & STAFF / GIVING / MARINER TRAINING

ABOUT **ACADEMICS** ADMISSIONS ALUMNI & FRIENDS COST & AID STUDENT LIFE



- ACADEMIC CALENDAR
- ACADEMIC DEPARTMENTS
- ACADEMIC RESOURCES
- BLACKBOARD LOGIN
- COLLEGE CATALOGS
- COURSE SCHEDULE
- FACULTY DIRECTORY
- GRADUATE PROGRAMS
- GRADUATION
- REGISTRAR'S OFFICE
- STEPHEN B. LUCE LIBRARY
- MARITIME SELF-SERVICE**
- STUDENT EMAIL
- UNDERGRADUATE PROGRAMS



Accessing Secure Area



Type your SUNY Maritime User ID and password.

[Sign in](#)

Sign-in requires email format:
userid@sunymaritime.edu

For login assistance, please contact the IT Helpdesk
at 718.409.6917 or email helpdesk@sunymaritime.edu

**ONCE YOU ARE ON THIS PAGE YOU WILL
LOGIN USING YOUR EMAIL
CREDENTIALS.**

YOUR LOGIN IN CREDENTIALS WILL
LOOK AS FOLLOWS:

SAMPLE STUDENT – JOHN SMITH
EMAIL: JOHNSMI.18@SUNYMARITIME.EDU
PASSWORD: WILL BE SENT TO YOU

THE STANDARD FORMAT FOR YOUR EMAIL IS:

- YOUR FIRST NAME
- THE FIRST 3 LETTERS OF YOUR LAST NAME
- THE YEAR YOU BEGAN AT MARITIME

(SEE SAMPLE STUDENT ABOVE)

**(NOTE: SOME STUDENTS WITH COMMON NAMES MAY NOT
FOLLOW THE STANDARD FORMAT. PLEASE REFER TO THE EMAIL
ADDRESS PROVIDED TO YOU.)**

YOU ARE NOW LOGGED INTO THE SECURE AREA OF SELF-SERVICE. ON THIS SCREEN YOU WILL FIND SEVERAL USEFUL TABS. WE WILL GO THROUGH THE TABS TO SHOW YOU ALL YOU CAN DO IN THE SELF-SERVICE PORTAL.

The screenshot displays the self-service portal interface. At the top, a blue header bar contains the text "ellucian. UNIVERSITY" on the left and "Sign Out | Help" on the right. Below the header, a navigation bar features a "Browse" dropdown menu on the left and a search box labeled "Find a page..." on the right. The main content area is a light blue box with a white background, containing a welcome message: "Welcome, [redacted], to the Self Service System!". Below the message are three tabs: "Personal Information", "Student", and "Financial Aid". Each tab has a corresponding description of available services. At the bottom of the main content area, there is a copyright notice: "© 2018 Ellucian Company L.P. and its affiliates." In the bottom left corner of the page, the text "RELEASE: 8.8.2S" is visible, and in the bottom right corner, the text "SITE MAP" is visible.

ellucian. UNIVERSITY [Sign Out](#) | [Help](#)

[Browse](#)

Welcome, [redacted], to the Self Service System!

Personal Information **Student** **Financial Aid**

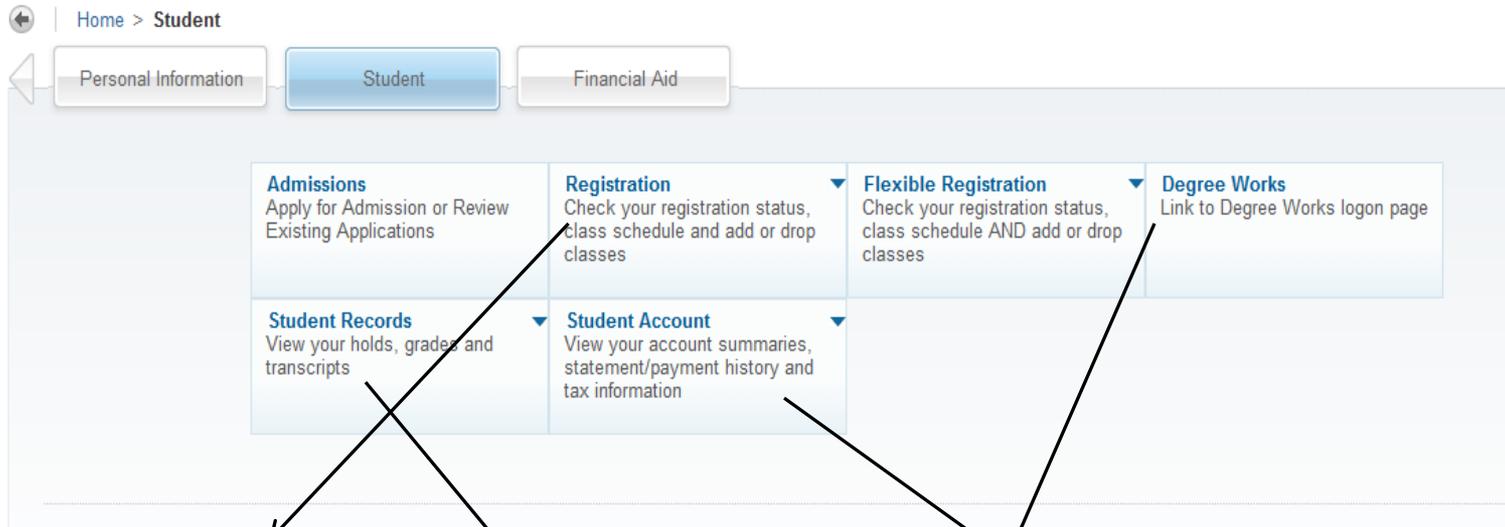
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Apply for Admission, Register, View your academic records.

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

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RELEASE: 8.8.2S SITE MAP



REGISTRATION:

This is the screen you will use to register for classes each semester. Registration will require a PIN which you will receive from your academic advisor during the advisement period. You will begin to use this starting your second term at Maritime.

(Note: Registration is completed on your behalf for your first term)

STUDENT RECORDS:

On this screen you will find information regarding holds on your account, grades (midterm and final) and have access to an unofficial copy of your academic transcript

Degree Works:

Using this link you can access your Degree Works page. With this tool you can view your progress towards your degree and see classes still needed. Very useful when planning future classes.

STUDENT ACCOUNT:

On this screen you can access financial records for your student account. These include account summary of the charges and tax documents (1098T forms) for your tax records. Most importantly this is where you will access the QuikPay/E-Bill link. On this website you can view real time balances, make payments and sign up for payment plans for the Fall/Spring terms.

Personal Information

Student

Financial Aid

Financial Aid Status

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

E-Mail University Financial Aid Office

General Financial Aid

Financial Aid Application and Information Links

NYS Award Information Sheet

New York State Financial Aid Award Information Sheet. Compare college costs here.

PAY Admissions Enrollment Deposit



FINANCIAL AID STATUS:

On this page you will find a basic summary of the status of your aid. It will include your cost of attendance, total of all awards and the status of your student financial aid requirements.

ELIGIBILITY:

On this screen you can see any unsatisfied requirements (links to required documents), holds on your record and track your academic progress.

AWARD:

On this page you can view things such as your award history, payment schedule for the awards and the current year's award breakdown. This is also the page you will visit to accept/decline your aid.

STEPS TO ACCEPT YOUR AID

1. CLICK ON THE FINANCIAL AID TAB

2. CLICK ON THE AWARD TAB



STEPS TO ACCEPT YOUR AID

3. CLICK ON “AWARD FOR AID YEAR”

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

- Award for Aid Year
- Award Paym
- Loan Application History
- Withdrawal I

4. SELECT THE CURRENT ACADEMIC YEAR FROM THE DROP DOWN MENU

← | [Home](#) > [Aid Year](#)

Some financial aid information is determined by Aid Year (the academi

Select Aid Year 2018-2019 Aid Year

Submit

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STEPS TO ACCEPT YOUR AID

Award Package for 2018-2019 Aid Year

Home > Financial Aid > Award > Award for Aid Year

General Information | Award Overview | Resources/Additional Information | Terms and Conditions | **Accept Award Offer**

Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

[Select Another Aid Year](#)

[Award Messages](#) | [Overall Financial Aid Status](#) | [Account Summary By Term](#) | [Award Payment Schedule](#) | [Award History](#) | [Loan Application History](#)

5. Click on the very last tab labeled “Accept Award Offer”

HERE YOU WILL SELECT A DECISION FROM THE DROP DOWN MENU. ONCE YOU'VE SELECTED ACCEPT OR DECLINE CLICK ON SUBMIT DECISION.

Award Decision

| Fund | Status | Term | Amount | Accept Award | Accept Partial Amount |
|---------------------------|-----------------------------|-----------------------|-------------|-------------------|-----------------------|
| Federal Pell Grant | Accepted | Fall Term 2018-2019 | \$3,048.00 | | |
| | Accepted | Spring Term 2018-2019 | \$3,047.00 | | |
| | | Fund Total: | \$6,095.00 | | |
| Federal SEOG Grant | Accepted | Fall Term 2018-2019 | \$250.00 | | |
| | Accepted | Spring Term 2018-2019 | \$250.00 | | |
| | | Fund Total: | \$500.00 | | |
| Federal Subsidized Loan | Offered | Fall Term 2018-2019 | \$1,750.00 | | |
| | Offered | Spring Term 2018-2019 | \$1,750.00 | | |
| | | Fund Total: | \$3,500.00 | Select Decision ▾ | <input type="text"/> |
| Federal Unsubsidized Loan | Offered | Fall Term 2018-2019 | \$1,000.00 | | |
| | Offered | Spring Term 2018-2019 | \$1,000.00 | | |
| | | Fund Total: | \$2,000.00 | Select Decision ▾ | <input type="text"/> |
| Federal Parent PLUS Loan | Parent Application Required | Fall Term 2018-2019 | \$13,713.00 | | |
| | Parent Application Required | Spring Term 2018-2019 | \$13,712.00 | | |
| | | Fund Total: | \$27,425.00 | | |

Accept Full Amount All Awards

Submit Decision

YOU MAY ALSO SELECT TO ACCEPT THE AWARD AS A PARTIAL AMOUNT BY PUTTING AN AMOUNT NEXT TO THE DECISION. **PLEASE NOTE THAT THIS AMOUNT IS FOR THE ACADEMIC YEAR AND WILL BE SPLIT INTO THE APPLICABLE TERMS.**