To access your My Sac State account:
1. Go to www.my.csus.edu
2. Enter your SacLink Username and Password, and click the Log in button
3. You are now logged into the Student Services page
4. Select the Student Center link located in the Student Center box

You are now able to view your Student Center. This checklist helps guide you in accessing important financial aid information.

Review your Messages and Emails
- New Messages will appear in red letters under My Sac State Messaging
- The Financial Aid Office will also send messages to your SacLink email

Sac State Messaging and Email are our forms of communication with students. Be sure to check your messages and emails regularly and frequently.

Review your To Do List - located in the box to the right hand side
- Click on the more link to view the entire list of documents requested.
- The To Do Item List are listed by Department, Aid Year, To Do Item, Description, Status and Link (if assigned).
- Review the items requested by Financial Aid. Refer to the Description for instructions and click on the Link, if provided, to access the required documents.
- The Status of “Initiated” means we need you to submit/complete the required To Do item. After you submit the document or take appropriate action, the Status will change to “Received”, usually within 2 days.
- During peak periods, it can take from 6 to 8 weeks to review documents. After the document has been reviewed and is completed, the To Do Item will be removed. If the document is not acceptable, you will receive a To Do Item with further instructions.
- Some To Do items are informational only and require no action.

Continued on back
Review your **Financial Aid Awards** - located under **Finances**
- Under Financial Aid, click on the **Accept/Decline Awards** link;
- Select the corresponding Aid Year;
- Read your Award Package and Award Code Explanations;
- Read the Authorization and click on the **Award Letter Guide** link. Be sure to print it for reference, as it contains important information regarding requirements to receive and maintain aid eligibility, including repayment of ineligible aid received.
- If you agree to the terms and conditions of your awards, then Accept or Decline your awards, review and update your fall/spring units, if applicable.

*NOTE:* If you enroll in more than 12 units (full-time status) and you are NOT a senior graduating at the end of fall or you are NOT a student paying the non-resident fees, you **DO NOT** need to update your units. Submitting unit changes will delay your disbursement since your awards will need to be reviewed and may be adjusted.
- If eligible for a refund, you can receive your refund faster by signing up for eRefund. Click on the eRefund button provided on the Award Package page.

Review your **Holds** - located under **Holds**
- Click on the **details** link to view all holds
- Holds are listed by Hold Item, Aid Year, Amount, Institution, Start/End Term (semester), Start/End Date, Department and Description.
- Financial Aid Holds are term specific.
- If you have a Financial Aid Hold, review the Description, applicable (start/end) term(s) and follow the instructions in the Description to clear the hold.
- Some Hold Items are informational only, such as the Fee Deferment message, and require no action.

Review your **Satisfactory Academic Progress (SAP)** - located under **Finances**
- Under Financial Aid, click on the **Satisfactory Academic Progress** link;
- Select the corresponding Aid Year;
- Review your Sac State Academic Standing and Financial Aid SAP Standing to determine your SAP Status.
- If you have “Failed” any section, view your Holds and/or To Do List for more information.