



SOUTHWESTERN UNIVERSITY

Introduction to Financial Aid Self-Service

This document will provide a basic introduction to the Financial Aid section of Self-Service. You can receive additional information on the [Self-Service FAQ](#) page. If you have any further questions, email finaid@southwestern.edu or call 512-863-1259.

Log onto Self-Service by first logging into my.southwestern.edu. Click on WebAdvisor, and click on the Student menu. Then click on Self-Service; from the Self-Service home page click on Financial Aid. You can also go to it directly, by using [this link](#).

The Self-Service Financial Aid home screen looks like this:

The screenshot shows the Southwestern University Financial Aid Self-Service interface. At the top, there is a yellow header with the university logo and navigation options like 'Sign out' and 'Help'. Below the header, a breadcrumb trail reads 'Daily Work > Financial Aid Counseling > Financial Aid Home (Admin)'. The main content area starts with a 'Welcome to Financial Aid!' message and a sub-header 'Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from su...'. A large grey box is present, likely a placeholder for a user profile picture. Below this is a 'Select an Award Year' dropdown menu currently set to '2016/2017 Academic Year', with a 'Contact Financial Aid Office' link. A green notification box states: 'Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.' The 'FAFSA Application' section follows, indicating that no federal financial aid application has been submitted for the current year and providing a link to 'Submit a Free Application for Federal Student Aid (FAFSA)'. At the bottom, there is a 'Checklist' table and a 'Resources' sidebar.

Checklist	
⚠️ Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
✅ Completed	Complete required documents

Resources	
Helpful Links	
FAFSA Application	

If you have missing documents, they will be listed towards the bottom of the page. **To see your financial aid information for previous years, use the "Select an Award Year" drop down.**



To access the other information in Self-Service, click on “Financial Aid Counseling” at the top of the screen. It will show you a drop down with several menu options.

Checklist	
⚠️ Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
✅ Completed	Complete required documents

Resources	
Helpful Links	
FAFSA Application	

Financial Aid Counseling Sections:

“Required Documents” will show you what documents need to be submitted, with descriptions and links. You will also be able to see what documents you have submitted to our office.

Visit the “My Awards” section to view and accept or decline awards.

The “Report/View Outside Awards” section allows you to notify our office if you have been awarded any outside scholarships.

In the “Award Letter” section, you will be able to see your award letters for all of the years that you have been at Southwestern. There is a pdf download available.