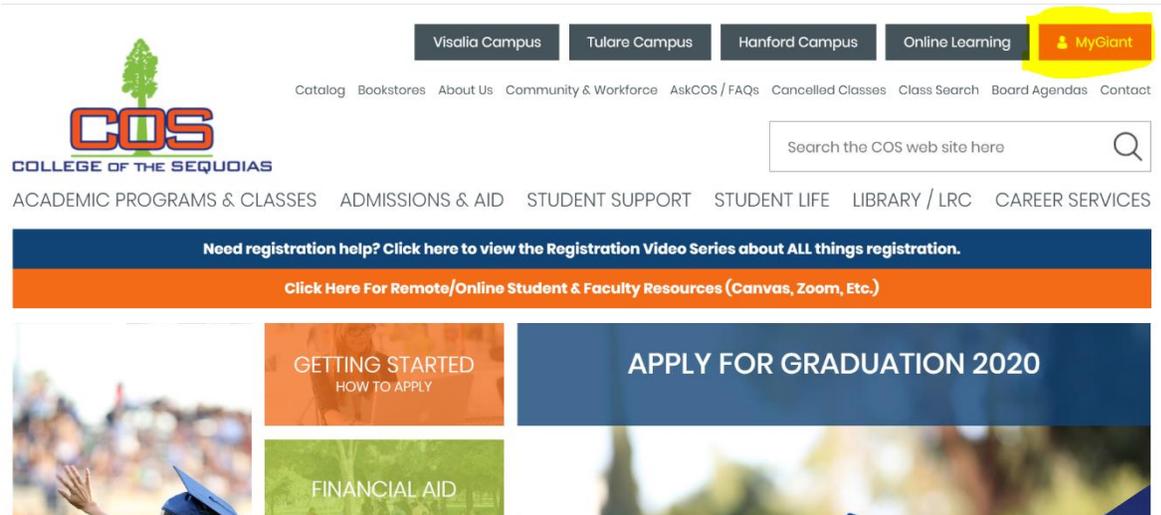
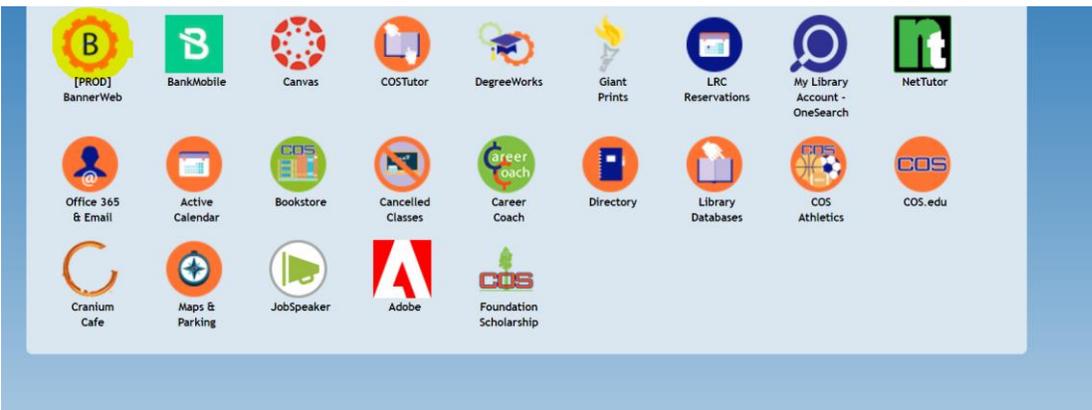


# How to log into BannerWeb:

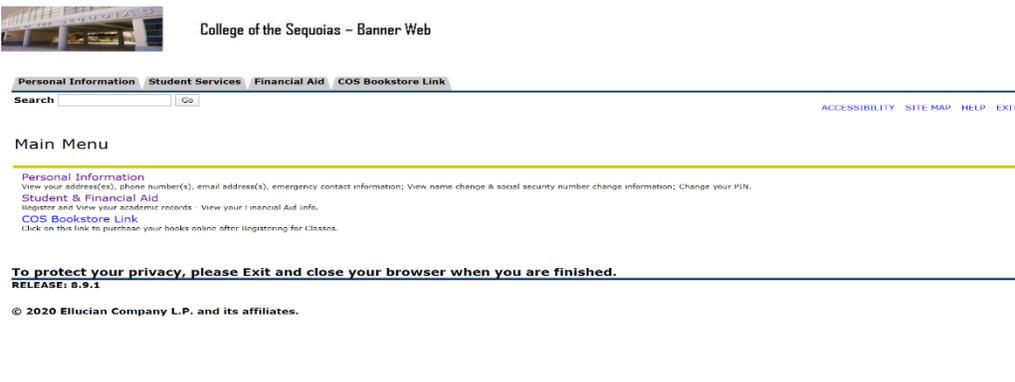
Step 1: Go on cos.edu and click the MyGiant button in the top right hand corner



Step 2: Log in to your Universal Login and click on the “BannerWeb” icon



Step 3: This will take you to the main menu of BannerWeb, which looks like the picture below



# How to check for missing Financial Aid documents

Step 1: From the main menu of BannerWeb, click the "Student & Financial Aid" tab

## Personal Information

View your address(es), phone number(s), email address(s), emergency contact information; View name change & social security number change information; Change your PIN.

## Student & Financial Aid

Register and View your academic records - View your Financial Aid Info.

## COS Bookstore Link

Click on this link to purchase your books online after Registering for Classes.

Step 2: Click the "Financial Aid" tab

## Registration

Check your registration status; Add or drop classes; Display your class schedule.

## Student Records

View your holds; Display your grades; Review charges and payments.

## Financial Aid

Review the status of your financial aid application; View your awards. Check status of document requirements.

## Make Credit Card Payment

Pay for your Classes by Credit Card.

## Course Catalog

View COS Course Catalog

## Scholarship Manager

Apply for Scholarships

## Orientation

Click to access the COS online Orientation system

## Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Step 3: Click the "Financial Aid Status" tab

## 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.

## General Financial Aid

Financial Aid Application and Information Links

## Federal Shopping Sheet

Step 4: Select the "Aid Year" with the drop down menu

Select Aid Year

Submit

Step 5: Select "Student Requirements" that is written in blue

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, click the corresponding link.

You have unsatisfied student requirements for this aid year.

Your estimated cost of attendance is \$15,417.00.

Based on your academic transcript, the status of your academic progress is HS Student as of Spring 2020.

Step 6: Select each missing item to read what needs to be completed

### Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Term
- Title IV Authorization Form	Not Received	Feb 07, 2020		

# How to set up a Payment Plan

Step 1: From the main menu of BannerWeb, click the "Student & Financial Aid" tab

## Personal Information

View your address(es), phone number(s), email address(s), emergency contact information; View name change & social security number change information; Change your PIN.

## Student & Financial Aid

Register and View your academic records - View your Financial Aid Info.

## COS Bookstore Link

Click on this link to purchase your books online after Registering for Classes.

Step 2: Click the "Set Nelnet Payment Plan" tab

## Registration

Check your registration status; Add or drop classes; Display your class schedule.

## Student Records

View your holds; Display your grades; Review charges and payments.

## Financial Aid

Review the status of your financial aid application; View your awards. Check status of document requirements.

## Make Credit Card Payment

Pay for your Classes by Credit Card.

## Course Catalog

View COS Course Catalog

## Scholarship Manager

Apply for Scholarships

## Orientation

Click to access the COS online Orientation system

## Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Step 3: From here, you will be redirected to create an account

# How to check your Financial Aid Awards

Step 1: From the main menu of BannerWeb, click the "Student & Financial Aid" tab

## Personal Information

View your address(es), phone number(s), email address(s), emergency contact information; View name change & social security number change information; Change your PIN.

## Student & Financial Aid

Register and View your academic records - View your Financial Aid Info.

## COS Bookstore Link

Click on this link to purchase your books online after Registering for Classes.

Step 2: Click the "Financial Aid" tab

## Registration

Check your registration status; Add or drop classes; Display your class schedule.

## Student Records

View your holds; Display your grades; Review charges and payments.

## Financial Aid

Review the status of your financial aid application; View your awards. Check status of document requirements.

## Make Credit Card Payment

Pay for your Classes by Credit Card.

## Course Catalog

View COS Course Catalog

## Scholarship Manager

Apply for Scholarships

## Orientation

Click to access the COS online Orientation system

## Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Step 3: Click the "Awards" tab

## 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.

## General Financial Aid

Financial Aid Application and Information Links

## Federal Shopping Sheet

Step 4: Click either "Account Summary by Term" or "Award by Aid Year"

## Award Info

Account Summary By Term

Award By Aid Year

Award History

Withdrawal Information

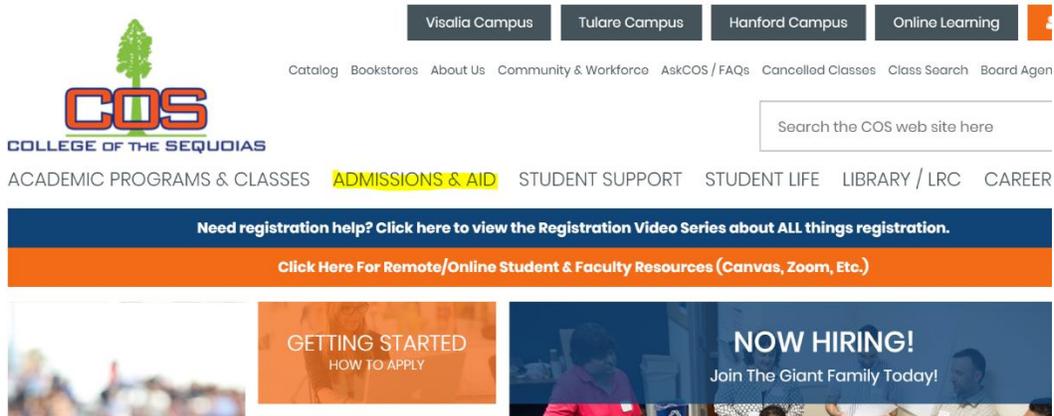
The Account Summary by Term tab will list out all charges for the semester, as well as the financial aid awards applied to those charges

The Award by Aid year will break down what financial aid awards were received

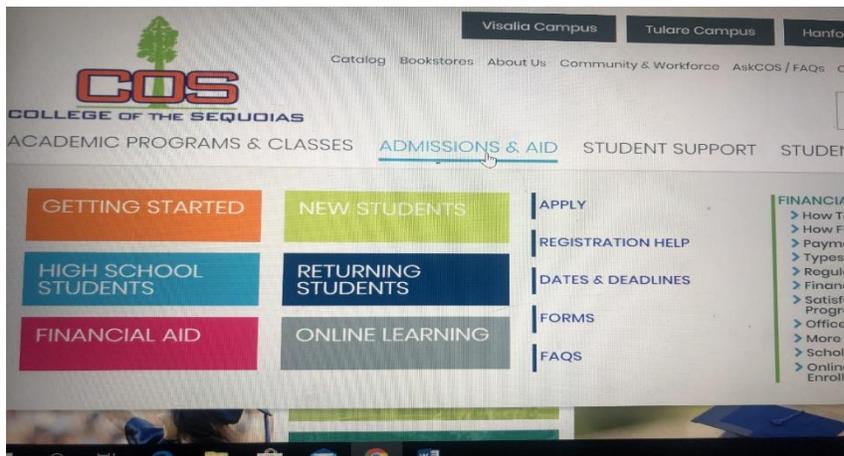
**\*NOTE\*** - The awarding process does not typically occur until closer to the semester of attendance beginning. Our best advice is to periodically look at that tab to watch for your awards to be posted, if eligible.

# How to access the Financial Aid Drop Box to turn in missing documents

Step 1: Go on cos.edu and hover over the “Admissions and Aid” tab



Step 2: Click on the Financial Aid box that is pink in color



Step 3: Click on the purple writing that says “Submit your Financial Aid documents here”

## Welcome to COS Financial Aid

Due to events related to the Coronavirus Pandemic, COS campus locations are closed to the public. However, the Financial Aid staff are working remotely off-site to continue processing student financial aid. We are checking voice mail and email frequently to respond to you, please leave the following information with your message; your full name, Banner ID, phone number, and

Thank you.

Email – [financialaid@cos.edu](mailto:financialaid@cos.edu)

Phone – (559) 730-3747

**\*SUBMIT YOUR FINANCIAL AID FORMS HERE\***