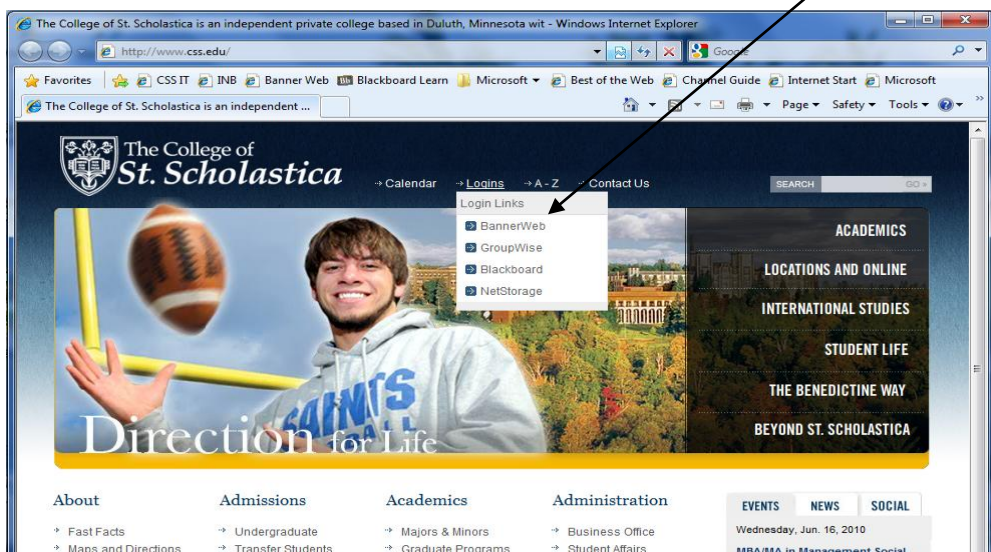


Banner Web (A system that allows you to check your student records from the web. You can check your class schedule, see an unofficial transcript, check your financial aid status, get your grades at the end of the term, and more.)

Accessing BannerWeb

1. Click on the *BannerWeb* link found at the top of www.css.edu.



2. Enter your user ID and Password to access your account.

A screenshot of a 'User Login' form. The form is titled 'User Login' and contains the following text: 'Please enter your CSS ID and your Personal Identification Number (PIN). When finished, select Login.' Below this, there are two paragraphs of instructions: 'If you are a FACULTY member and have not been assigned a user id and password, please proceed to the FERPA Tutorial.' and 'If you do not know your CSS ID, please contact the Registrar's Office.' At the bottom, there is a warning: 'To protect your privacy, please Exit and close your browser when you are finished.' The form includes two input fields: 'User ID:' and 'PIN:'. Below the input fields are two buttons: 'Login' and 'Forgot PIN?'. An arrow points from the 'BannerWeb' link in the previous screenshot to the 'User ID:' input field.

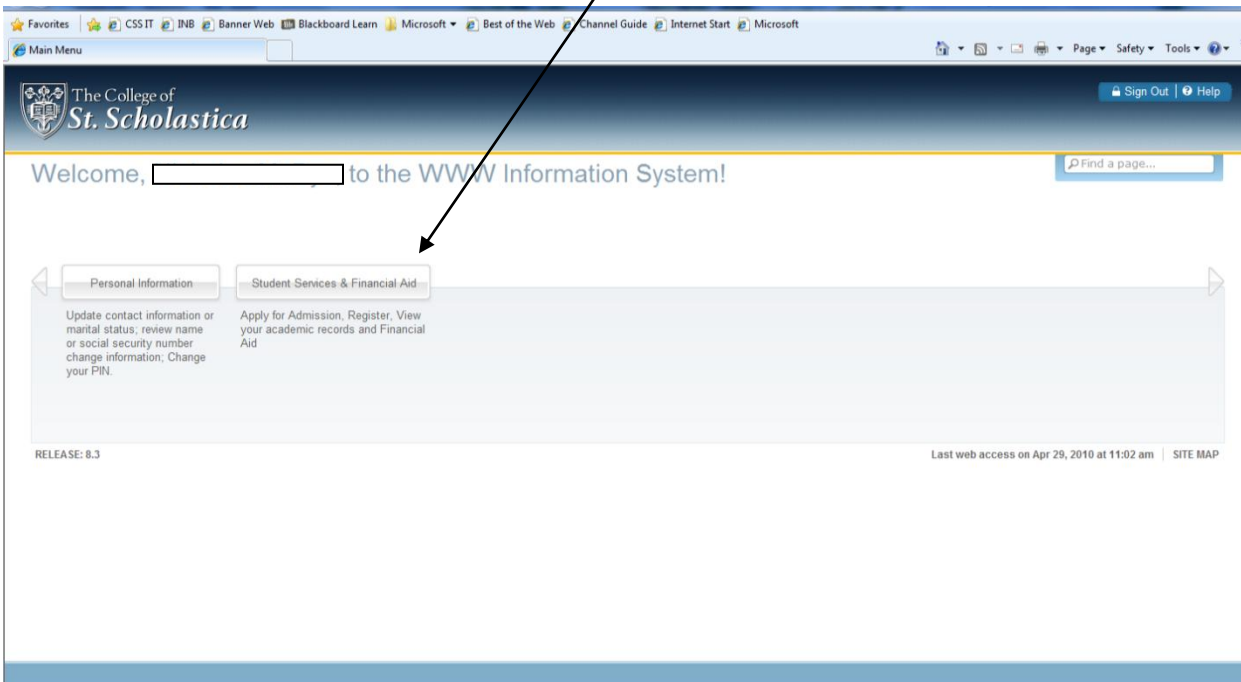
User ID:

CSS ID Number (First letter must be capitalized)

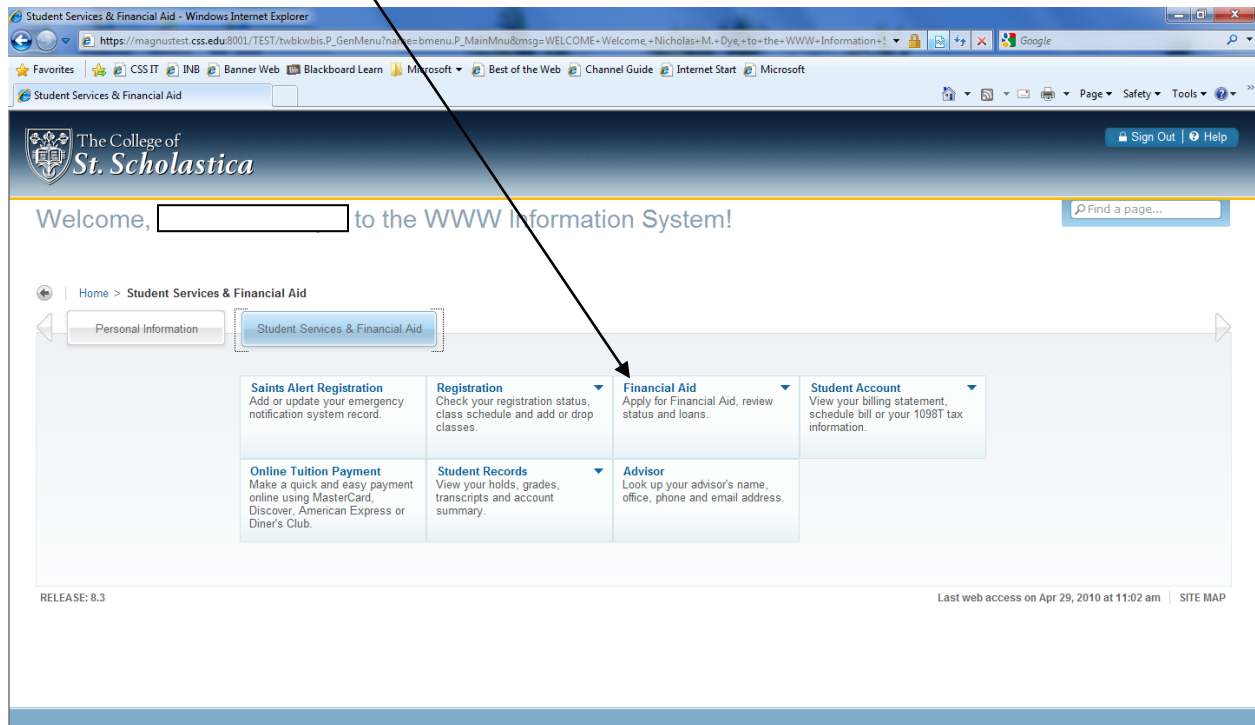
Password:

PIN (Password): Six Digit Birth Date (Ex. February 5, 1985 = 020585)

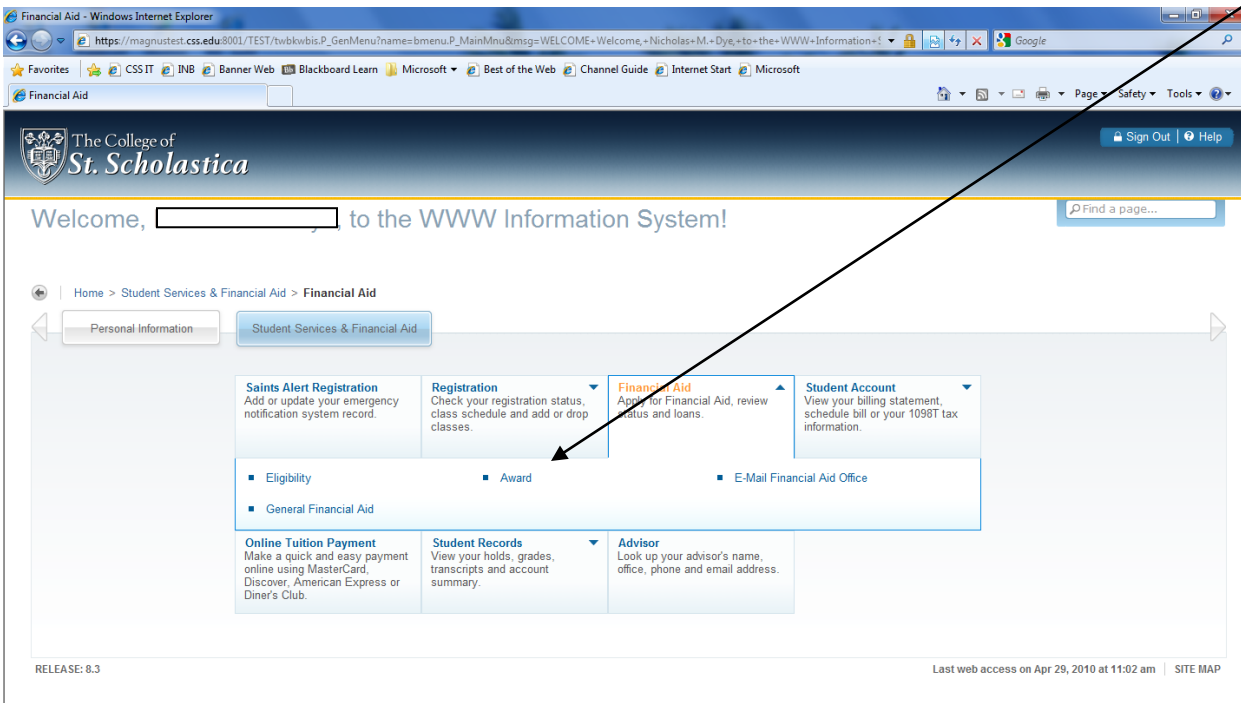
3. Select Student Services & Financial Aid



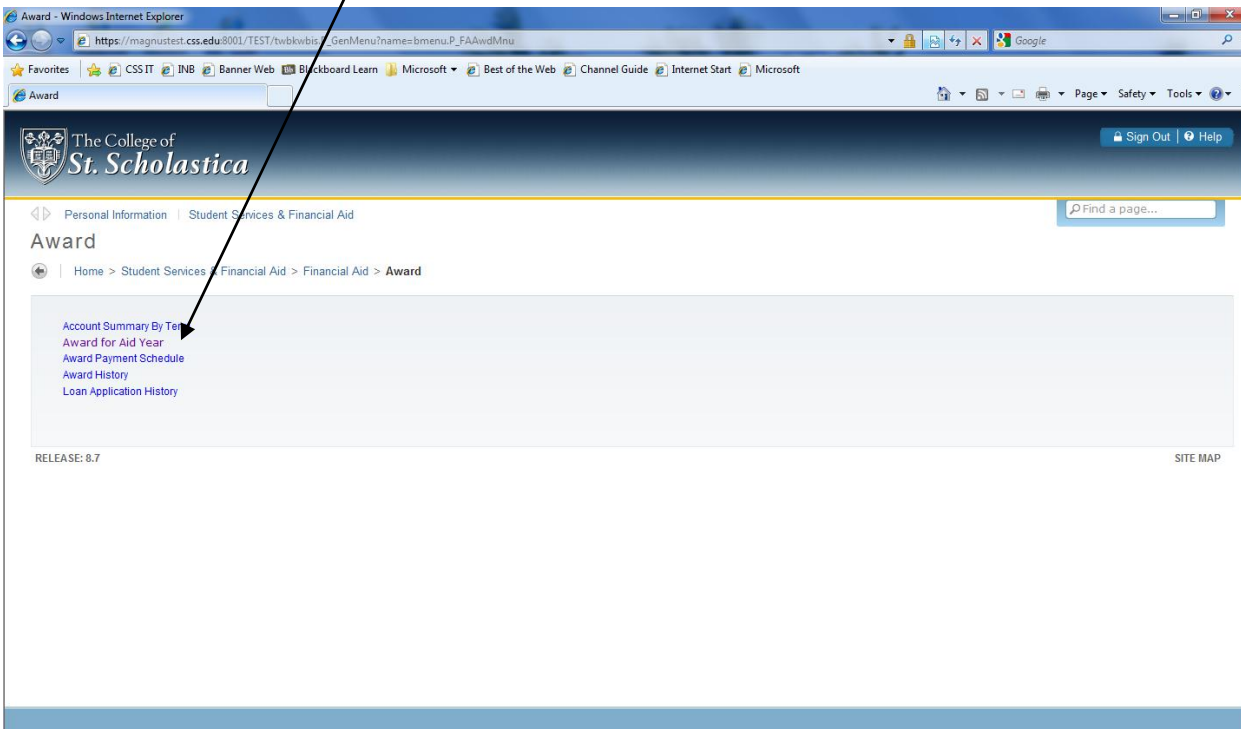
4. Now click on Financial Aid



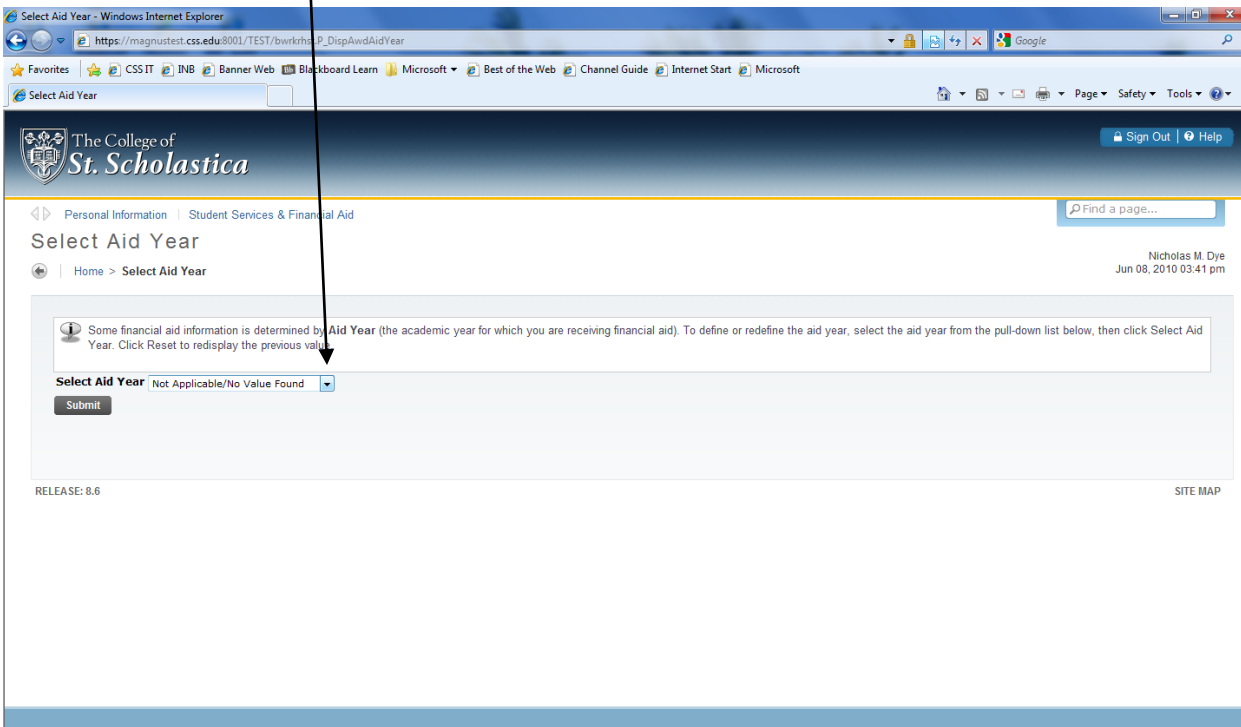
5. From here you can view many aspects of your financial aid, but for loan purposes lets click on Award.



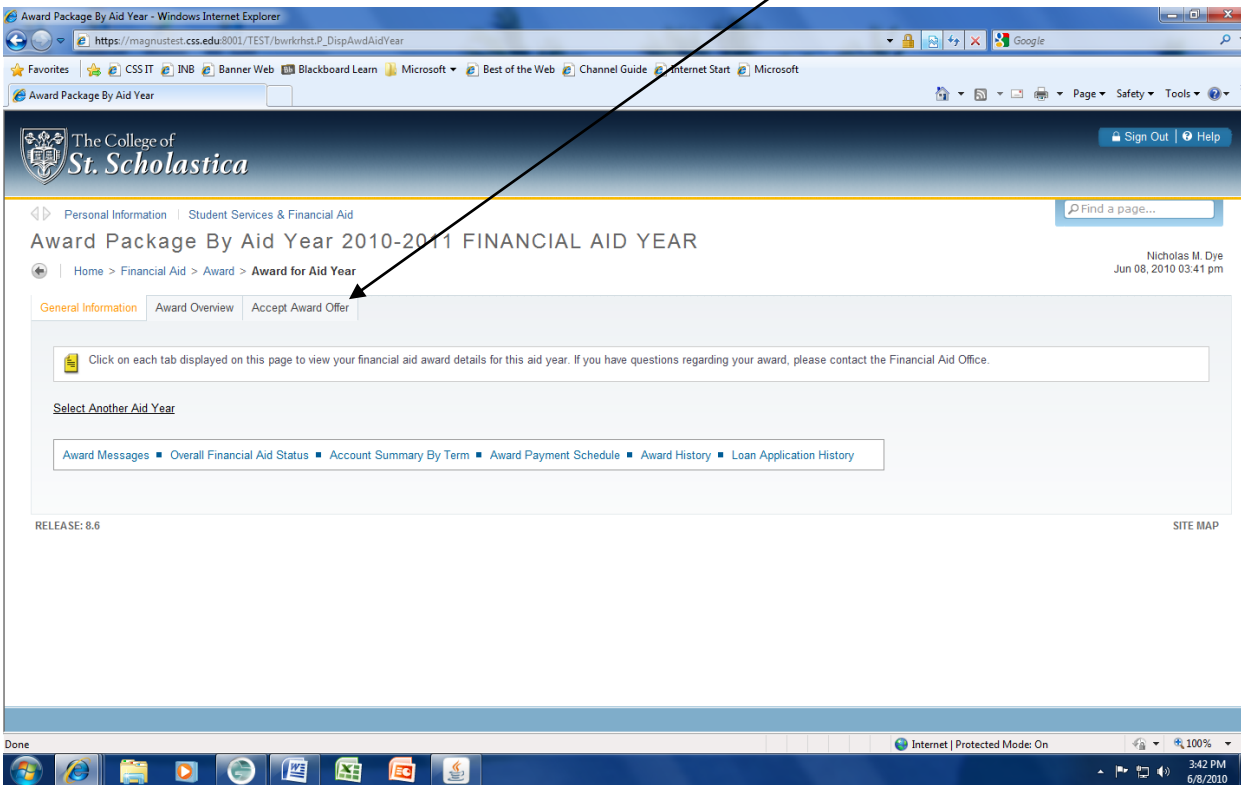
6. Award for Aid Year



7. Select Aid Year From the drop down box select the aid year you are intending to view. Submit.



8. To accept your federal loans, click on the Accept Award Offer tab along the top tool bar.



9. Using the drop down boxes next to the federal loans, indicate accept or decline

Options for Accept Award Offers include:

1. Choose Decline or Accept for each fund that has a drop down box.
2. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.
3. Click on the Submit Decision button.
4. Return to [CSS Loan page](#).

Fund	Status	2010 Fall Semester	2011 Spring Semester	Total	Accept Award	Accept Partial Amount	Lender
Access Scholarship	Accepted	\$3,750.00	\$3,750.00	\$7,500.00			
St. Scholastica Grant	Accepted	\$2,625.00	\$2,625.00	\$5,250.00			
Fed Direct Sub Stafford Loan	Offered	\$1,750.00	\$1,750.00	\$3,500.00	Undecided		
Fed Direct Unsub Stafford Loan	Offered	\$1,000.00	\$1,000.00	\$2,000.00	Undecided		
Estimated MN State Grant	Accepted	\$625.00	\$625.00	\$1,250.00			
Federal Pell Grant	Accepted (S)	\$1,800.00	\$1,800.00	\$3,600.00			

If you would like a partial amount of what was offered, please indicate that in the box to the right. If you want the disbursement of the lesser amount for one term only, please send an email to the financial aid office indicating what term.

Submit your decision.

To return to the CSS loan page, click on the pink link.