

The NCCC Financial Aid Office is committed to providing financial assistance to students who lack the financial resources necessary to meet the costs of attendance. We encourage all students and their families to apply in a timely manner by completing the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use the **myCommNet** portal to monitor your financial aid status by then entering your records in **Banner Self-Service**. You will be able to view your award package if awarded aid, your tuition/fees bill, financial aid history, and academic records that affect your financial aid eligibility. You may also view any requirements to submit documents to verify the income tax data that you initially reported on your FAFSA.

## HOW DO I ACCESS AND VIEW MY FINANCIAL AID INFORMATION?

First, log in to <http://my.CommNet.edu> using your **Student ID** and **Password**.

### INSTRUCTIONS FOR INITIAL LOG-ON

- You need a Username and Password to log on to **myCommNet** portal in order to view, read, and update your financial aid records. The instructions are as follows:
- Your **NetID** is composed of two items:
  1. Username: Your Student ID
  2. Domain: @student.commmnet.edu

Example: If you had ID 87654321, you would have NetID: 87654321@student.commmnet.edu

- Your initial **Password** will be based on a combination of personal information. The password consists of the first 3 characters of your birth month (with the first letter capitalized), the Ampersand character **&**, and the last 4 digits of your Social Security Number.
- Example: if your birthday was June 12, 1980 and your SSN was 123-45-6789, your initial Password would be: Jun&6789
- After your initial log in you will be instructed to change your password. **Remember your new password!**
- After 3 unsuccessful log in attempts your account will be disabled for security purposes. If you have forgotten your password, you may use the Web reset utility at: [www.commmnet.edu/netid/password/asp](http://www.commmnet.edu/netid/password/asp)

\* Note: If the web reset utility is unsuccessful, contact Laurie Jassen at [ljassen@nwcc.commmnet.edu](mailto:ljassen@nwcc.commmnet.edu) or the Computer Center HELP Desk at (860) 738-6367.

## WHERE DO I GO FROM HERE?

- Once you have logged in, you will be on the **myCommNet Home Page**.
- Click on the **Banner Self-Service** link located to the far right of the home page.

\* Note: If you have multiple records at multiple schools, please select your current school.

- Click on the “**Financial Aid**” tab in order to:
  - 1.) Check Your Financial Aid Status
  - 2.) View Eligibility Issues & Info Still Required
  - 3.) View & Accept offered Financial Aid
  - 4.) Authorize Aid to Pay Non-Tuition Charges (e.g., Bookstore charges)
- “**Financial Aid Status**” – Go here to:
  - 1.) Review all information on this page.
  - 2.) Click any words you see in color to go to another page with specific information about that topic.Example: If you see the words “Unsatisfied Student Requirements” in blue, click that link to go directly to the page which will give you details of what documentation or actions are still required for your application to be complete!

\* If not previously selected, choose the award/academic year by using the “Select Another Aid Year” link at bottom of the page.

- “**Eligibility Requirements**” - Go here to:
  - 1.) Review requirements/ prerequisites to receive aid. “Unsatisfied Requirements” are actions/ information needed before you may receive financial aid.
  - 2.) View holds
  - 3.) Review academic status affecting aid eligibility
- “**Award Package**” – Go here to:
  - 1.) View financial aid awarded
  - 2.) View additional resources/ scholarships
  - 3.) Accept aid offered (if required)

- “**Award Payment Schedule**” – Go here to review expected and paid aid amounts per semester.
- “**Title IV Authorization**” – Go here to:
  - 1.) Authorize financial aid to pay non-tuition charges
  - 2.) Authorize aid to pay some past and/or future balances
- “**Award History**” – Go here to review all past and present financial aid.
- “**Loan Status**” – Go here to:
  - 1.) Review your loan application status.
  - 2.) Accept/ Decline loan offers
- “**Work-Study Employment**” – Go here to:
  - 1.) Apply for Work-Study job (if awarded)
  - 2.) Review Work-Study history & payroll information.
  - 3.) Accept/ Decline Work-Study offers

Use the **Banner Self-Service FAQ’s** if you need further help to access your financial aid information.

- Click on **Banner Student & Faculty Self-Service FAQ’s** link on the home page of the **myCommnet** portal.
- Then click on “**Financial Aid.**”

### Contact Information:

Financial Aid Office  
Greenwoods Hall 224  
Northwestern Connecticut  
Community College  
Park Place East  
Winsted, CT 06098

(860) 738-6326

Email:

[NW-FinAid@nwcc.commnet.edu](mailto:NW-FinAid@nwcc.commnet.edu)



## **Financial Aid Instructions and Banner Self-Service Navigation Guide**