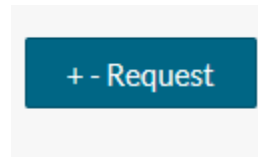


How to Navigate the myFinAid Document Request

Step 1: Click the request box in the upper right-hand corner.



Step 2: Then receive a dropdown box in which a student can choose what document they would like to complete. Select your document by clicking the green + button.

SAP Appeal		
Dependency Appeal		
Family Contribution Appeal		
Certification of FA Withdrawal (Walden University)		
Minnesota State Grant Questionnaire (Walden University)		
Student Information Release Form (FERPA) Walden University		
Third Party Need Analysis (Walden University)		

Step 3: You will then be required to list a reason for requesting the document. Once you write your reason, click Submit.

+ - Requests

Student Information Release Form (FERPA)
Walden University

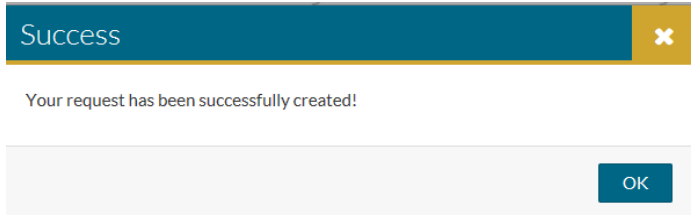
Please explain your reason for this request.

Enter your comments...

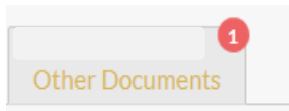
You must enter at least 3 characters in the comments field.

Characters left: 255 / 255

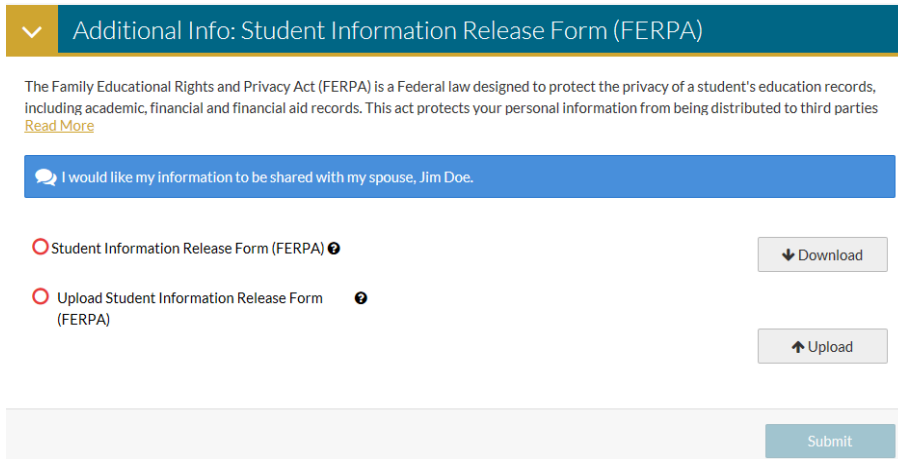
You will then receive a Success Box – click OK.



Step 4: An “Other Document” tab will display. Click the applicable award year to access the document task.



Step 5: Click the left arrow button to display instructions to download the form. Once you complete the form, you may click the upload button to submit it to the Office of Financial Aid. Remember to click the submit button after you upload the form.



Step 6: Once you upload and submit the form, please click the finish button.

