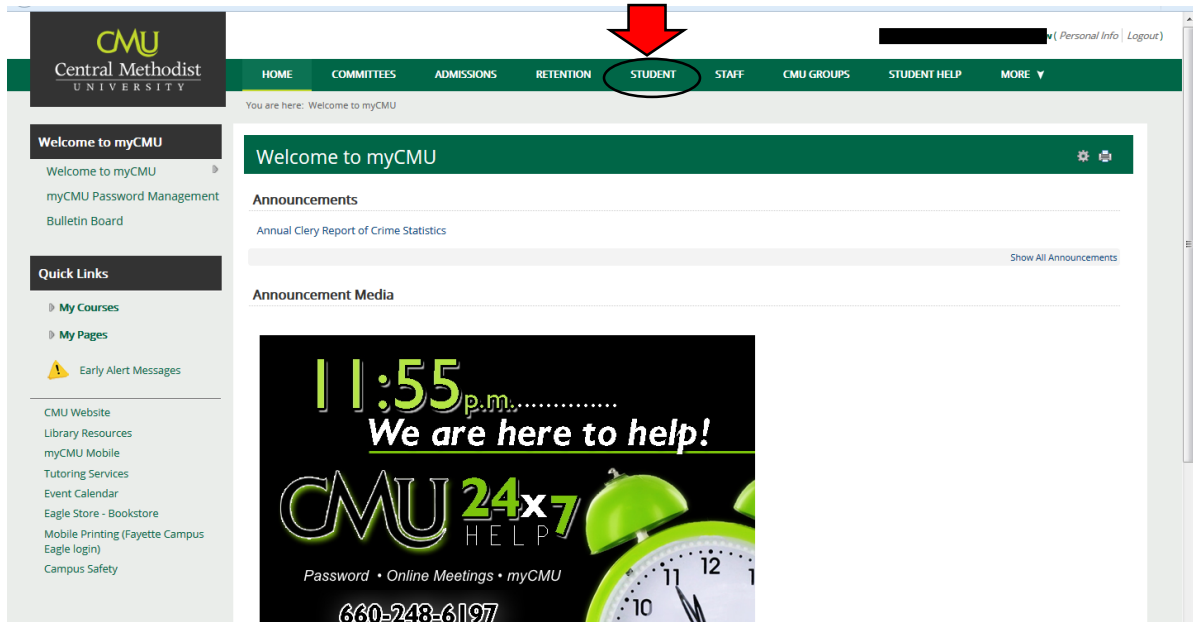
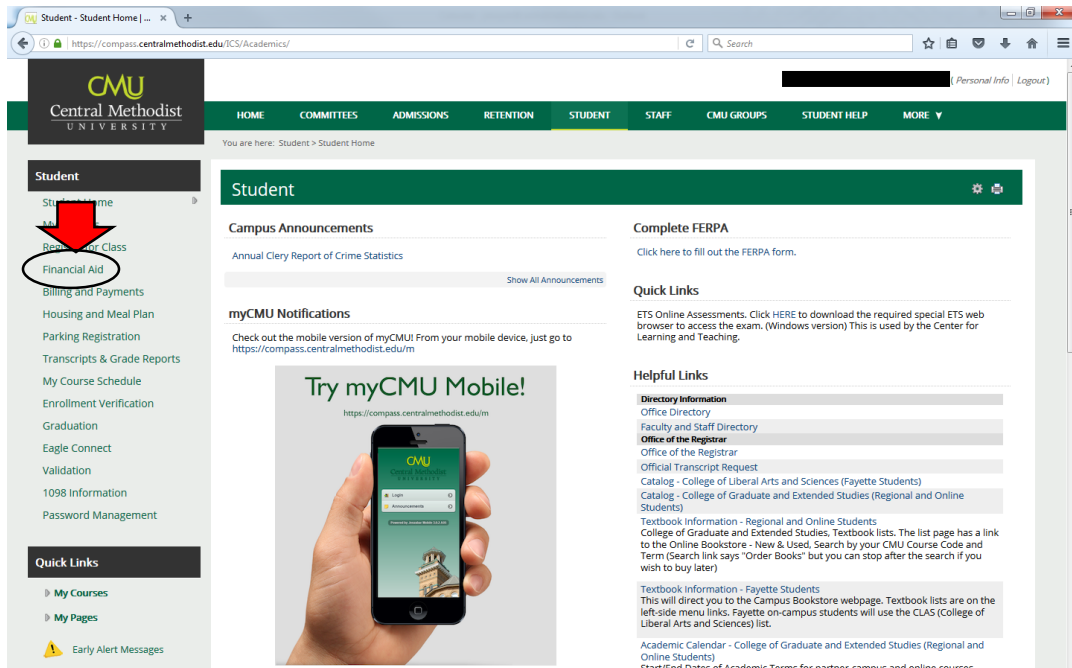


# How to Access your Financial Aid Document Tracking

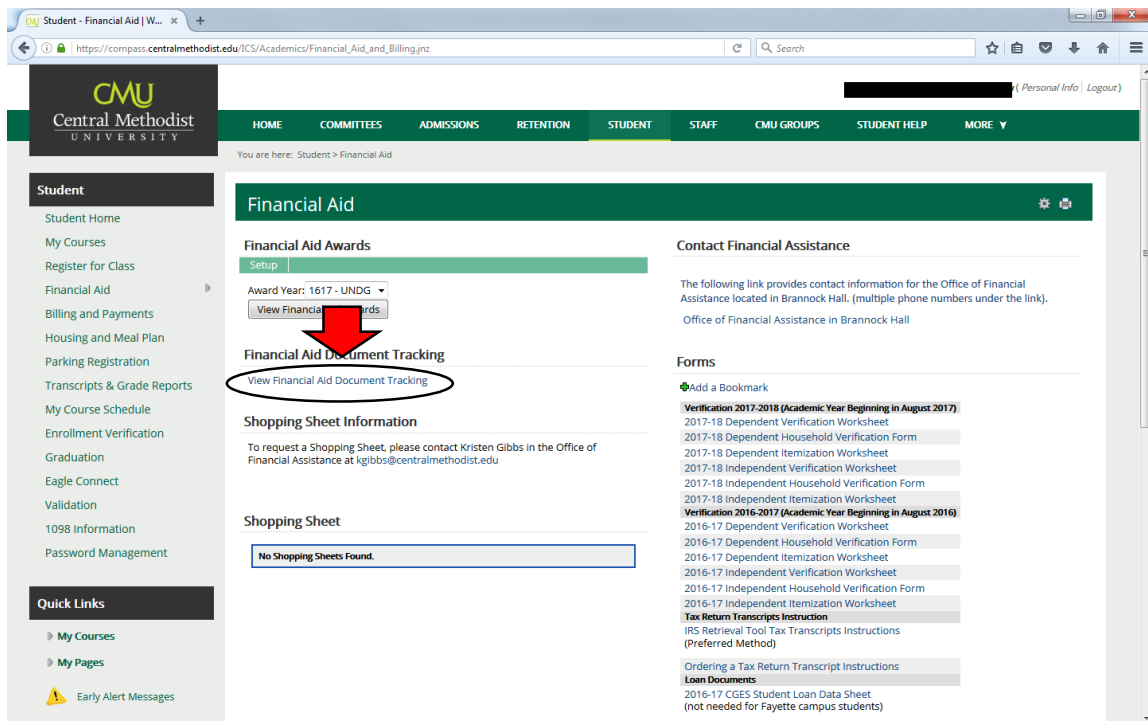
- 1) Log onto your myCMU.
- 2) Select the 'Student Tab' from the options at the top of your page.



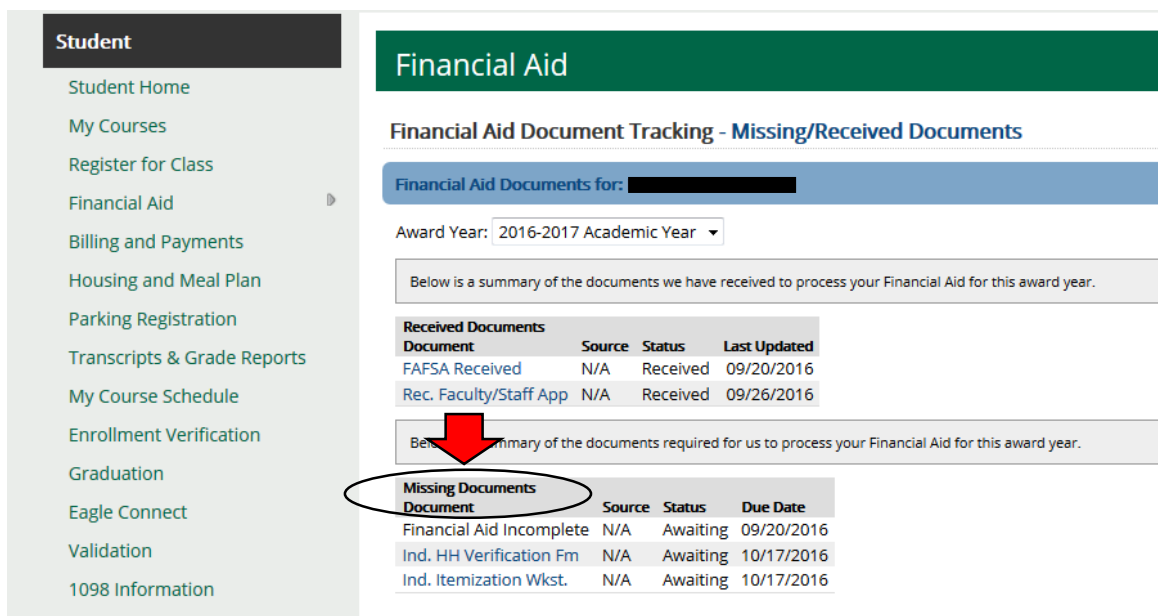
- 3) Once you see the page below you will click on 'Financial Aid' option along the side bar.



- 4) From the Financial Aid Page you will click on the blue highlighted words that say 'View Financial Aid Document Tracking'



- 5) The next page that appears will have an option box at the top that reads 'Award-Year'. Make sure that the award year is set to the correct academic year. Under the Award-Year box there will be the list of documents that have been *received* and the list of documents that are *awaiting*. Click on the highlighted documents that say 'Awaiting' next to them, and a PDF of the required form will pop up for you to print and submit.



**Note:** The Financial Aid Incomplete Contact is an internal contact. No actions is required on the student's part for processing.