Welcome to Northeastern Illinois University!

Students can check their financial aid status, awards, billing information and academic progress through their NEIUport account (http://neiuport.neiu.edu).

Here are the steps and a visual of how to say ‘yes’ you understand the terms of the new Verification Document Requirements.

- **FIRST** make sure the Financial Aid Office is requesting this authorization from you. To do this, check the Financial Aid Requirements on NEIUport and verify that there is a red flag next to Verification Terms Agreement.
- Once you have seen the red flag asking for the Authorization, check on ‘**Financial Aid Awards**’ for the 2014-2015 award year, this should take you to another screen with multiple tabs.
- The first tab you see is that of General Information, click on the tab that reads ‘**Resources/Additional Information**’ and you will find a series of questions:
  - Anticipated enrollment for all three terms of the 2014-2015 award year
  - Anticipated graduation date
  - ‘Verification Terms Agreement’ - ‘**click yes**’
- Click the ‘Submit’ button.
- **If you are unable to click ‘Submit’ or answer the question, please provide our office with a written authorization statement containing your signature and today’s date. A print out of NEIUport with the authorization question is acceptable as long as your signature is included.**
- Once our office has reviewed your answer ‘yes’ the ‘Verification Terms Agreement’ will now appear with a green check mark under ‘Financial Aid Requirements’.

![Image showing the steps and a visual of how to say ‘yes’ you understand the terms of the new Verification Document Requirements.](http://example.com/image.png)