





## 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' for the Financial Aid Office to use your financial aid awards and pay your University billing charges.

- Once you have seen the red flag  asking for the Authorization, check on **'Financial Aid Awards'** for the current 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 current award year
  - Anticipated graduation date
  - 'Title IV authorization- **'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 'Title IV Authorization' will now appear with a green check mark  under 'Financial Aid Requirements'
- **If you are unable to view your Resources/Additional Information tab please contact the Financial Aid Office (773)-442-5016 or [financial-aid@neiu.edu](mailto:financial-aid@neiu.edu)**

General Information	Award Overview	Resources/Additional Information	Terms and Conditions	Accept Award Offer	Special Messages
Do you plan to enroll at NEIU during the Fall term?		<input type="text"/>			
Do you plan to enroll at NEIU during the Spring term?		<input type="text"/>			
Please indicate your Anticipated Date of Graduation		<input type="text"/>			
<p>I understand that if I am selected for verification, <b>I can use IRS data retrieval at <a href="http://www.fafsa.gov">www.fafsa.gov</a>.</b> If I am not eligible to use data retrieval, I will provide the Financial Aid Office with an IRS Tax transcript and W2 form(s). I understand that the Financial Aid Office can no longer accept copies of tax returns.</p>		<input type="text" value="YES"/>			
<input type="button" value="Submit Information"/>					