



Financial Aid Quick Help Guide for MyWS

Financial Aid 101 for Logging into MyWS

- Go to Walters State homepage at www.ws.edu
- Click on MyWS  icon located on the top left side of the homepage
- Log into MyWS



Secure Access Login

User Name:
Example: jasmith

Password:
Password you have set

Forgot password?
Activate your account now

Activate account here

Financial Aid 101 for Completing Outstanding Student Requirements

- Log into MyWS
- Select “Financial Aid Status” listed under the alert box
- Choose the appropriate aid year (if prompted) and click “Submit”
- Select “Financial Aid” tab
- Select “Eligibility”
- Select “Student Requirements”

Financial Aid 101 for Answering the 3 Questions on Your Account (Auth/Prior Auth/Incarceration)

- Log into MyWS
- Select “Financial Aid Status” listed under the alert box
- Choose the appropriate aid year (if prompted) and click “Submit”
- Select “Financial Aid” tab
- Select “Award”
- Select “Award for Aid Year”
- Answer questions listed under the “Resources/Additional Information” tab

Financial Aid 101 for Viewing Lottery Scholarship Eligibility

- Log into MyWS
- Select “Financial Aid Status” listed under the alert box
- Choose the appropriate aid year (if prompted) and click “Submit”
- Select “Student”
- Select “Student Records”
- Select “View TELS Eligibility”
- Choose appropriate term and click “Submit”

Financial Aid 101 for Viewing Financial Aid Award Information

- Log into MyWS
- Select “Financial Aid Status” listed under the alert box
- Choose the appropriate aid year (if prompted) and click “Submit”
- Select “Financial Aid” tab
- Select “Award”
- Select “Award for Aid Year”
- Select “Award Overview” to see any Pell grants, supplemental grants, Lottery, TN Promise, or scholarships

Financial Aid 101 for Viewing Financial Aid Applied to Tuition & Fees

- Log into MyWS
- Select “Financial Aid Status” listed under the alert box
- Select “Student” tab
- Select “Student Account”
- Select “Account Detail for Term”
- Choose the appropriate term and click “Submit”

Financial Aid Information Available Through MyWS

Financial Aid

- *Financial Aid Status*
 - View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages
- *Eligibility*
 - Review financial aid holds and document requirements; display academic progress history
- *Award*
 - View account summary; Review awards; Display award payment schedule; Review withdrawal information
- *General Financial Aid*
 - Financial Aid application and information links
- *Federal Shopping Sheet*
 - Financial Aid Shopping Sheet

Glossary of Financial Aid Terms

Verification – Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA.

Tax Return Transcript – Students selected for verification need to provide a tax return transcript to verify their income or their parents. Tax return transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return.

Data Retrieval Tool – The IRS Data Retrieval Tool allows applicants who have already filed their federal income tax returns to prefill the answers to some questions on the Free Application for Federal Student Aid (FAFSA) by transferring data from their federal income tax returns.

Authorization/Prior Year Authorization – The act of voluntarily authorizing Walters State Community College to apply your financial aid funds to pay charges other than tuition and fees, such as library fees, traffic fines, etc. for the current or prior academic year.

Incarceration – Incarceration is the state of being confined in prison; imprisonment