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EVMS Online Financial Aid System
Student User’s Guide

**Recommended Browsers**
The College Board Net Partner product operates in the following browsers: Microsoft Internet Explorer 8, Internet Explorer 9 (in a Windows 7 environment only), Firefox 12.0, and Google Chrome 18.0. We have experienced our best results using Chrome.

**Access EVMS Financial Aid System**
This guide provides instructions for student use of the EVMS Online Financial Aid System via The College Board Net Partner portal. You can access this system via your My EVMS Portal (the private EVMS site which requires your EVMS network ID and password).

**Please Sign In**

Welcome to the EVMS Private Web Site. Tour myPortal.evms.edu.

Please log in below:

Username: Username
Password: 

LOG IN

Click here for the EVMS Public Web Site.
The system is on a secure server and requires a Password/PIN for you to access your financial aid information online anytime and from any computer. As a first time user, you establish that password/pin, using your EVMS Email address (full address) as your log in ID. See Creating a Record.
Welcome to the EVMS Online Financial Aid System! The new online portal allows you to:

- Complete your EVMS Financial Aid & Scholarship Application
- Check the status of your application
- View a list of documents received from you and a list of what is still outstanding
- View your financial aid awards
- View your student loan history
- Confirm scheduled disbursements

To learn more about how to use the new system, see the EVMS Online Financial Aid System: Student User's Guide.

Log In Instructions

You must have a financial aid record already established at Eastern Virginia Medical School in order to use the NetPartner system. If you have not begun the financial aid application process, start by completing the Free Application for Federal Student Aid (FAFSA). Enter the EVMS school code, 010038, on your FAFSA and this office will automatically receive the results. Once your information from your FAFSA has been received, you will be able to activate the Online Financial Aid System.

To access the online Financial Aid System, click on 'First Time User' in the log in box, enter your complete EVMS email address, activate your account by confirming the answers you provided to two questions selected from your FAFSA, and create your own PIN.

Once you successfully log in, you will be able to view the status of your EVMS financial aid record.

If you have any questions, please contact Financial Aid at Finaid@evms.edu.

Figure 1 Welcome/Log in Screen
Creating a Record

You must first have an electronic record within the EVMS Financial Aid Office via either an initial filing of the Free Application for Federal Student Aid (FAFSA) for the upcoming academic year (incoming students), or a roll forward of prior year demographic data (continuing students). The Financial Aid Office must have your Social Security number and date of birth to create your record, so filing a FAFSA is the quickest, most secure way of providing that data from a newly accepted student.

Once you have an electronic record within the Financial Aid Office, you can create your EVMS Online Financial Aid System account.

Activate Your Online Account and Create a PIN

From your My EVMS Portal, take the link to the EVMS Online Financial Aid System:

• **First-time users must establish access:** Click on First Timer User in the LOG IN box

• **To activate your account:** Enter your complete EVMS email address as requested and click “Submit”;

• **Select and enter your responses to the two Security Questions you select**;

• **Create a Personal Identification Number (PIN) – and Confirm your New PIN (must be 5 characters); and**

• **IMPORTANT! CRITICAL STEP: Read the Certifications, Terms & Conditions**

   If you wish consideration for federal, state, and institutional financial assistance, you must read and accept the certifications, terms, and conditions before you will be allowed to continue. Once you have read and accepted the terms, click on Submit. Note: You can see a copy of the Certifications, Terms & Conditions as an appendix to this guide.

Forgot Your PIN?

You are allowed 5 log in attempts before the system will lock you out. If you forget your PIN, you can select “Forgot Your PIN” before being locked out to answer your security questions and reset your PIN. If you are locked out, you will need to email finaid@evms.edu to have your PIN reset. Once you receive an email that your PIN has been reset and the new PIN, you should log in and change your PIN.
Tour Your Online System

The EVMS Online Financial Aid System can be used to access your financial aid file to:

- Complete the required EVMS Financial Aid & Scholarship Application
- Track the status of your EVMS Application
- Track the status of documents received
- View the list of outstanding documents
- View your financial aid awards
- Accept and decline awards
- View your student loan history
- View the status of your current year financial aid award
- View scheduled and actual disbursements (Pre-matriculation items must be completed before funds are released)
- System times out after 20 minutes of inactivity.

The system is personalized with your name and academic year. Note that as you progress through your program, you can change the academic year to see historical awards. The Home tab offers an overview of awards, document status and messages, but for detailed information, simply select the tab across the top of your screen.
access the online application and other features. The tabs are not shown in the order you will necessarily use them.

**Apply Online** – Your first task is to complete the EVMS Financial Aid & Scholarship Application to receive federal, state, and/or institutional aid. Your application/session will time out after 20 minutes of inactivity.

**NEW for 2015-2016!**
You may now **save** your application for up to 7 days prior to submitting. Once you complete your online application and submit it, **you cannot make changes online**. If you need to make a correction, email any changes to finaid@evms.edu. Deadlines are noted on the log in screen.

Each program has its own tailored online application so you will only have to answer questions which pertain to your program’s eligibility. Be sure to take time to read the introduction and each question carefully. You may need to submit additional information via email based on your answers to the application. If additional information is needed, email that information to finaid@evms.edu.

***NEW 2015-2016 ACADEMIC YEAR***
You can now select and submit scholarship consideration for your program of study on the EVMS Financial Aid & Scholarship Application.

Health Professions (HP) – Eligible programs will have up to three fields listed on the EVMS Financial Aid & Scholarship Application. Some programs are only eligible for the rotating HP Scholarship, others may have a dedicated scholarship, and a few may be eligible for the Employee’s Child Scholarship. Not all fields will be applicable and can be left as “Not applicable.”

Doctor of Medicine (MD) – Select up to six scholarships on the EVMS Financial Aid & Scholarship Application listing them in order of choice of consideration. If there are other scholarships you would like to be considered for and you do not have sufficient fields, you may send an email to finaid@evms.edu with a detailed letter as to why you should be considered for the additional scholarship(s).

**All Students:** Be sure to review the scholarship listing to determine if additional information is required for a scholarship for which you are applying. If the additional required information is not submitted by the application deadline, you will not be eligible to be considered.
For a complete list of scholarships click on the following link: https://www.evms.edu/education/financial_aid/types_of_aid/scholarships_grants/institutional_scholarships/

**Accept Awards** – This tab will be populated once your application has been completed and reviewed for award. Once awarded, you can view your awards on the “Awards” tab and use this tab to acknowledge your award by accepting, reducing or declining your awards.

![Figure 5 Sample Student Accept Awards Tab](image)

Before you can accept, reduce or decline your awards, you must review the terms and conditions of the awards and scholarships (see Appendix 2 to read now). Once you have confirmed your acceptance, you can view your awards and accept, reduce or decline your awards. When you submit this information, your financial aid screens are automatically updated with the new information. Once you submit, you cannot reinstate the awards, but you can contact Financial Aid to assist with such a request. This tab will only be active prior to the start of your academic year. Once closed, you will need to contact the Financial Aid Office to respond or update your response.

Once you submit your response, you should visit the “Documents” tab to see if you have any new requirements to complete before disbursement, i.e., master promissory notes, Direct PLUS Loan Application, etc.
Awards -- This tab will be populated once your application has been completed and reviewed for award. Once awarded, you can view your awards here. You can acknowledge your awards as accepted, reduced or declined on the “Accept Awards” tab.

![Figure 6 Sample Student Awards Tab](image-url)
Documents – This tab lists items which are outstanding from your EVMS Financial Aid & Scholarship Application or loan process or which have been received from you. Please submit any items listed as “Not Received”. If the item is for “packaging” it is due by the application deadline date for priority processing. If the item is required for “disbursement,” no funds can be disbursed until these items are received and reviewed.

Messages – Based on your responses on your Online Application or acceptance of certain types of aid, you will have messages displayed to give you additional information about items needed, or your rights or responsibilities. Please review this tab periodically for updated information.
**Loans** – This tab restates your loan eligibility for the current academic year. To have the eligible loans funded, you must complete the loan process.

![Sample Student Loans Tab](image1.png)

**Your Loan History** -- A cumulative listing of your student loan history. For more information on your federal student loans, go to [National Student Loan Data System](https://nsls.ed.gov) and use your FAFSA PIN to log in to your record there.

![Sample Student Loan History Tab](image2.png)

**Forms** -- All financial aid forms are available on your [My EVMS Portal](https://myevms.evmc.edu) site. Most forms are also available on the public EVMS website as well.
**Disbursements** -- View the scheduled date and amount of disbursements of all accepted aid. This page will be activated once disbursements are made to any program for the academic year. Transaction amounts and dates will show upon release of funds to Financial Services for disbursement to your school tuition account.

![Sample Student Disbursements Tab](image1)

**Lifetime Awards** -- View your EVMS lifetime awards by loan types, totals, and school year.

![Sample Student Lifetime Awards Tab](image2)

**Logout** – Be sure to logout of the system, especially if you are on a public computer. After logging out, your screen will return to the financial aid section of the EVMS public website. Your application/session will time out after 20 minutes of inactivity.

**Questions?** If you have any problems with the site or questions about financial assistance, please contact Financial Aid at 757-446-5804 or finaid@evms.edu. We will respond to you within 24 hours.
Appendix 1 – Certifications, Terms & Conditions (General)

**CAUTION:** Carefully read these certifications, terms and conditions before accepting. Your acceptance of these and use of this site constitute an acknowledgement and agreement to these required certifications, terms and conditions for federal, state and institutional financial aid assistance.

**Statement of Educational Purpose**

You, the student, acknowledge and/or certify that you:

- Will notify Financial Aid by email to finaid@evms.edu of any outside scholarships, grants, stipends or loans for their education
- Will use federal, state and/or institutional student financial aid only to pay the costs of attending Eastern Virginia Medical Student for the current academic year,
- Are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- Do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- Will notify EVMS if you default on a federal student loan
- Certify that all of the information you provided or will provide in connection with the application process is true and complete to the best of your knowledge
- Agree, if asked, to provide information that will verify the accuracy of your completed FAFSA form [this information may include U.S. or state income tax transcripts for returns that you filed or are required to file]
- Understand that the U. S. Secretary of Education has the authority to verify information reported on your FAFSA with the Internal Revenue Service and other federal agencies
- If you sign any document related to the federal student aid programs electronically using a personal identification number (PIN), that you are the person identified by the FAFSA PIN and have not disclosed that PIN to anyone else
- May be fined up to $20,000, sent to prison, or both if you purposely give false or misleading information to the federal government.

**EVMS Certification of Application**

You, the student, acknowledge and/or certify that:

- The information submitted on and with your EVMS financial aid and scholarship application is complete and correct to the best of your knowledge
- That you understand that knowingly submitting inaccurate or false information during any phase of the application process will result in the denial or loss of any financial aid awards (including scholarship offers) for which you may have otherwise qualified and may be subject to discipline under the EVMS Honor Code
- Will report any changes to information on this form immediately to FA and will provide any additional documentation requested; an
- Have read and understand your rights and responsibilities as a financial aid recipient and understand that your financial aid may be adjusted, if you do not make satisfactory academic progress pursuant to EVMS Financial Aid policy or if other changes in your student status occur, such as change in enrollment or financial resources.

Further, if you are selected to receive an EVMS Scholarship, you acknowledge and agree:
• To submit official verification of attained grades, test scores, or other information provided within your application, if requested. EVMS reserves the right to cancel a scholarship award if you no longer meet the published criteria for selection or are unable to provided official verification of award criteria;
• To use of your name, photograph, and/or responses to your scholarship application for publicity purposes with no additional compensation by EVMS or any award sponsor
• You will make every effort to be available to attend donor appreciation events;
• That EVMS does not comment on the deliberation of the Scholarship Committee and will not provide written or oral evaluations to applicants after award decisions are made;
• That no provisions exist for reconsideration of awards after scholarships are announced; and
• That all applications and supporting materials become the property of EVMS and will not be returned.

Use of EVMS Online Financial Aid System (Net Partner)

You, the student, acknowledge and/or certify that you:
• Will keep safe and secure your EVMS Online Financial Aid System (Net Partner) log in information and PIN
• Will not share your log in information with others

Non Discrimination Policy

Eastern Virginia Medical School does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap, in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.
Appendix 2 – Terms & Conditions (Award)

You acknowledge, understand and agree that:

• To remain eligible for certain funds, there are credit hour requirements;
• Federal financial aid requires students to maintain at least-half time status;
• You will notify Financial Aid immediately in writing if you have or will receive scholarship, grant, loan or other educational funding not shown on your award notice;
• If you are considering dropping a class, you should contact Financial Aid to discuss any financial aid implications;
• You must meet all program requirements;
• You must maintain Satisfactory Academic Progress as outlined by the program of study and on the Financial Aid website.
• Your aid will be processed on the **first day of each term** subject to satisfactory academic progress and continued enrollment;
• Funds will be released in as close to equal amounts as possible over the academic year to your student tuition account.

Further, if you are selected to receive an EVMS Scholarship, you acknowledge and agree:

• To submit official verification of attained grades, test scores, or other information provided within your application, if requested. EVMS reserves the right to cancel a scholarship award if you no longer meet the published criteria for selection or are unable to provided official verification of award criteria;
• To use of your name, photograph, and/or responses to your scholarship application for publicity purposes with no additional compensation by EVMS or any award sponsor
• You will make every effort to be available to attend donor appreciation events;
• That EVMS does not comment on the deliberation of the Scholarship Committee and will not provide written or oral evaluations to applicants after award decisions are made;
• That no provisions exist for reconsideration of awards after scholarships are announced;
• That all applications and supporting materials become the property of EVMS and will not be returned.

Eastern Virginia Medical School does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap, in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

If you have any questions, please do not hesitate to contact us at finaid@evms.edu or (757) 446-5804.