MyBridge Instructions

Login to [MyBridge](#):
- Use your Student ID number (your 'B' number) as your username. Your student ID begins with a "B". **You must use a** capital letter B**.**
- Your six digit date of birth will be your password if this is your first time logging into your MyBridge account, otherwise, it will be the password you created.

<u>Instructions to View Financial Aid Requirements on MyBridge:</u>

To Access your document requirements:
- Click on the <u>Financial Aid</u> Link
- Click on the <u>Eligibility</u> Link
- Click on the <u>Student Requirements</u> Link
- Be sure to identify the aid year of 2020-2021 in the Select Aid Year box
  □ *Unsatisfied requirements will be displayed with an explanation provided. If the requirement title is in blue font, click the title and the needed form will open.*

All documents should be submitted to the Financial Aid Office by **June 30th** if you will be attending the fall semester or **November 30th** if you plan on attending for the spring semester. Documents submitted after the deadline will still be processed; however, there is no guarantee your financial aid eligibility will be calculated prior to the start of the semester. Timely submission of required documents ensures that you have funds available at the beginning of the term. Otherwise, you should be prepared to pay ALL of your expenses out-of-pocket and wait for your financial aid to be processed. Your eligibility for financial assistance cannot be determined until all documentation has been received and evaluated.

<u>Instructions for Viewing and Submitting Your Financial Aid Award Offer</u>

To review your award offer information:
- Click on the <u>Financial Aid</u> Link
- Click on the <u>Award</u> Link
- Click on the <u>Award for Aid Year</u> Link
  - Select the 2020-2021 Aid Year
- Click on the "Award Overview" Tab to view aid
- Click on the "Accept Award Offer" Tab to accept/decline any offered funds
  - Accept or Decline all funds that show in the "offered" status
  - Click Submit once all funds have been accepted or declined
    - **Do not use the "undecided" option, it may cause a submission failure**

The deadline to accept and complete the requirements for student loan processing is October 25th for the fall term and March 25th for the spring term.

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2020-2021 Financial Aid Offer Information

- If you need to accept student loans, you may choose to accept the full amount or you can choose to accept less than the offered amount.
    - If you accept student loans and are a first time loan borrower at BridgeValley, you are required to complete **Entrance Counseling** and sign a **Master Promissory Note**.
- All financial aid amounts are initially made for **full time enrollment** for both **fall and spring**.
- Pell Grant amounts shown **are full time enrollment** amounts and will be adjusted according to your actual enrollment.
- We reserve the right to modify your financial aid offer at any time due to changes in your financial eligibility as a result of any of the following:
    - Incorrect information supplied on the Free Application for Federal Student Aid (FAFSA)
    - Changes in your enrollment, residency, or degree program
    - Changes in the availability of our funds
- Financial aid amounts are not valid for students who are unable to register due to a prior bill or for students on financial aid suspension.
- All students are required to read, understand, and meet standards of Satisfactory Academic Progress. Detailed information is available on BridgeValley's website.

Instructions for Viewing Your Billing Information

To view your bill:
- Click on the Student Information Link
- Click on the Student Account Link
- Select Account Summary by Term from the current menu
    - The top section will be the most recent billing information.
    - Includes All tuition/fee charges and payments received, including financial aid
    - If a balance is due for a semester, it will be posted at the bottom of the section.