



Access Your Financial Aid Award Letter

1. Log on to Ursa using your PDID (the first part of your BearMail address, e.g., Smit7284) and password.
2. Click on the **Financial** tab and find the **Financial Aid Links** channel.
3. Click on **Financial Aid Award Letter**.
4. Accept, decline or view award as appropriate.
5. Click on the **back to Financial Tab** (upper left side of the screen) to return to the main Financial screen.

View Financial Aid Requirements

1. Log on to Ursa using your PDID (the first part of your BearMail address, e.g., Smit7284) and password.
2. Click on the **Financial** tab and find the **Financial Aid Requirements** channel.
3. Click on any links that have a red flag – these need to be completed – or click on the yellow “note” for more information.
4. If your red flags refer to documents, gather the documents needed and submit them to the Office of Financial Aid.
5. If your red flags refer to processes – **Select Lender for Stafford Loan; PLUS Authorization Form; Perkins Loan Promissory Note** or **Perkins Loan Entrance Counseling**, click on and complete them or print them out and have them completed as necessary.
6. If you selected a lender for your Stafford Loan and need to sign your promissory note:
 - a. Go to www.studentloanonline.com
 - b. Create your account
7. Check for messages requesting additional information or clarification on financial aid documents that you’ve submitted by clicking on **Financial Aid Status** at the bottom of the channel and then on **ActiveMessages**.

Once you are done, **don’t forget to log out**. Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. ,and if you don’t log out someone else might be able to access it.

Ursa Help

If you have problems logging in to or using Ursa, please contact

the Technical Support Center at
970-351-4357 or

www.unco.edu/it/SupportU.htm

24 hours a day, seven days a week,
365 days a year.