



Navigating Your Financial Aid Checklist

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STEP 1: COMPLETE YOUR FAFSA

- ☐ Fill out the Free Application for Federal Student Aid (FAFSA) at [Student Aid.Gov](https://studentaid.gov)
 - Complete the **2024-2025** FAFSA for Fall 2024, Spring 2025 and Summer 2025
 - Federal School Code for OFTC: **031555**
- ☐ OFTC will receive your FAFSA 5 to 7 business days after submission.
- ☐ Submit your FAFSA early each year to ensure you have plenty of time to complete your financial aid file.
- ☐ The **FAFSA Filing Deadlines** for 2024-2025: **Fall** 06/22/2024, **Spring** 12/16/2024, **Summer** 4/21/2025

STEP 2: LOGIN TO YOUR OKTA Dashboard

- ☐ Login to your OKTA Dashboard to access your Banner Account and student email at <https://oftc.edu/myoftc/>
- ☐ Select the Banner Icon
- ☐ Your **User ID** is your student email address:
- ☐ Your **Password** is: Is Provided in an email sent from OFTC
- ☐ Click Sign In

STEP 3: CHECK FOR OUTSTANDING REQUIREMENTS

- ☐ Log into your Banner Account at <https://oftc.edu/myoftc/>
- ☐ Click on "Student Services & Financial Aid"
- ☐ Go to the Financial Aid Folder
- ☐ Click on "My Award Information"
- ☐ Select "Award Package for Aid Year"
- ☐ Select the **2024-2025** Aid Year from the drop-down menu
- ☐ Scroll to bottom of the page to the last box and click on "**Overall Financial Aid Status**" in blue
- ☐ Click on "**Student Requirements**" in blue
 - If there are additional requirements, click on the 'Required Documents', which will lead you to 'oftc.verifymyfafsa.com' or to Dynamic Forms. **If there is no link please copy and paste oft.verifymyfafsa.com into your browser.**
 - Once you are on oft.verifymyfafsa.com a one-time activation is required.
 - Click the 'Create Account' link
 - Enter and confirm your student information (**PLEASE NOTE: Your Name, Social and Date of Birth must match the information submitted on your FAFSA**)
 - Click 'Create Account'
 - Once your account is created, any required tasks will populate for your review and submission.
- ☐ Files will not be reviewed until all requested documents are received. Please monitor your student email and Banner account for updates.

STEP 4: ACCEPT YOUR FINANCIAL AID AWARD

- ☐ Log into your account on <https://oftc.edu/myoftc/>
- ☐ Click on “Student Services & Financial Aid”
- ☐ Go to the Financial Aid Folder
- ☐ Click on “My Award Information”
- ☐ Select “Award Package for Aid Year”
- ☐ Select the **2024-2025** Aid Year from the drop-down menu
- ☐ Click on the “Accept Award Offer” tab to view the awards
- ☐ If you are awarded the Pell or HOPE Grants, they will automatically be accepted for you
- ☐ If you are possibly eligible for the HOPE or Zell Miller Scholarship, the **HPGPA** code will be automatically added to your student banner. It can take up to 4 weeks for your eligibility to be determined. Once a determination has been made you will be notified through your student email.
- ☐ **Student Loans:** You can “Accept” or “Decline” the awards in the drop-down boxes and then click the “Submit Decision” button. To accept all awards in full, click “Accept All Award Offers.”
- ☐ To receive any accepted **Student Loan** awards, you will need to be enrolled at least half time (6 credit hours per semester), complete the Master Promissory Note, and Loan Entrance Counseling at StudentAid.gov.
- ☐ **Federal Work Study:** To apply for work study positions that will work around your class schedule:
 - Go to oftc.edu, and click on “Federal Work Study” under financial aid
 - Work study awards are paid as monthly wages for the hours worked; it does not apply towards your tuition or fees. Students can work a maximum of 19.5 hours per week.

STEP 5: CHECK FOR AUTHORIZED AID

- ☐ Log into your account on <https://oftc.edu/myoftc/>
- ☐ Go to “Student Services and Financial Aid”
- ☐ Click on “Student Records”
- ☐ Click on “Account Summary by Term”
- ☐ **Click on the header for the current semester typed in blue**
- ☐ Your account balance for the term will be listed toward the middle of the page
- ☐ At the bottom of the page, you will see your authorized financial aid (number will be negative)
- ☐ If the authorized aid is **greater than** your “Account Balance Due”, no further action is required
- ☐ If the authorized aid is **less than** the “Account Balance Due,” you will have to pay the difference before the payment deadline. If you don’t have authorized aid, it will state “**No authorized financial aid exists on your record for the selected term**” and you will have to pay your full balance by the payment deadline.
- ☐ Payment plans are available through Nelnet which allows students to pay off the balance in installments rather than all at once. For more information visit oftc.edu/admissions/financial-aid/payment-plan/