

**** Please note: In order to **limit the amount you borrow in student loans** it is important to complete your degree in eight semesters and avoid withdrawing from classes.****

1. Log on to the Purchase Portal at www.Purchase.edu/Portal/
2. Select the purple **MyHeliotrope** link pictured below:

Home » Current Students

Current Students

ANNOUNCEMENTS:

Excelsior Application Now Available
Check out our **Excelsior Scholarship** webpage for details!

New Student Registration
Registration for new students has started. Classes fill up quickly. Visit the **New Student Registration** page to get started.


Congratulations Class of 2017!
Check out the **Commencement website** for more information.

Need Help? Can't Log In? [Click here for help](#) - HelioEmail: heliotropecentral@purchase.edu

Quick Links

- Academic Calendar
- Account Activation / Password Reset
- Email
- Moodle
- **MyHeliotrope**
- Purchase Jobscore
- RoomBook
- SharePoint Collaboration
- Library

3. Log in with your Purchase College credentials:

 **Purchase College Login**

username (john.smith - do NOT include '@purchase.edu')

password

[reset password / activate account](#)

4. Select the “Financial Aid” button



Personal Information	Student	Financial Aid	Student Accounts	Housing and Meal Plans
View addresses and emails; Purchase a Parking Permit; Maintain your data in the Emergency Notification System.	Register for classes. View your academic records and account information	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	View your account, pay your eBill, set up Payment Plans, waive medical insurance, and set up your eRefund Profile.	Housing agreement, preferences and meal plan options

5. Select “Accept Loans”

Home > Financial Aid

Personal Information	Student	Financial Aid	Student Accounts	Housing and Meal Plans
		<p>Financial Aid Status View overall status, unsatisfied financial aid requirements, financial aid awards, academic progress, and messages.</p> <p>General Financial Aid Links ▼ Apply for FAFSA and TAP, apply for student loans, view your loan history, and download worksheets for financial aid</p>	<p>Eligibility Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.</p> <p>NYS Award Information Sheet New York State Financial Aid Information Sheet. Compare College Costs Here!</p>	<p>Award ▼ View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.</p> <p>Accept Loans Accept your financial aid loans each year</p>

[Email the Office](#) | [Financial Serv](#)

6. Select “Award Year 2017-2018”

Personal Information | Student | **Financial Aid** | Student Accounts | Hou

Aid Year

Home > Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you a

Select Aid Year

Submit

Award Year 2016-2017
 Not Applicable/No Value Found
Award Year 2017-2018
 Award Year 2016-2017
 Award Year 2015-2016
 Award Year 2014-2015
 Award Year 2013-2014

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7. Using the drop down menu, choose to “**Accept**” or “**Decline**” each loan per semester. You can also choose a lesser amount of the by specifying in the box on the right hand side.

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted	Fall	\$2,213.00		
	Accepted	Spring	\$2,212.00		
	Fund Total:		\$4,425.00		
Federal SEOG	Accepted	Fall	\$150.00		
	Accepted	Spring	\$150.00		
	Fund Total:		\$300.00		
Federal Work Study	Accepted	Fall	\$500.00		
	Accepted	Spring	\$500.00		
	Fund Total:		\$1,000.00		
Direct Loan Subsidized	Offered	Fall	\$2,750.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$2,750.00	Select Decision ▼	<input type="text"/>
	Fund Total:		\$5,500.00		
Direct Loan Unsubsidized	Offered	Fall	\$3,500.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$3,500.00	Select Decision ▼	<input type="text"/>
	Fund Total:		\$7,000.00		
Direct Loan PLUS	Offered to parent	Fall	\$3,500.00		
	Offered to parent	Spring	\$3,500.00		
	Fund Total:		\$7,000.00		

Accept Full Amount All Awards

Submit Decision

8. After making a decision on all awards, choose the “**Submit Decision**” choice. If you need to make further adjustments please email our office at financialservices@purchase.edu.

9. If you have not borrowed loans before, you must complete BOTH the:

- 1) Entrance Counseling
- 2) Master Promissory Note (MPN)

online at www.studentloans.gov before we can process your loan funding and show it as a credit towards your eBill.