

Student - Financial Aid Login Instructions

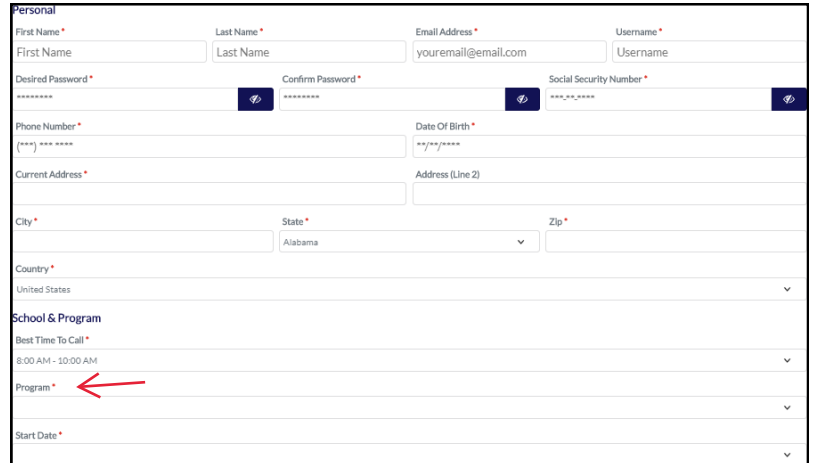
→ <https://auth.globalfas.com/ssite/4120?branchid=4120>

Important!: The portal is designed to work with a variety of devices and browsers; however, it is recommended you use the latest version of Google Chrome or Mozilla Firefox.

Step One: Sign Up

1. Select **Sign Up**. 
2. Complete all fields.

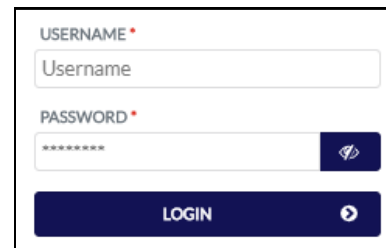
Note that you need to change the Program field to your major if the one listed is incorrect.



A screenshot of the 'Sign Up' form. The form is divided into two main sections: 'Personal' and 'School & Program'. The 'Personal' section includes fields for First Name, Last Name, Email Address, Username, Desired Password, Confirm Password, Social Security Number, Phone Number, Date Of Birth, Current Address, Address (Line 2), City, State (dropdown menu with 'Alabama' selected), Zip, and Country (dropdown menu with 'United States' selected). The 'School & Program' section includes fields for Best Time To Call (dropdown menu with '8:00 AM - 10:00 AM' selected), Program (dropdown menu with a red arrow pointing to it), and Start Date (dropdown menu).

Step Two: Login

1. Provide Username and Password.
2. Select **Login**.

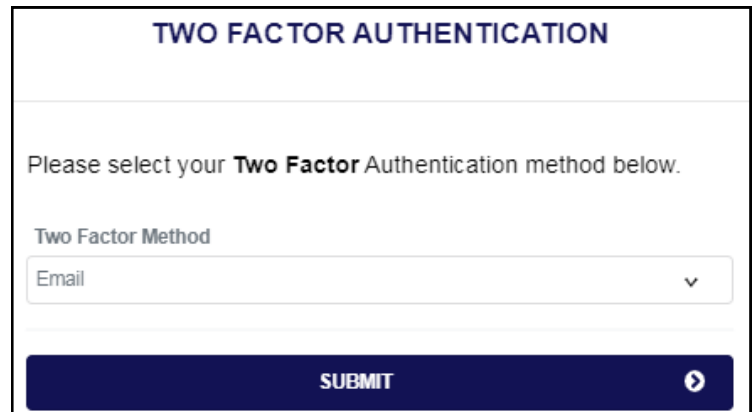


A screenshot of the 'Login' form. It features two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a blue button with a white right-pointing arrow and the text 'LOGIN'.

Step Three: 2 Factor Authentication

1. Choose either email or SMS/Text Notification to receive a 2-Factor Authentication code.
2. Provide the code in the site.

Save your username and password
Take picture, screenshot, write it down.
You only use this portal a couple times a year.



A screenshot of the 'TWO FACTOR AUTHENTICATION' form. The title is in blue. Below the title, it says 'Please select your Two Factor Authentication method below.' There is a dropdown menu labeled 'Two Factor Method' with 'Email' selected. At the bottom is a blue button with a white right-pointing arrow and the text 'SUBMIT'.

Step Four: Complete Each Section

1. Proceed through each section: Apply for Financial Aid, ISIR Status, Complete Required Documents. (Note: Student must have an ISIR on file to progress to 'Complete Required Documents')
2. Submit file. You will not be able to submit if you are eligible for a Pell grant and said "no" to loans. That's ok. private and state scholarships and grants will go directly on your student account.
3. You will be contacted (email and/or SMS text) for further instructions.