Steps to Complete Financial Aid Verification

1.) Log into myEaglePortal account at https://mycampus.ntcc.edu
   - Your login will be your first initial, last name, and the last three digits of your social security number (Example: for John Doe with SS# 123-45-6789, login would be J Doe789).
   - Your password is your 8 digit birthdate (Example: 01011990)

2.) To see which forms you need to complete, click the Campus Connect Student button on the left. Choose the Student Information tab at the top, click review financial aid, select the appropriate term, and click view aid. At this time the forms you must complete will be listed for your review.

3.) Click the Student Online Forms tab at the top of the page

4.) Select the appropriate Verification form and enter all requested information. Be sure to read all instructions and answer each question carefully in order to prevent delays with your financial aid.

Verification forms for groups 1, 3, and 6 are electronic and will be automatically received by the school after submission. Verification forms for groups 4 and 5 require a notarized signature, and must be printed, completed, and returned to financial aid by email (FinancialAid@ntcc.edu), fax (903-434-4455) or in person.

5.) Submit all other documents required by the verification worksheet that apply to you. If you are unsure of whether or not you must submit a document, it is best to submit it to avoid delays with your financial aid. Documents may be returned to the financial aid office by email (FinancialAid@ntcc.edu), fax (903-434-4455), or delivery.

6.) Groups 1, 5, and 6 are required to submit an official Tax Return Transcript (not a photocopy of tax filing). It can be viewed and printed online at www.irs.gov and may be returned to the financial aid office by email (FinancialAid@ntcc.edu), fax (903-434-4455), or delivery.

*Independent students: If you are married, submit information for yourself and your spouse. Note: If you are married but separated, please contact the financial aid office to determine if additional documentation will be required.

*Dependent students: Submit information for yourself and your parent(s). If you are under 24 and unmarried, you must submit parental information regardless of your living arrangement.