

Steps to Complete Financial Aid Verification

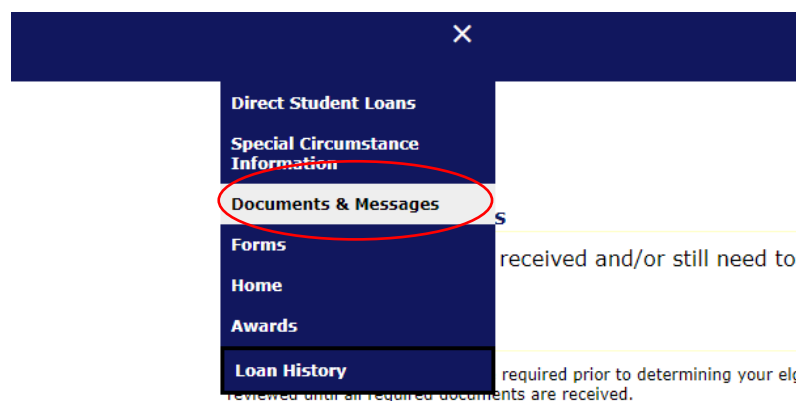
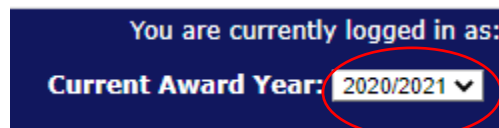
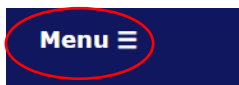
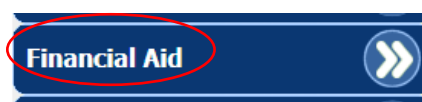
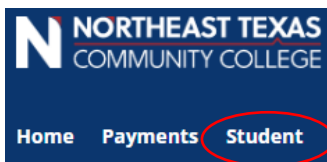
1.) Log into MyEaglePortal account at: <https://ntcc.onelogin.com/portal>

-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 JDoe789).

- Your password is your 8-digit birthdate (Example: 01011990)

2) There is a two-factor authentication. If this is your first-time logging in follow this link to the IT checklist: <https://www.ntcc.edu/about-us/computer-services/ntcc-it-checklist> and proceed through Step 1.

3.) To see which forms you need to complete, click the Student tab. Choose the Financial tab at the top, click Financial Aid, select the appropriate year, and click Menu, then Documents and Messages. At this time the forms you must complete will be listed for your review.



Documents

Items listed as **Not Received** are required prior to determining your eligibility for financial aid. Clicking on the link will provide further instructions or present an electronic document. Your file will not be reviewed until all required documents are received.

Your Documents

Document	Status	Status Date	Message
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4.) Select the appropriate Verification form from the list below Your Documents 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 **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.

***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.*