



# WINGS EXPRESS GUIDE to Financial Aid

As a WSU student, you should know how to complete the following tasks related to your Financial Aid. For all of these step-by-steps, begin by signing in to WINGS Express following the instructions listed below. Please note: If you do not have your campus user name and password, call WSU Computing and Telecommunications Services (CaTS) at 937-775-4827.

## 1) Logging in to WINGS Express

1. Log into <http://wings.wright.edu> with your **campus username** and **password**.
2. Click the **WINGS Express** icon in the upper-right hand corner of the screen.
3. If this is your first time using WINGS Express, you'll be prompted to change your PIN.

## 2) View Financial Aid and Scholarship Requirements

1. Select the **Student and Financial Aid** link.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Eligibility Requirements** link.
4. Select the appropriate **Aid Year** from the drop-down list and click **Submit**.
5. Select the **Student Requirements** tab.
  - If a requirement appears as a link, select the link to obtain more information.

## 3) Accept/Decline Financial Aid Award Notices

1. Select the **Student and Financial Aid** link.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Award Notice** link.
  - If you are accessing your Award Notice for the first time, you will be prompted to indicate whether or not you would allow (authorize) federal student aid to pay for various charges, such as miscellaneous fees you may be accessed or past-due charges on your account. Answer **Yes** or **No** to the authorizations, select the **Submit Changes** button, and then select the **Continue to Award Notice** link.
4. Select the appropriate **Aid Year** from the drop-down list and click **Submit**.
5. Select the **Award Overview** tab to view your Award Notice and your financial aid awards.
6. Read all of the messages that appear above your financial aid awards.
7. If you have any financial aid awards in an offered status, select the **Accept Award Offer** tab.

8. To accept your financial aid awards, choose one of the following options.
  - a) To accept all of your financial aid awards as offered:
    - Select the **Accept Full Amount All Awards** button.
  - b) To accept or decline each financial aid award separately:
    - Select **Accept** or **Decline** in the drop-down list in the **Accept Award** column for each financial aid award as offered.
    - Select the **Submit Decision** button.
  - c) To accept a lower amount than the amount offered for a financial aid award:
    - Select **Accept** in the drop-down list in the **Accept Award** column.
    - Enter the lower amount you would like to accept in the **Accept Partial Amount** column. Total amount entered for the year is divided among the terms enrolled.
    - Select the **Submit Decision** button.
9. After you accept a student loan, you will be prompted to complete loan requirements. The loan requirements will appear below your financial aid awards on the **Accept Award Offer** tab. The loan requirements appear under the heading **Unsatisfied Disbursement Requirements**. Examples of loan requirements include entrance loan counseling and a master promissory note.
  - If you accept a Federal Direct Stafford and/or Graduate PLUS Loan, you must complete the Enrollment Plans **Selection** requirement. Here you select your enrollment status for each term (Full time, Three-quarter time, Half-time). You must enroll at least half-time to receive Direct Loan funds.

#### 4) View Financial Aid Satisfactory Academic Progress

1. Select the **Student and Financial Aid** link.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Eligibility Requirements** link.
4. Select the appropriate **Aid Year** from the drop-down list and click **Submit**.
  - Select the **Academic Progress** tab.