

## How to create your student Financial Aid Student Portal (FASP)

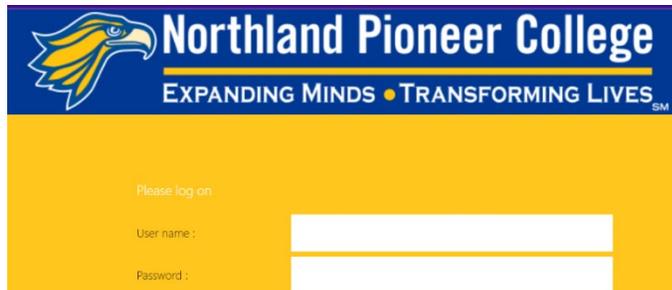
Please log on to your “MyNPC” account.

- If you experience any issues please contact the NPC Support Center at 928-524-7447

If you have not logged on to your MyNPC account please set that up. The link provided below will show you how to login:

<https://prezi.com/view/LgqtuQBI5ctVNNYQ0yAB/>

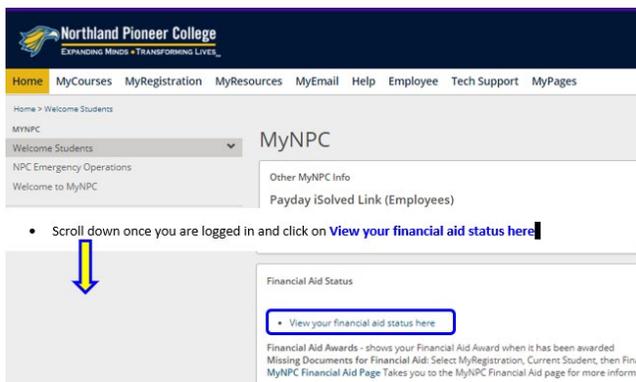
- Login to MyNPC at: <https://mynpc.npc.edu/ics>



- The student will login using the *same user name and password* needed to sign on to an NPC computer or NPC Wi-Fi.

On the **Home** page the student will scroll down to find the **Financial Aid Status** section.

Click on the *‘View your financial aid status here’* link to go the Financial Aid Student Portal (FASP).



### CampusLogic - Financial Aid Student Portal

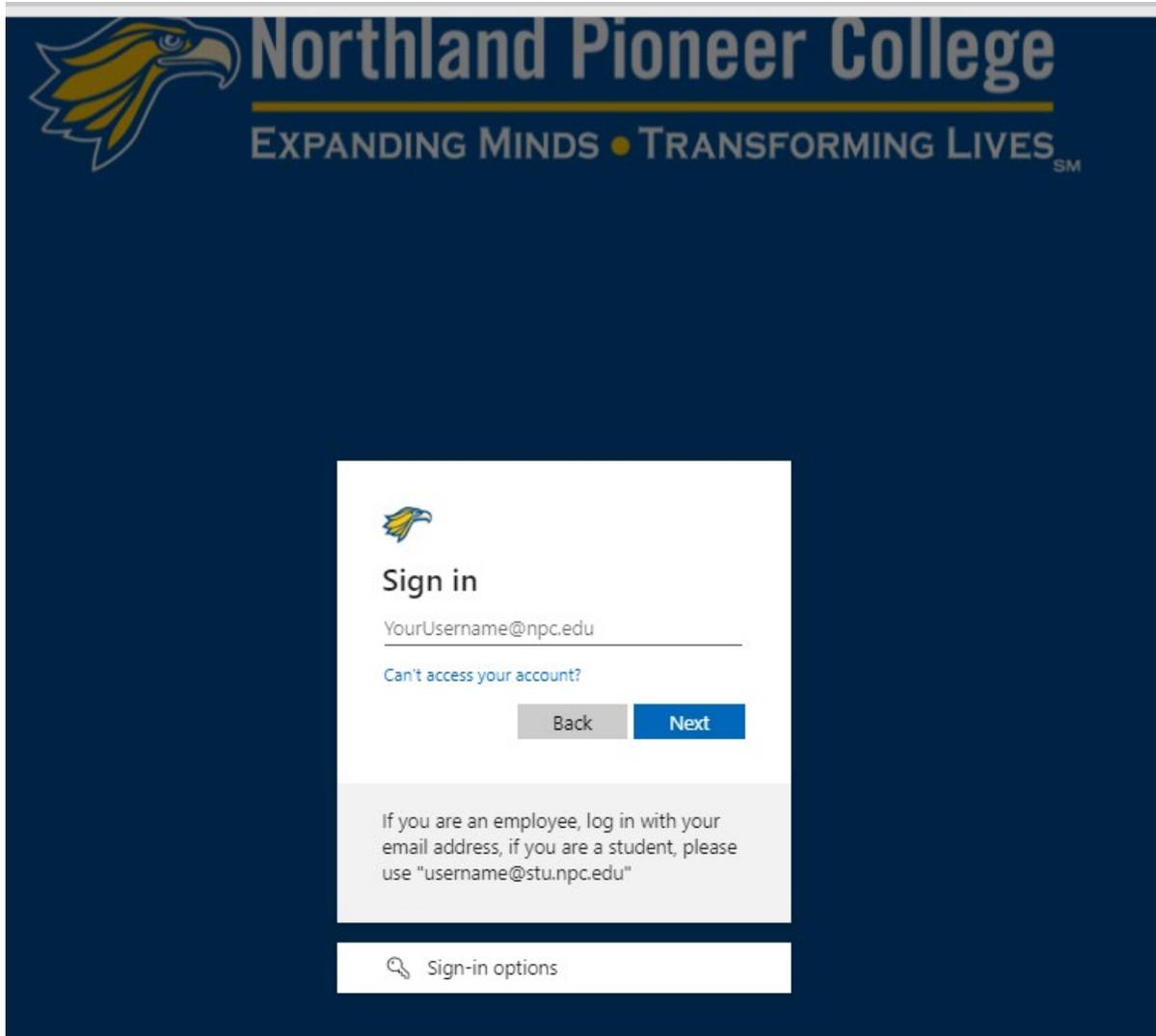
Check your financial aid status by clicking on the "document tracking" link on the left. Upload any required documents to the **Financial Aid Student Portal**.\*

\*Use the same user name and password needed to sign onto an NPC computer or Wi-Fi.

At the next page to your left will be the heading **‘CampusLogic – Financial Aid Student Portal’**.

Click on the *‘Financial Aid Student Portal’* link.

Once you click on 'Financial Aid Student Portal' – you will be directed to Microsoft online log in page:



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**Sign in**

YourUsername@npc.edu

[Can't access your account?](#)

If you are an employee, log in with your email address, if you are a student, please use "username@stu.npc.edu"

 Sign-in options

You will log in here again to access the Financial Aid Student Portal (FASP).

**Notice** that it does state that 'If you are a student, please use

username@**stu**.npc.edu not @mail.npc.edu

Your username and password was sent to your personal email when your application was accepted.

If you are unsure of your password visit <https://pwreset.npc.edu/> to reset it.

If you continue to experience log in issue please reach out to our Support Center at 928-524-7447.

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**Register Account**

\* Required

**Confirm Student Information**

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

\* First name

\* Last name

\* Date of birth

\* Social security number

\* Preferred email

\* Confirm email

Phone Number  
Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)

**Register Account**

Now the student will be prompted to create an account to access their Financial Aid Student Portal (FASP). The data entered must match the information you provided on your FAFSA application.

The student will need to complete the **Register Account** process to open their account to access the portal.

If you have an issue with completing registration of your account and you are sure the data entered is correct, please call the financial aid office at 928-524-7318.

We will review your information to resolve the issue. If we cannot resolve the issue, we will ask the NPC Support Center for help to resolve the issue.

Spelling of your name must be exactly as it was spelt on your FAFSA form. You should never put a nickname on your FAFSA form.

You can 'opt in' to receive text messages from the portal on the status of your financial aid documents that you uploaded.

- You must enter your First Name and Last Name exactly how you entered it on your FAFSA online form. No Nicknames.
- Social Security Number and Date of Birth must be correct.
- You must have an NPC student ID number.
  - IF you do not have one please complete the enrollment form at <https://www.npc.edu/records-registration/new-student-enrollment-steps>
  - IF you made an error on the FAFSA then you must correct the FAFSA in order to create your account.
  - IF the data is incorrect in NPC's system, then the appropriate document should be submitted to Records and Registration to get the data corrected.

**NOTE:** screenshots shown below are the color orange however for Northland Pioneer College the color will be blue.

Once the **Financial Aid Student Portal (FASP)** account is created the student is directed to the main page of **Student Forms**.

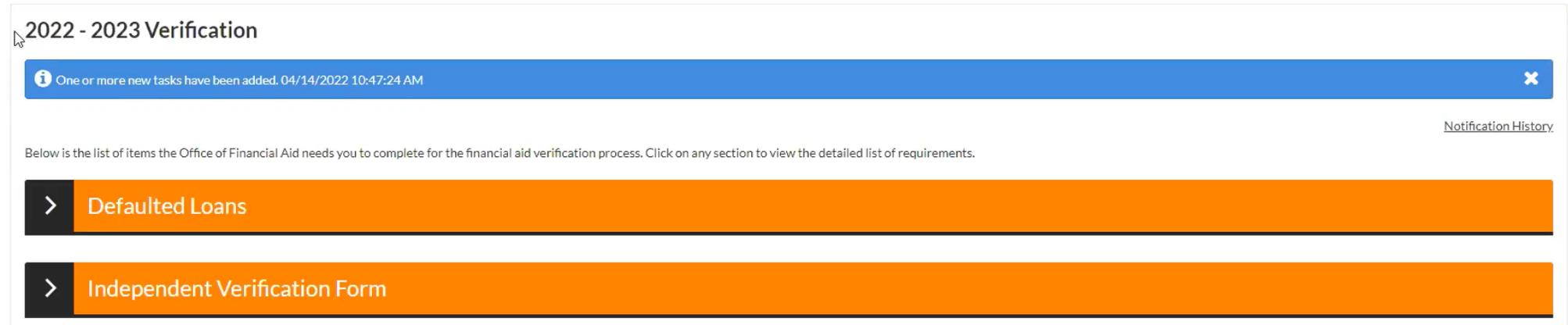
Notice on the left-hand side of the **Student Form's** main page there are various **Headings** for the student to choose from. The student can click on one of the Headings or one of the Needs Action tiles.



**NOTE: Every student must Upload a high school completion document for their financial aid file. This task will be listed above as 'Other Documents'**

If the student is selected for Verification all forms will be in the task labeled: Independent or Dependent Verification Form.

[Verification](#) > 2022 - 2023 Verification



Each bar opens up the task and any forms with instructions for that task.

Instructions will appear with forms to complete. Some task will request documents from the student or parent to be uploaded.

Each task has specific instructions, please read carefully to follow instructions. The forms must be completed in the portal and the student and/or parent may be required to 'upload' documents.

To 'upload' a document you will need to scan to a computer and save in PDF format or take a picture with your phone to send the document to your email account to download to a computer and then use the 'upload' button to paste the document from a computer into the portal form.

↑ Upload

upload a document for the assigned task

Submit

don't forget to click on the **Submit** button to submit

→ Finish

don't forget to click on the **Finish** button to complete the

○ the red circle will turn green when the form or task is complete *(does not mean the task is complete if you have a document to upload)*

❓ put your cursor over this question mark for more information about the task

**'Congratulations'** should appear once you have completed all task and have uploaded all requested documents and a check mark will appear on the orange task bar.

*Please call the financial aid office at 928-524-7318 or email at [financialaid@npc.edu](mailto:financialaid@npc.edu) for assistance. Please provide the following information:*

- *your NPC Student ID number,*
- *the semester you have a question about*
- *a good contact number*

*Northland Pioneer College Financial Aid Office is here to help you succeed in completing your financial file and we look forward to working with you.*

