

HOW TO MAKE A REQUEST ON THE FINANCIAL AID FORMS PORTAL

Instructions:

1. Log into the Financial Aid Portal: <u>barry.verifymyfafsa.com</u> using your Barry University email address and password. If you haven't already done so, please verify the required information to create an account.

2.	Select +-	(upper right-hand corner)
		+-Request
		2020-2021 U Other Documents
		Welcome!
		Contact the Financial Aid Office with any questions.
3.	Click the	next to the form name to add the desired request to your task list
		+ - Requests
		You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.
		2020-2021
		2020-2021 Federal Direct Graduate Image: Construct of the second sec
		Cancel

- 4. Type in a brief explanation for the request (e.g. "I would like to request a PLUS loan."), and hit submit
- 5. Follow instructions to download, complete, and upload the form in the portal.