

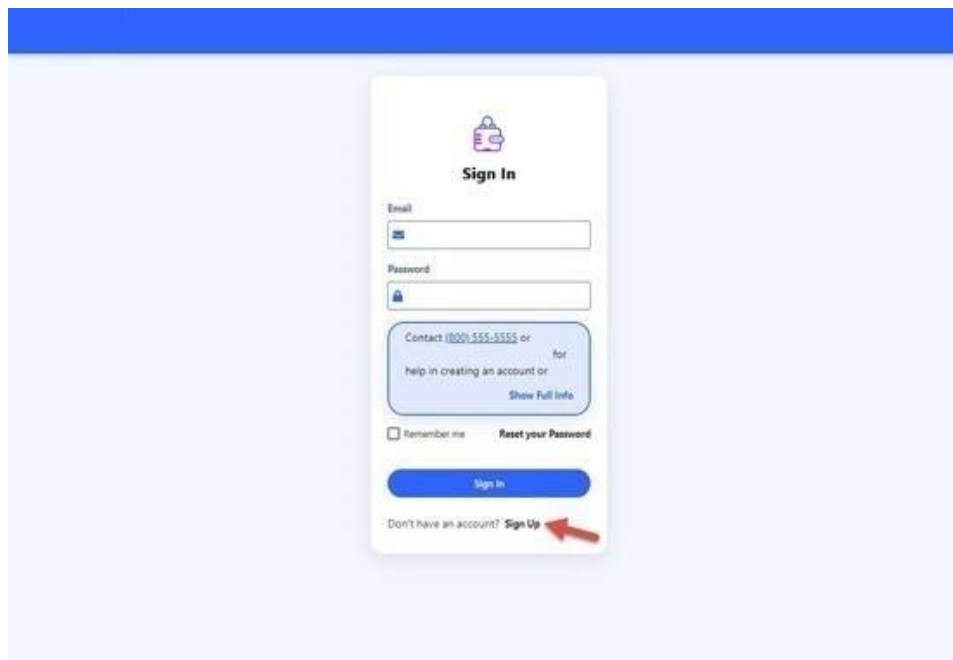
Step 1: Account Creation

Student Portal Site: <https://ufasstudentxprod.regenteducation.net>

From the Student Portal Sign In screen, select "Sign-Up."

Note: Student Portal Site is Mobile friendly, and the steps shown in this document will be similar if you are on mobile.

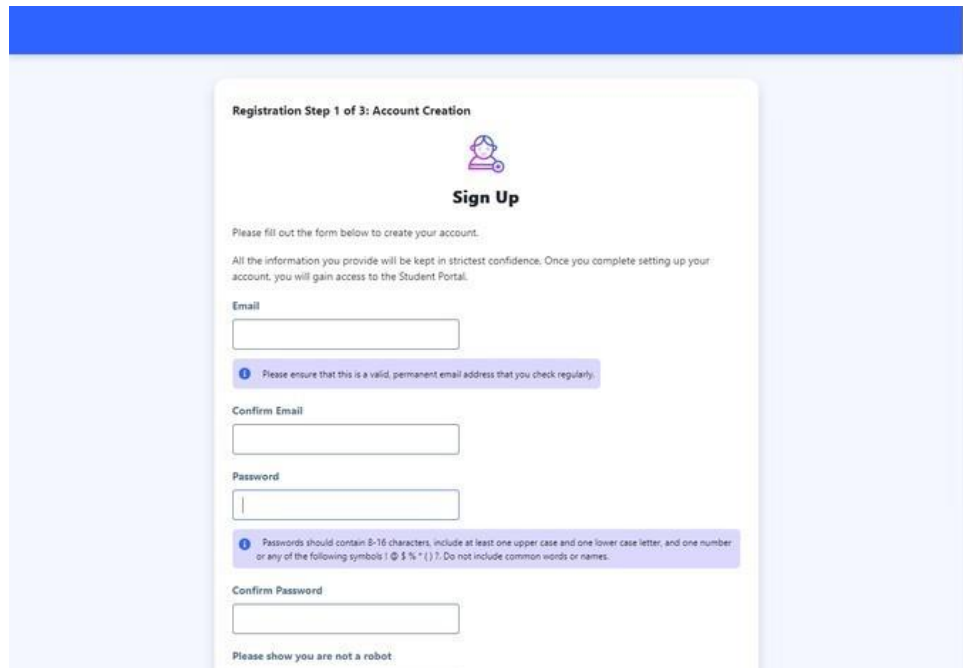
Note: The Sign In screen includes a "Remember me" option. If selected, the next time the user accesses the Sign In page (after previously logging out), the Email field on the Sign In page will be pre-populated with the saved credential. The Password field will not be pre-populated. The user can then login by clicking "Login," without re-entering any credentials.




On the Sign-Up screen, provide an email address and password, then complete the reCAPTCHA security question.

- All fields on this screen are required.
- A standard validation message will be displayed if the entered email address is already in use.
- The email address field has format validation.
- The password cannot be the email address used for registering.

The email address used for creating an account can be any email address the user has access too. All emails generated by the portal will use this email address for contacting the user. Passwords should contain 8-16 characters, and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ \$ % * () ?. When the form is complete, select "Continue."



Registration Step 1 of 3: Account Creation


Sign Up

Please fill out the form below to create your account.

All the information you provide will be kept in strictest confidence. Once you complete setting up your account, you will gain access to the Student Portal.

Email

i Please ensure that this is a valid, permanent email address that you check regularly.

Confirm Email

Password

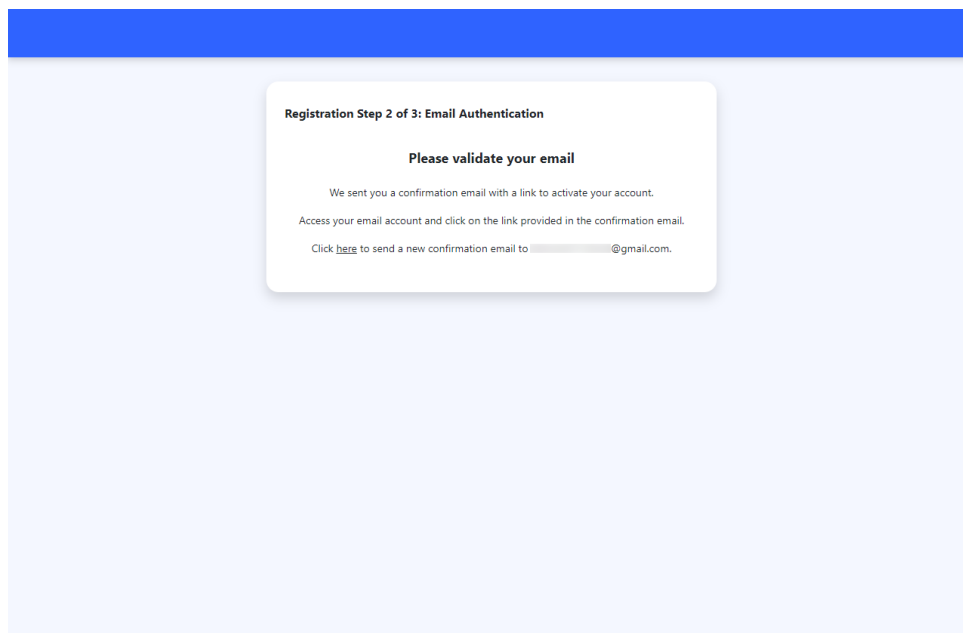
i Passwords should contain 8-16 characters, include at least one upper case and one lower case letter, and one number or any of the following symbols: ! @ \$ % ^ * () ? . Do not include common words or names.

Confirm Password

Please show you are not a robot

Step 2: Email Authentication

Once the user has completed Step 1, the following "Step 2" screen will appear, directing the user to check their email for an Account Validation email. *Note: If the user has not received the email, they can click on the "here" link at the bottom of the screen to have the Account Validation email resent.*



Registration Step 2 of 3: Email Authentication

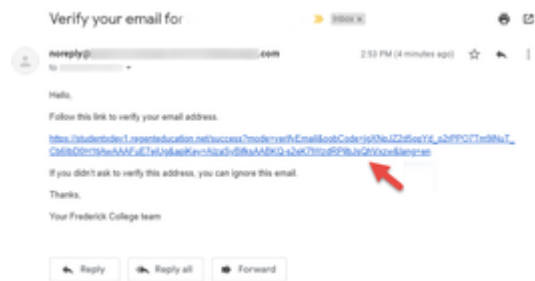
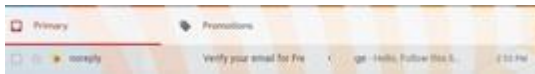
Please validate your email

We sent you a confirmation email with a link to activate your account.

Access your email account and click on the link provided in the confirmation email.

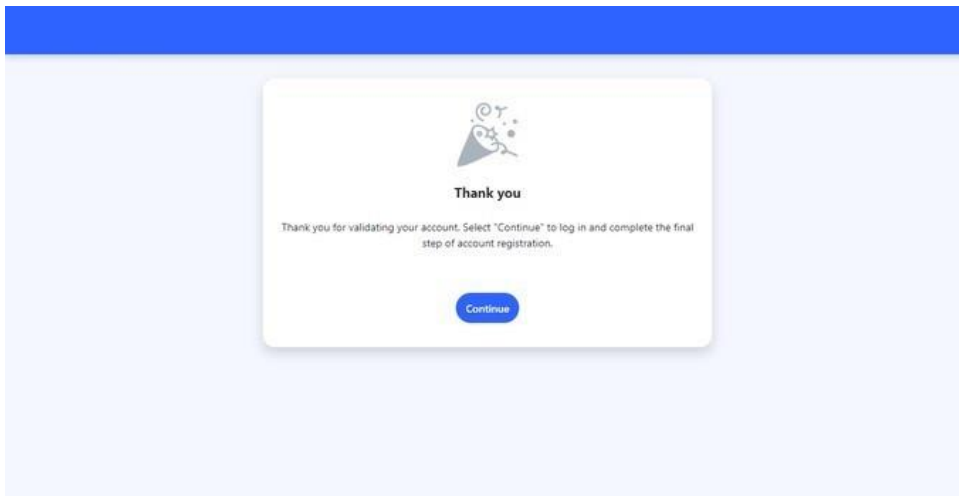
Click [here](#) to send a new confirmation email to @gmail.com.

When this validation screen is presented, the user is logged out of the portal. Access your email to look for an email with the subject line "Verify your email for [School Name]."



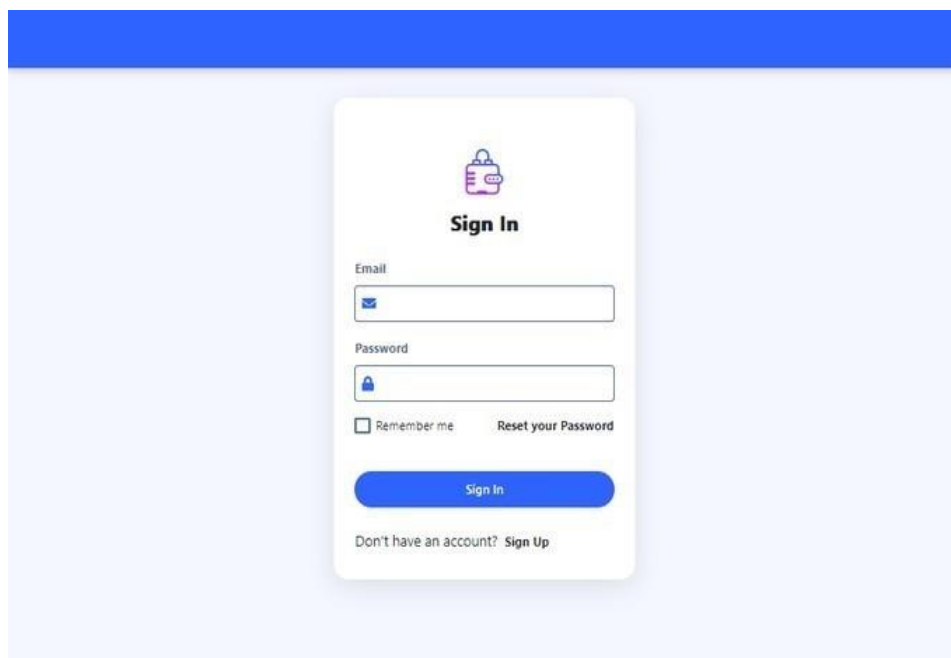
Open the email and click on the validation link provided.

The user will receive the following confirmation screen when their account has been validated. Select "Continue" to proceed to Step 2. If the user happens to not access their email to obtain the link, or the link expires before they access it, the user can re-login using the Sign In screen and they will be presented with the "Step 2" registration screen again, where they can have the email resent to them.



Step 3: Student Account Validation

Once the student has selected "Continue" from Step 2, they will be directed to the Sign In screen where they will need to enter their email address and password, they set up in Step 1.



This will direct the user to Step 3, Account Validation.

Registration Step 3 of 3: Student Account Validation

Financial Aid Account

Please complete the following registration form.

Location
Select...
Please select the location that you are attending.

First Name
[Text Input]

Last Name
[Text Input]

Email Address
[Text Input]

School ID
[Text Input]
This is your School ID provided to you by the enrollment or financial aid office.

Last 4 digits of your SSN
[Text Input]

Date of Birth (mm/dd/yyyy):
10/31/2019

[Logout](#) [Done](#)

Student Portal Dashboard

Once you have finished creating your account and have logged in, you land on the student portal **Dashboard**. This page will give you a quick overview of your financial aid, your documents, and useful links. You will also see the links to those pages on the left-hand side as well, which will take you directly to those specific pages. *Note: The numbers in the red dots next to the financial aid and documents indicates action on the student's end is required and needs to be reviewed.*

Financial Aid Student Portal
This portal is a resource for students to access, modify, and review secure information regarding financial aid in real time 24/7.

FINANCIAL AID 3

Academic Year
08/19/2019 - 08/16/2020

You have \$5,000.00 in Financial Aid and \$4,664.00 in remaining eligibility

[REVIEW & ACCEPT FINANCIAL AID](#)

USEFUL LINKS

- Federal Direct Loan Information**
<https://studentaid.gov/>
Federal website students access to sign Master Pro...
- Borrowing history information**
https://nslds.ed.gov/nslds/nslds_SA/
Students access the National Student Loan Data Sys...
- Managing loan repayment**
<https://studentaid.ed.gov/repay-loans>
This site contains information about Direct Loans ...

[View More](#)

DOCUMENTS 3

Direct Loan Graduate PLUS Master Promissory Note Needed 07/13/2020	Partnership Scholarship Needed 07/13/2020	Direct Loan Entrance Counseling Needed 07/13/2020
Direct Loan Master Promissory Note (MPN) Needed 07/13/2020		

Documents

The Documents page will display any documents that need to be completed so that we can process your financial aid. At the top of the page, you will be able to filter out your documents based on their status or show all documents. To review any documents, simply click on the **Review and Update** text, which will expand that specific document and provide you with the instruction on how to complete that specific document and the correct document needed (if applicable).

The image displays two screenshots of a web application's 'Documents' page. The top screenshot shows a list of documents with their status (Needed, Received, Satisfied, Unsatisfied) and a 'Review and Update' link. The bottom screenshot shows the expanded view of a 'Direct Loan Graduate PLUS Master Promissory Note' document, including instructions and an attachment.

Required Documents
Any form(s) or other information that is required and/or submitted for the processing of your financial aid is shown below. If the status is 'Needed' or 'Incomplete' then we are waiting for you to submit the form. If the status is 'Unsatisfied' then the forms submitted were not approved.

Direct Loan Graduate PLUS Master Promissory Note
Status as of 07/13/2020
[Review and Update](#)

Partnership Scholarship
2020-2021 Federal Award Year
Status as of 07/13/2020
[Review and Update](#)

Direct Loan Entrance Counseling
Status as of 07/13/2020
[Review and Update](#)

Direct Loan Master Promissory Note (MPN)
Status as of 07/13/2020
[Review and Update](#)

Required Documents
Any form(s) or other information that is required and/or submitted for the processing of your financial aid is shown below. If the status is 'Needed' or 'Incomplete' then we are waiting for you to submit the form. If the status is 'Unsatisfied' then the forms submitted were not approved.

Direct Loan Graduate PLUS Master Promissory Note
Status as of 07/13/2020

Instructions
Please go to <https://studentloans.gov> under Graduate/Professional Student and "Complete Loan Agreement for a PLUS Loan (MPN)"

Attachments
2020-2021 Verification Worksheet.pdf
54 KB
[Download](#)

[Upload a Form](#) Close

Partnership Scholarship
2020-2021 Federal Award Year
Status as of 07/13/2020
[Review and Update](#)

Financial Aid

The financial aid page will display your Academic Year, Loans you are eligible for and a break-down of cost. Clicking on the down arrow next to Award Year will expand and display the payment periods for your program. Before you can review all your loans on this page you will need to Read and acknowledge the **Statement of Understanding**. Once you have accepted the SOU then you can review your loans that you are eligible for. Just like the documents page, simply click on **Review and Update** and it will expand the loan and provide you with the information needed to adjust the amount offered once you are done click on **Save Changes** at the bottom.

Academic Year

Financial Aid

\$ Academic Year(s)
 The Financial Aid listed in an "Offered" status must be Accepted, Reduced or Declined in order for your "Offered" Financial Aid Awards to continue processing. Follow these instructions to Accept, Reduce or Decline your aid. Click the down arrow to see all future years.

[Show Full Info](#)

Academic Year

PROGRAM NAME	ACADEMIC YEAR	
Masters of Science in Leadership	08/19/2019 - 08/16/2020	CURRENT
Masters of Science in Leadership	08/24/2020 - 08/22/2021	FUTURE
Masters of Science in Leadership	08/23/2021 - 12/20/2021	FUTURE

Academic Scholarship Accepted **Estimated Direct Costs** **\$3,715.00**

Current Amount **\$5,000.00** **FT MAT/MSL T & F** **\$3,715.00**

Tuition and Fees **\$0.00**

[Review and Update](#)

Statement of Understanding

Academic Year

PROGRAM NAME: Masters of Science in Leadership
 ACADEMIC YEAR: 08/19/2019 - 08/16/2020

Costs

Total Costs	
Estimated Direct Costs	\$3,715.00
FT MAT/MSL T & F	\$3,715.00
Tuition and Fees	\$0.00
Estimated Indirect Costs	\$5,949.00
FT Books & Supplies	\$968.00
Loan Fees	\$100.00
FT Personal/Misc - With Parent	\$1,629.00
Room & Board - with Parent	\$2,709.00
FT Transportation - With Parent	\$553.00
Total Est. Cost of Attendance	\$9,664.00
Remaining Direct Costs	
Total Accepted Funds Net:	\$5,000.00
Total Accepted Funds Gross:	\$5,000.00
Academic Scholarship	
Net \$5,000.00 / Gross \$5,000.00	
Resources	\$0.00
Remaining Estimated Direct Costs	
Estimated Direct Costs:	\$3,715.00
Less Net Accepted Funds:	\$9,616.00
Less Resources:	\$0.00
	(\$5,901.00)
Remaining Total Estimated Costs	
Estimated Total Costs:	\$9,664.00
Less Gross Accepted Funds:	\$9,664.00
Less Resources:	\$0.00
	\$0.00
Net Cost	
Estimated Total Costs:	\$9,664.00
Less Gift Aid:	\$5,000.00
	\$4,664.00

\$ Manage Your Financial Aid
 All financial aid that you have been awarded is available to be viewed here. If the financial aid is in an "offered" status, you will need to review that aid and make choices about what amounts you wish to accept. If you accept any loan [Show Full Info](#)

You have other sources of financial aid available to you. In order to view them, you must first read and acknowledge the Statement of Understanding below that contains important information about those funds.

[Read Statement of Understanding](#)

Loans

Dashboard

Financial Aid 3

Useful Links

Documents

Academic Year

PROGRAM NAME
Masters of Science in Leadership

ACADEMIC YEAR
08/19/2019 - 08/16/2020

Gift Aid

Academic Scholarship

Current Amount

Accepted

\$5,000.00

[Review and Update](#)

Loans

Federal Direct Unsubsidized Loan

Offered Amount

Offered

\$4,664.00

[Review and Update](#)

Costs

Total Costs	
Estimated Direct Costs	\$3,715.00
FT MAT/MSL T & F	\$3,715.00
Tuition and Fees	\$0.00
Estimated Indirect Costs	
FT Books & Supplies	\$958.00
Loan Fees	\$100.00
FT Personal/Misc - With Parent	\$1,629.00
Room & Board - with Parent	\$2,709.00
FT Transportation - With Parent	\$553.00
Total Est. Cost of Attendance	\$9,664.00
Remaining Direct Costs	
Total Accepted Funds Net:	\$5,000.00
Total Accepted Funds Gross:	\$5,000.00
Academic Scholarship	
Net \$5,000.00 / Gross \$5,000.00	
Resources	\$0.00
Remaining Estimated Direct Costs	
Estimated Direct Costs:	\$3,715.00
Less Net Accepted Funds:	\$9,616.00
Less Resources:	\$0.00
	(\$5,901.00)
Remaining Total Estimated Costs	
Estimated Total Costs	\$9,664.00
Less Gross Accepted Funds:	\$9,664.00
Less Resources:	\$0.00
	\$0.00
Net Cost	
Estimated Total Costs:	\$9,664.00
Less Gift Aid:	\$5,000.00
	\$4,664.00

Loans

Federal Direct Unsubsidized Loan Accepted

• This is a loan. Repayment begins once you graduate or enroll less than half time. You are responsible for paying the interest once you receive the funds. You can choose not to pay the interest while in school but it will accrue and be capitalized.

Current Amount

Gross: **\$4,664.00**

Net: **\$4,616.00**

Direct Costs

Total Costs: **\$3,715.00**

Remaining Costs: **\$0.00**

Payment periods **Net Amount**

04/27/2020 - 08/16/2020 **\$4,616.00**

Decline the Full Gross Amount Available (\$0.00)

Accept the Gross Amount Available up to the Amount of my Remaining Direct Costs (\$0.00)

Accept a Specific Gross Amount

4664

Save Changes

• Changes made to the amount you accept may result in the recalculation of the Current Amount and Offered Amount for other awards when the "Save Changes" button is clicked.

[Close](#)

Cost break-down

Costs	
Total Costs	
Estimated Direct Costs	\$3,715.00
FT MAT/MSL T & F	\$3,715.00
Tuition and Fees	\$0.00
Estimated Indirect Costs	\$5,949.00
FT Books & Supplies	\$956.00
Loan Fees	\$100.00
FT Personal/Misc - With Parent	\$1,629.00
Room & Board - with Parent	\$2,709.00
FT Transportation - With Parent	\$553.00
Total Est. Cost of Attendance	\$9,664.00
Remaining Direct Costs	
Total Accepted Funds Net:	\$5,000.00
Total Accepted Funds Gross:	\$5,000.00
Academic Scholarship	
Net \$5,000.00 / Gross \$5,000.00	
Resources	\$0.00
Remaining Estimated Direct Costs	
Estimated Direct Costs:	\$3,715.00
Less Net Accepted Funds:	\$9,616.00
Less Resources:	\$0.00
	(\$5,901.00)
Remaining Total Estimated Costs	
Estimated Total Costs	\$9,664.00
Less Gross Accepted Funds:	\$9,664.00
Less Resources:	\$0.00
	\$0.00
Net Cost	
Estimated Total Costs:	\$9,664.00
Less Gift Aid:	\$5,000.00
	\$4,664.00

Parent Account Validation

For the Parent is very similar to that of the student. Once they have selected "Continue" from Step 2, they will be directed to the Sign In screen where they will need to enter their email address and password they set up in Step 1. This will direct the user to Step 3, Account Validation.

The parent will need to provide the following data in order to verify the account:

- Parent First Name (as it is listed in the email invitation received)
- Parent Last Name
- Parent Social Security Number (only last 4 digits should display in the field)
- Parent Date of Birth



Financial Aid Account

Please complete the following registration form using your name as it is listed in the email invitation you received.

First Name

Last Name

Last 4 digits of your SSN

Date of Birth (mm/dd/yyyy):

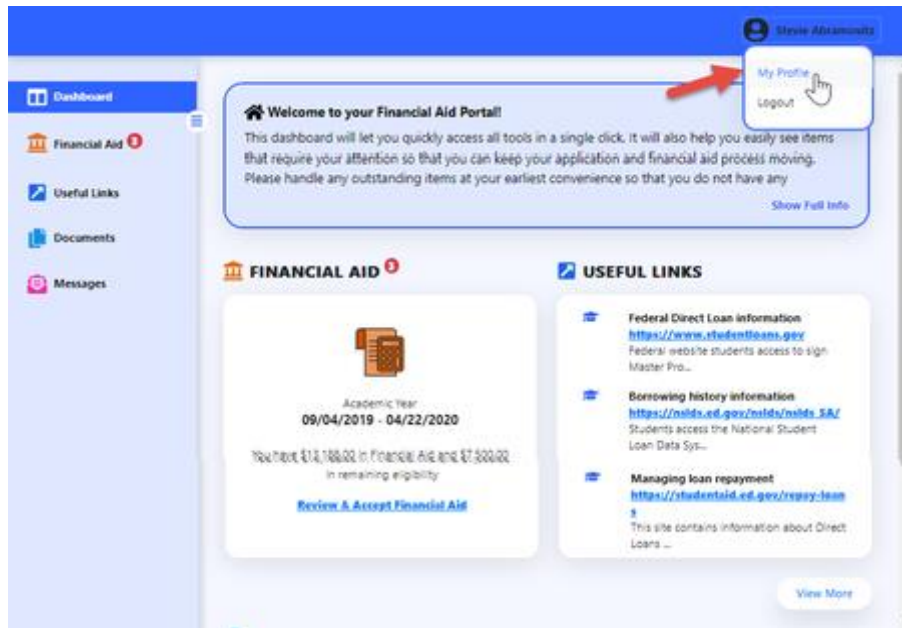
Logout

Done

Change Password

The Profile can be accessed by selecting the user's name at the top of the screen, or the profile "photo" on mobile.

Click on the user icon or the student's name to expand the student menu, then select "My Profile."



Steve Abramowitz

My Profile
Logout

Welcome to your Financial Aid Portal!

This dashboard will let you quickly access all tools in a single click. It will also help you easily see items that require your attention so that you can keep your application and financial aid process moving. Please handle any outstanding items at your earliest convenience so that you do not have any

Show Full Info

FINANCIAL AID

Academic Year
09/04/2019 - 04/22/2020

You have \$14,168.00 in Financial Aid and \$7,500.00 in remaining eligibility

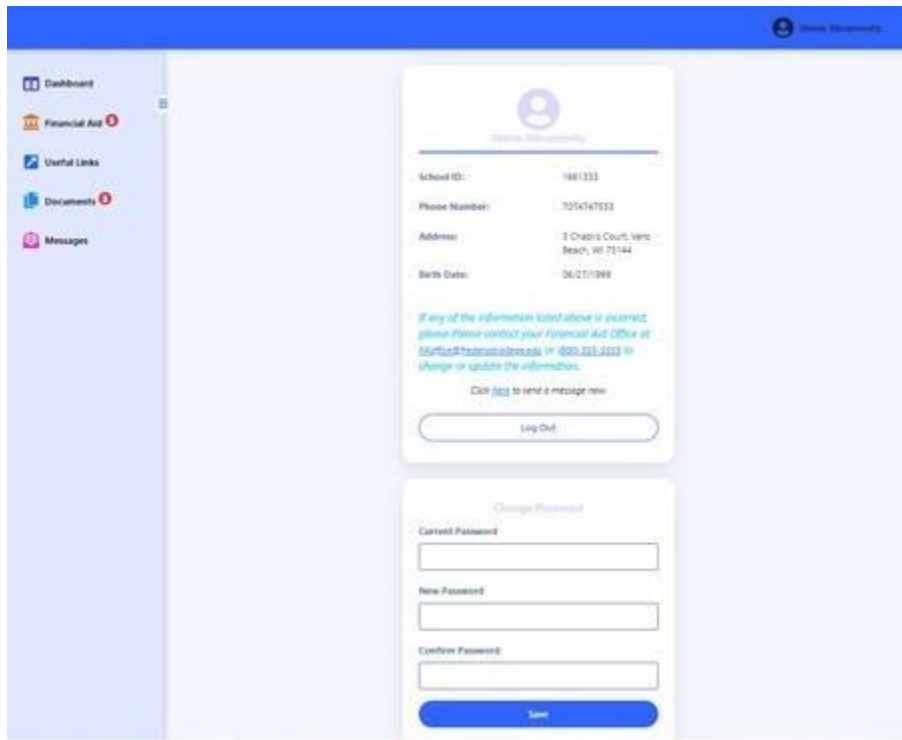
[Review & Accept Financial Aid](#)

USEFUL LINKS

- Federal Direct Loan information
<https://www.studentloans.gov>
Federal website students access to sign Master Pro...
- Borrowing history information
https://nlds.ed.gov/nlds/nlds_SA/
Students access the National Student Loan Data Sys...
- Managing loan repayment
<https://studentaid.ed.gov/repay-loan>
This site contains information about Direct Loans ...

View More

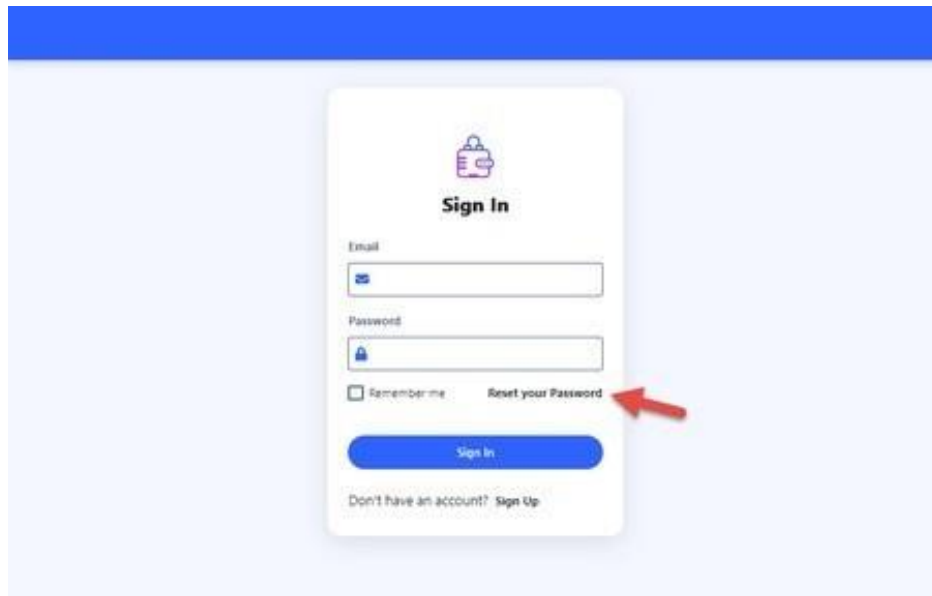
Scroll down to the bottom of the User Profile and there is a form where the Current Password must be entered, as well as the New Password, and Confirmation of the New Password. Recall that passwords should contain 8-16 characters, and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ \$ % * () ? . Passwords cannot match the email address used to create the account and the new password cannot be the same as the current password. When the form is complete, select "Save." A confirmation message will appear to indicate that the password has been updated. A password reset confirmation email will be sent to the user.



The screenshot shows a user profile page with a sidebar on the left containing links for Dashboard, Financial Aid, Useful Links, Documents, and Messages. The main content area features a 'Student Information' card with the following details: School ID: 1881333, Phone Number: 7074747533, Address: 3 Chabris Court, Sarc Beach, WI 71-84, and Birth Date: 06/27/1989. Below this card is a 'Change Password' form with three input fields: Current Password, New Password, and Confirm Password, followed by a blue 'Save' button. A 'Log Out' button is also visible above the form.

Password Reset

To reset a forgotten password, select the "Reset your Password" link from the Sign In screen.



The screenshot shows a 'Sign In' form with the following elements: an email input field, a password input field, a 'Remember me' checkbox, and a 'Reset your Password' link. A red arrow points to the 'Reset your Password' link. Below the form is a blue 'Sign In' button and a link for 'Don't have an account? Sign Up'.

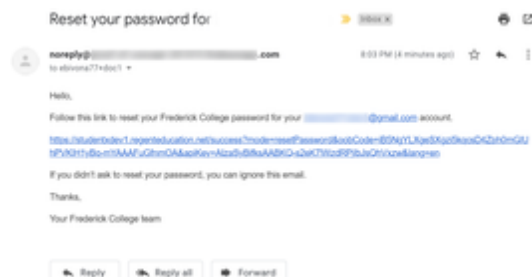
The Forgot Password form is displayed. Enter the email address associated with your Student Portal account, then select "Send Instructions."

An email with a password reset link will be sent to the email address provided.

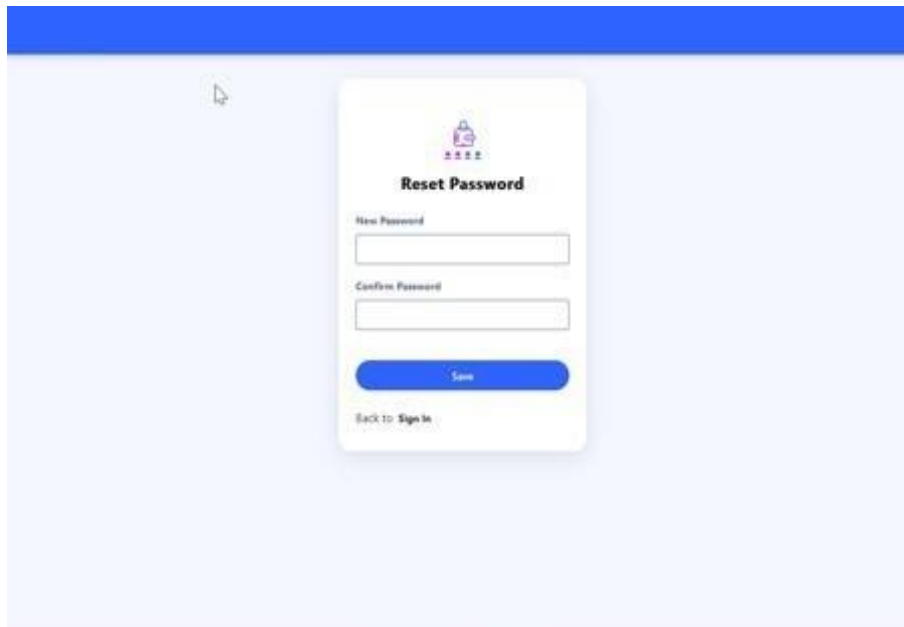
Access your email to look for an email with the subject line "Reset your password for [School Name]."



Open the email and click on the link provided.



The link will take you to the Reset Password form. Enter a new Password, and re-enter it to confirm. Recall that passwords should contain 8-16 characters, and include at least one upper case and one lower case letter, and one number or any of the following symbols ! @ \$ % * () ?. Passwords cannot match the email address used to create the account. When the form is complete, select "Save."

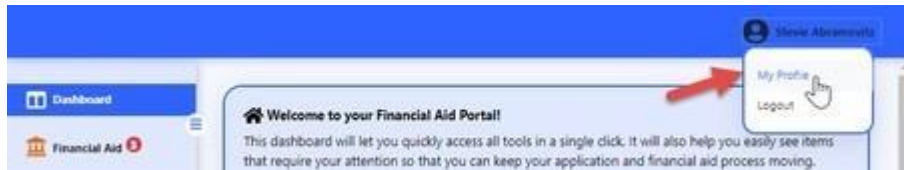


A password reset confirmation email will be sent to the user.

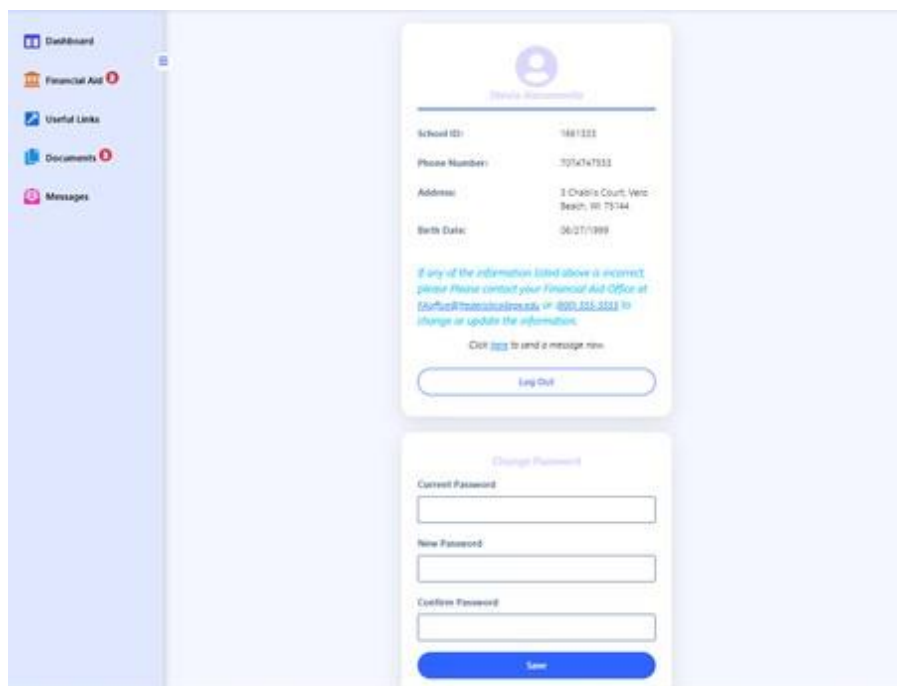
Student Profile

The Student Profile can be accessed by selecting the user's name at the top of the screen, or the profile "photo" on mobile.

Click on the user icon or the student's name to expand the student menu, then select "My Profile."



The Student Profile provides details about the student including School ID, Phone Number, Address and Birth date. If any of this information is incorrect, please contact the school to make updates. (Note: Contact information will display below student information)



Logout

To Logout of the Student Portal, select the Student Profile (icon or name) and then select "Logout." Users and parents will be redirected to the Sign In screen.

