

## HOW TO CHECK MY FINANCIAL AID AWARD SUMMARY

1. Go to the RSTC website ([www.rstc.edu](http://www.rstc.edu))
  2. Click on the Financial Aid Block (Go down the page under the rolling information)
  3. On the Log in Page you will log into your account from here
    - a. User ID : A# (for FA you will only put the A# for the User ID, nothing but you're A#)
    - b. PIN: your Six Digit Date of Birth (MMDDYY) - if you change your PIN when you log in, please remember what you changed it to
      - i. If you get locked out of your account, please contact Ms. Mandy Godwin at [mwilson@rstc.edu](mailto:mwilson@rstc.edu)
      - ii. Explain in the email that you are locked out of your FA account online and ask if she will reset your account
  4. Click on the financial aid tab
  5. Click on Award
    - a. Account Summary by Term;
      - i. Shows a detail account of what was charged to your account and the funds used to clear your account
      - ii. Click on the Purple Highlighted award Term and year that you are reviewing
        1. This screen will show your detail of your account again as well as Authorized Financial Aid for that semester
- \*IF YOU GET LOCKED OUT OF YOUR ACCOUNT- Contact Ms. Mandy Godwin at [mwilson@rstc.edu](mailto:mwilson@rstc.edu) and explain that you are locked out of your Financial Aid account online and to please reset your PIN