

- Log on to <https://finlandia.empower-xl.com/>
- Log in with your Network Username and Password
 - This is the same Username and Password that you would use to log on to any campus computer.

ACCEPTING YOUR AWARD LETTER

- When you are logged in, you will be brought to the “Welcome” screen. When here, you will put your mouse over the “Financial Aid” tab, which is located right above the “Welcome” area of the screen.
 - You will be given a row of options. On the left side, under “Financial Aid Information”, you will click on “Financial Aid Award Letter”.
 - Open up the drop-down box for the Award Year and select 2011.
- You should now be viewing your Financial Aid Award Letter for the 2011-12 Year. At the bottom of the screen, underneath the signature line, you will want to click on the “Accept/Decline Financial Aid” link.
- The “Accept/Decline” screen will allow you to accept or decline the aid in your financial aid award. You will want to check the “Accept” box for any and all aid you want to accept. You will want to check the “Decline” box for any aid you wish to decline.
 - If you are accepting student loans, you also have the option in the “Change Amount” tab to lower/adjust the amount you want to borrow.
 - We encourage students to accept the aid for the entire year at this time (Fall & Spring aid amounts). If you want to adjust your spring aid at a later date (or choose not to attend in the spring semester), you can make these adjustments at that point.

COMPLETING YOUR MISSING DOCUMENT REQUIREMENTS

- You will need to put your mouse over the “Financial Aid” tab and now select the “FA Missing Documents” tab under the “Financial Aid Information” row.
 - On the next screen you will need to select an Award Year from the drop-down menu. You will select the “2011 Award Year”.
- You will now be given a list of items that are needed to complete your financial aid file.
- To print out the required documents, you will put your mouse over the “Financial Aid” tab, once again. You will select the required forms on your list from the “Financial Aid Forms” list that pops up in the drop menu.
 - You will not have to print out a Signed Award Letter. By accepting your financial aid online, you are fulfilling this requirement.
- Once you have completed the required documents, you will need to return these forms (including any required tax documents) to our office, either in person or to the following address:

Finlandia University, Office of Financial Aid
601 Quincy Street
Hancock, MI 49930