

## INSTRUCTIONS FOR AUTHORIZING FINANCIAL AID FOR PURCHASING BOOKS & NON-INSTITUTIONAL EXPENSES

If you have been awarded financial aid (i.e., HOPE, PELL, student loan, etc), you are now required to authorize the use of this aid for payment of additional expenses such as parking fees, books, and mandatory fees. This authorization process **MUST** be completed through the East Georgia College (EGC) BANNER Web system.

### ***What items do I need to complete the authorization process?***

You will first need to access your myEGC portal account information from a computer that has Internet access.

- 1) Access the myEGC portal web site: myegc.ega.edu
- 2) Select "Click here to retrieve your MyEGC Username"
- 3) Enter your First Name, Last Name, Birth Date and Last four Digits of SSN in the provided form and then click the Search Button.
- 4) Your myEGC ID will be displayed. After making note of this information click the "ReturnTo MyEGC Login" button
- 5) Enter your myEGC user name in the MyEGC Login "portlet". Enter your password in the Password field.

**Note: Your initial MyEGC password is the last four digits for your social security number followed by the two-digit year you were born. See the Example on the myEGC login page.**

- 6) Accept the "TermsOf Use" by scrolling to the bottom the page and clicking the "Accept" button.
- 7) Proceed to "Step 1" shown on web page by entering two security questions and two responses in the spaces provided. Responses must be at least five characters long. Click the "Save / Submit" button
- 8) Proceed to "Step 2" shown on web page and enter a new password to access your myEGC account. Pick a password that you will remember.
- 9) Proceed to "Step 3" and enter the portal.

### ***How to complete the authorization process:***

- 1) Access the myEGC web site: <https://myegc.ega.edu>
- 2) Click "BANNER Web" icon in the "External Applications" section.
- 3) If this is **not** your first time logging into BANNER Web, you can skip this step and go to Step 4. If this **is** your first time logging into BANNER Web, you will be prompted to enter a security question and security answer. For account security purposes, you will need to enter a security question along with a security answer. (An example question: What is my dog's name?)
- 4) The "Authorize" page should appear. If the "Authorize" page does not appear, on the menu, select "Financial Aid"; then select "Student Authorization". On the *Authorization* page, make sure that each of the Status Options listed on the page are set to "authorize". Scroll down the page and click "Submit" .

Note: If the "Authorize" page does not appear after logging in you can find this page by clicking the "Financial Aid" menu from the Main Menu, then click "Student Authorization". If the Financial Aid Menu is not listed on the Main Menu then you have not been awarded.

- 5) The next page that appears is the "Verify" page. Make sure that "Authorized" is listed under the New Status column for each type of financial aid. If "authorized" is not listed for each type of financial aid, click the "Edit" button to correct; otherwise, click the "Submit" button to continue.
- 6) The next page that appears is the "Confirmation" page and the word "Confirmation" should be displayed at the top of the page. You have successfully completed the authorization process.
- 7) Click on "Exit" to log out of BANNER Web.



: A "Quick Link" has been provided in the "External Applications" of the myEGC portal labeled Authorized Aid that will take you directly to the Student Authorization page in Banner Web.

**8) NOTE:** It will take a minimum of 15 minutes for the system to create a book store voucher for you. Therefore, please be aware that you should wait a minimum of 15 minutes before purchasing books at the EGC bookstore.

If you do not "Authorize" your Financial Aid you will be required to pay all Tuition and Fees before the Final Fee Payment Deadline ( or Student Housing Payment Deadline for Housing Students).

After you "Authorize" your Aid, any remaining balance after Tuition and Fees has been subtracted may be used in the EGC Book Store for the purchase of books and supplies (up to \$700.00) for a limited time each semester. Afterwards, any remaining balance will be transferred to your HigherOne account (or other account designated with HigherOne) on the "Disbursement" day (generally 5 days after schedule adjustment).