

## 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 need your EGC BANNER Web User ID and BANNER Web PIN number and a computer that has Internet access. If you do not know your BANNER Web User ID and Banner Web PIN number, you can have them emailed to your EGC student email account by following the **2 steps** below.

- 1) Access the EGC web site: [www.ega.edu](http://www.ega.edu)
- 2) Select "*Online Help*" located on the left side of the page, then select "*BANNER Web*", then select "*Retrieve Account Info.*" On the next screen, you will need to enter your complete EGC student email address. Click the "*Submit*" button. Your BANNER account information will be immediately emailed to your EGC student email account. You will now need to check your EGC student email account to obtain the email message that contains your BANNER Web User ID and PIN number, and then proceed to the "*How to complete the authorization process*" section below.

(If you do not know your EGC student email account or do not know how to access your student email account, access the following EGC web page for instructions:

***[www.ega.edu/email/stuemail.htm](http://www.ega.edu/email/stuemail.htm)***

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

- 1) Access the EGC web site: [www.ega.edu](http://www.ega.edu)
- 2) Click "*BANNER Web*" icon located on the right side of the page.
- 3) Click "*Enter Secure Area*"
- 4) Enter your BANNER Web User ID and PIN number and then click "*Login*". If you do not know your BANNER Web account information, please see the section above.
- 5) If this **is not** your first time logging into BANNER Web, you can skip this step and go to Step 6. 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.
- 6) 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*"
- 7) 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.
- 8) 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.
- 9) Click on "*Exit*" to log out of BANNER Web.
- 10) **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.