

How to Complete Basic Financial Aid Tasks in Banner Self-Service 9 (SSB9)

1. Logging into Banner Self-Service 9

1. Go to [MyLCC](#).
 2. Log in using your student username and password and enter Duo code
 3. Click **Banner** in the top right menu (next to your name)
 4. Click on the **Financial Aid** tab
 5. Click **Financial Aid Record** to access your financial aid information.
 - a. Aid year can be switched in the top right corner of the page
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2. Reviewing Unsatisfied Financial Aid Requirements

1. After logging in Click on the **Home** tab
 2. Review any missing documents or unsatisfied requirements (will be in yellow)
 - a. If a document is required, you may see a link to the required form. Click the downward arrow next to the requirement to expand and read more and to access the required form.
 - b. Once submitted, check back periodically to see if the status updates to “Satisfied.”
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3. Accepting or Declining Financial Aid Awards

1. Navigate to the **Offer** tab.
2. Review your offered financial aid (grants, loans, scholarships).
3. Select **Accept** or **Decline** for each award.
 - o If you are accepting a loan, you may have the option to accept a **partial amount** by choosing **Modify** by entering a specific dollar amount.
4. Click **Submit** to finalize your choices.

Note: Most grant and scholarship aid is automatically accepted and requires no action. Federal Direct Loans must be accepted online by the student.

4. Checking Your Satisfactory Academic Progress (SAP) Status

1. Select the **Satisfactory Academic Progress** tab.
 2. View your current SAP standing (e.g., "Good," "Warning," or "Suspended").
 3. If you are not meeting SAP, follow the appeal instructions provided.
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5. Viewing Your Financial Aid Disbursement Schedule

1. Go to the **Offer** tab.
 2. Click on the **Award Payment Schedule** to see the estimated disbursement dates.
 - a. Keep in mind that disbursements depend on meeting all eligibility and enrollment requirements. Disbursement dates are different from Refund dates. Refunds generally occur 5-7 business days after disbursement.
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6. Viewing Your Student Loan History and Loan Servicer

1. Click on **Financial Aid History** tab.
 2. Review your total borrowed amounts for federal loans and grants received
 3. The Financial Aid History tab only show history for active award years (usually only 1 year prior to the current year) For more detailed history visit <https://studentaid.gov>
 4. To find your loan servicer, visit <https://studentaid.gov> and log in with your FSA ID.
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7. How to View Your College Financing Plan in Banner Self-Service

The **College Financing Plan** is a personalized financial aid summary designed to help you understand your cost of attendance, financial aid options, and estimated out-of-pocket expenses. Follow the steps below to access your plan.

- 1) Log in to **MyLCC** with your username and password.
- 2) Select **Banner** (top menu to the right).
- 3) Select **Financial Aid**.
- 4) Select **Financial Aid Record**.
- 5) Select **College Financing Plan** tab.