



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

CCAC-Allegheny Campus
808 Ridge Avenue
Pittsburgh, PA 15212
Ph: 412.237.2589
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CCAC-Boyce Campus
595 Beatty Road
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CCAC-North Campus
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CCAC-South Campus
1750 Clairton Road
West Mifflin, PA 15122
Ph: 412.469.6241
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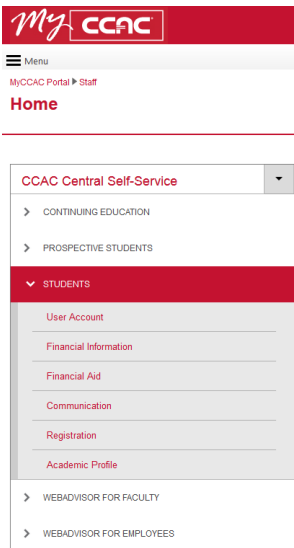
Steps for Requesting a Stafford Loan (Sub/Unsub)

First time Loan Borrowers and new Direct Student Loan Borrowers must complete the Stafford Loan Entrance Counseling and the Master Promissory Note (MPN) prior to submitting a Loan Request Form at CCAC. Log on to www.studentaid.gov to complete.

1. Log on to your Student Portal via the 'MyCCAC' icon located at the bottom of CCAC's homepage.



2. Select 'Students' located under the CCAC Central e-Services tab on the left side of the page.



Notifications of nondiscrimination and contact information can be found at www.ccac.edu, search keywords "notifications of nondiscrimination."



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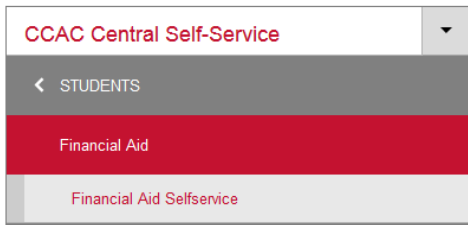
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3. Select **Financial Aid** from the drop-down menu



4. Select **Financial Aid Self-Service**

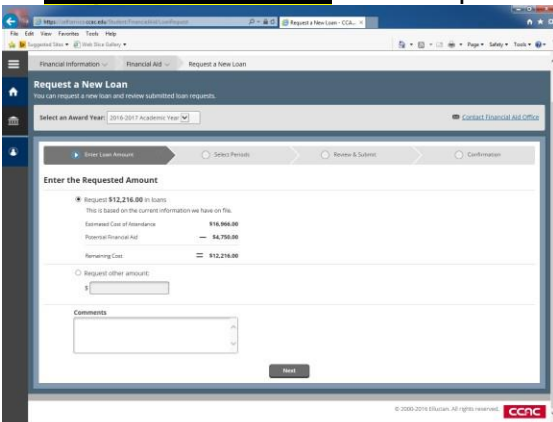


Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

5. Select Financial Aid tab at top

6. **“Request a New Loan”** from drop-down menu



- a. Select current award amount listed
- OR-
- b. Select 'Request other Amount' and put in **EXACT** amount you would like

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7. **ONLY** select the term you want to be awarded for i.e. fall or spring (De-Select **ALL** other terms)

The screenshot shows the 'Request a New Loan' form in the CCAC system. The 'Select Award Periods' section is active, showing a progress bar with 'Select Periods' highlighted. Below the progress bar, a table lists award periods with checkboxes and amounts. All checkboxes are checked, and the total amount requested is \$4,000.

Select Award Periods		You are requesting
Check the terms you will be attending:		
<input checked="" type="checkbox"/>	2016 Second Summer	\$1,000
<input checked="" type="checkbox"/>	16FA	\$1,000
<input checked="" type="checkbox"/>	2017 Spring	\$1,000
<input checked="" type="checkbox"/>	2017 First Summer	\$1,000

The screenshot shows the 'Request a New Loan' form in the CCAC system. The 'Select Award Periods' section is active, showing a progress bar with 'Select Periods' highlighted. Below the progress bar, a table lists award periods with checkboxes and amounts. Only the checkbox for '2017 Spring' is checked, and the total amount requested is \$4,000.

Select Award Periods		You are requesting
Check the terms you will be attending:		
<input type="checkbox"/>	2016 Second Summer	\$0
<input type="checkbox"/>	16FA	\$0
<input checked="" type="checkbox"/>	2017 Spring	\$4,000
<input type="checkbox"/>	2017 First Summer	\$0

8. Click Next

9. Review and Click 'Submit'

The screenshot shows the 'Request a New Loan' form in the CCAC system. The 'Review and Submit Request' section is active, showing a progress bar with 'Review & Submit' highlighted. Below the progress bar, the user is reviewing their request for a \$4,000 loan, with '2017 Spring' selected as the award period.

**Review and Submit Request** You are requesting \$4,000

I'm requesting a loan for \$4,000

I want to apply my loan to this award period:

<input checked="" type="checkbox"/>	2017 Spring	\$4,000
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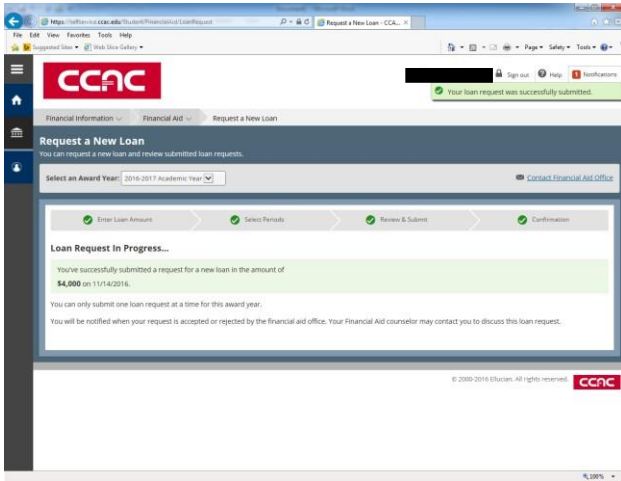
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10. Confirmation screen



**COMPUTERS ARE AVAILABLE AT EACH CAMPUS.**

**Questions contact the Financial Aid office at the campus you are attending.**

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