

Student Financial Planning

Financial Aid
Self Service Manual for Students



Log into Self Service

- <http://selfservice.coker.edu/>
- Use the username and password that you use to log into WebAdvisor.
- If you have problems logging in, email support@coker.edu.



C O K E R
COLLEGE

Sign in to your account

PLEASE NOTE: The username and password you use for email and Blackboard can now be used to log in to WebAdvisor. If you change your password using the link on this page, it will also be changed for email and Blackboard.

User Name

Password

Hello, Welcome to Colleague Self Service!

- You will be carried to the “Welcome to Financial Aid!” “HOME” page.
- Click on “Financial Aid”.
- It may take a few seconds for the main financial aid page to load.
- The financial aid “Checklist” page will load. Items that will show on this page may be as listed below.
 - Financial Aid Satisfactory Academic Progress info
 - Average Aid Package info



Hello, Welcome to Colleague Self Service!

- Financial Aid Satisfactory Academic Progress info
- Average Aid Package info
- Checklist of items needed to complete your financial aid package
- Loan history
- Pell Lifetime Eligibility history
- Your assigned Financial Aid Counselor
- Resources such as “Form Links” and “Helpful Links”.



C O K E R
COLLEGE

Hello, Welcome to Colleague Self Service!

- “Select an Award Year”, Fall 2018 and Spring 2019.
- The Fall 2017 and Spring 2018 will not be available on Self Service.
- At the top of the page click on the grayed tab labeled “Financial Aid”. A drop-down list will appear.
 - “Home”, this is the first page you see when logging into Financial Aid Self Service.
 - “Required Documents”, is a list of documents needed and documents we have received from you.



C O K E R
COLLEGE

Hello, Welcome to Colleague Self Service!

- The “Required Documents” lists documents needed by the student and/or parent.
- Click on the underlined document to be carried to the document to print, complete, and turn in to the Student Financial Planning Office.
- Complete all documents in black ink.
- Remove sensitive personal identifiable information such as Social Security Numbers and birthdates before faxing or emailing documents.



C O K E R
C O L L E G E

Hello, Welcome to Colleague Self Service!

- “My Awards”, a listing of your awards for the 2018 - 2019 academic year. If you have not been packaged then the screen will state “Your Financial Aid Award Package is not ready to be viewed yet.”
- “Award Letter”, if you have been packaged, you will be able to view your award letter. If you have not been packaged then the screen will state “Your award letter is not available at this time.”



C O K E R
COLLEGE

Hello, Welcome to Colleague Self Service!

- The “Federal Shopping Sheet” is for veterans or those receiving military benefits. The student receiving military benefits would click on “Federal Shopping Sheet” to obtain the document. The document will take a minute or so to load. The “Federal Shopping Sheet” is available when the student’s award letter lists a veteran benefit.



C O K E R
COLLEGE

Student Financial Planning Counselor Contact Information

- If you have questions regarding your financial aid, contact your Student Financial Planning (Financial Aid) Counselor.
 - Day Students = Sharon Moore, smoore@coker.edu, 843-857-4113
 - Adult Degree Program Students = Shannon Flowers, sflowers@coker.edu, 843-857-4116
 - Graduate Program Students = Angela White, awhite@coker.edu, 843-857-4114



C O K E R
COLLEGE

Help with logging into Self Service

- If you have questions regarding logging into your Self Service account, contact support@coker.edu.



Finished reviewing your Financial Aid Information?

- When you have finished reviewing your information through Self Service - SIGN OUT.
 - Sign out of Self Service so your information will not be available for others to view. Protect yourself.



C O K E R
COLLEGE