

# *How to View Unsatisfied Requirements in Athena: A Brief Tutorial*



**UNIVERSITY OF GEORGIA**

**Office of Student Financial Aid**

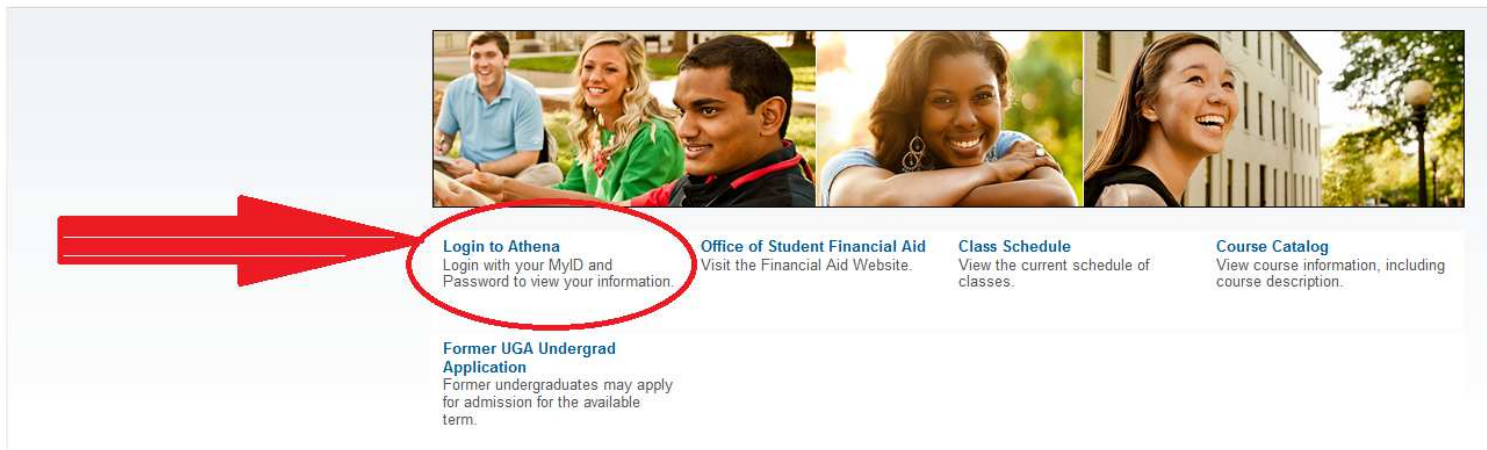


**UNIVERSITY OF GEORGIA**

# Step One: Login to Athena at athena.uga.edu

**ATHENA**

Web address: athena.uga.edu



The screenshot shows the Athena website navigation menu. A large red arrow points to the 'Login to Athena' link, which is circled in red. The menu includes the following items:

- Login to Athena**  
Login with your MyID and Password to view your information
- Office of Student Financial Aid**  
Visit the Financial Aid Website.
- Class Schedule**  
View the current schedule of classes.
- Course Catalog**  
View course information, including course description.
- Former UGA Undergrad Application**  
Former undergraduates may apply for admission for the available term.

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# Step 2: Enter your MyID & Password & Click Login



## CENTRAL AUTHENTICATION SERVICE (CAS)



Enter your UGA MyID and Password  
Your UGA MyID

Password

[Log in](#)

[Forgot your password?](#)

### UGA's Single Sign-on for Web Services

CAS provides a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

A number of UGA web services will soon switch to using CAS for logging in with their MyIDs.

Your CAS login will be active for the next 30 minutes. To end your session, log out of the web application or close your web browser.

You should see a **green address bar** with University of Georgia and a lock in your web browser. This is an additional security measure to ensure you are visiting the actual UGA CAS website. If you do not see this, do not type your MyID and password.

UGA units interested in using CAS on departmental systems may request access on the [CAS information webpage](#).

Contact the [EITS Help Desk](#) for assistance with CAS.


## Step 3: Click on the Financial Aid Tab.

# ATHENA

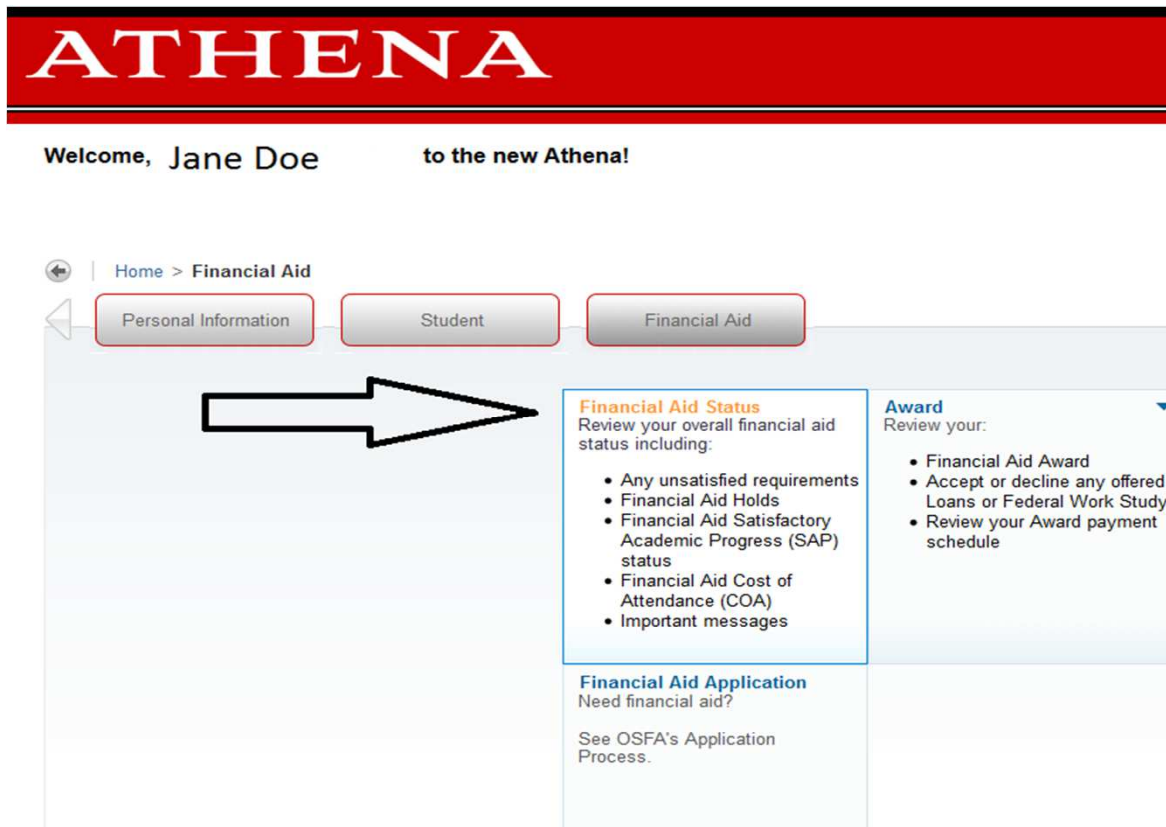
Welcome, Jane Doe

to the new Athena!



	<b>Personal Information</b>	<b>Student</b>	<b>Financial Aid</b>
	Update addresses, contact information, and emergency contact information; View name change information and social security number change information.	View holds; Register; Access your student account; View your academic records	Apply for Financial Aid; Review your financial aid status and eligibility; Accept or decline any award offers; View loan applications.

# Step 4: Click on Financial Aid Status.



**ATHENA**

Welcome, Jane Doe to the new Athena!

Home > Financial Aid

Personal Information Student **Financial Aid**

**Financial Aid Status**  
Review your overall financial aid status including:

- Any unsatisfied requirements
- Financial Aid Holds
- Financial Aid Satisfactory Academic Progress (SAP) status
- Financial Aid Cost of Attendance (COA)
- Important messages

**Award**  
Review your:

- Financial Aid Award
- Accept or decline any offered Loans or Federal Work Study
- Review your Award payment schedule

**Financial Aid Application**  
Need financial aid?  
See OSFA's Application Process.

# Step 5: Select the Appropriate Aid Year.

## ATHENA

Personal Information | Student | **Financial Aid**

### Aid Year

Home > Aid Year

Financial aid information is reflected by Aid Year (the academic year for which you are applying for or receiving financial aid).

Select Aid Year

2017-2018
Not Applicable/No Value Found
2017-2018
2016-2017
2015-2016

Submit



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# Step 6: Click on the Student Requirements Link

## ATHENA

Personal Information | Student | **Financial Aid**

### Financial Aid Status for 2017-2018

Home > Financial Aid > Overall Financial Aid Status

The following information for enrollment in the Fall/Spring is based on your status of:

Graduate, Resident, Off Camp in Fall 2017

Graduate, Resident, Off Camp in Spring 2018

For additional information, please review the [Cost of Attendance \(COA\)](#) information on the Office of Student Financial Aid (OSFA) website.

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.

Your estimated [cost of attendance](#) is \$27,484.00.

You have been [awarded](#) financial aid which totals \$27,484.00.

Based on your [academic transcript](#), the status of your [academic progress](#) is Satisfactory as of Fall 2017.

View your [financial aid history](#).

[Select Another Aid Year](#)

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# Step 7: Review for any items/ documents you must submit. These will be listed as “unsatisfied requirements”

**ATHENA** Sign Out

Personal Information | Student | **Financial Aid** Find a page...

### Eligibility Requirements for 2017-2018

Home > Financial Aid > Eligibility Requirements for

Student Requirements | Holds | Academic Progress

**Unsatisfied Requirements** ←

Requirement	Status	As of Date	Fund	Term
<a href="#">Award Terms &amp; Conditions</a> <small>Federal Financial Aid regulations require that you accept UGA's Terms and Conditions. Athena currently indicates you have not completed this requirement. To avoid financial aid delays, you must accept <a href="#">UGA's Terms and Conditions</a> in Athena. Federal Financial Aid regulations require students to provide this consent each year.</small>	Requested	Apr 14, 2017		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

**Satisfied Requirements**

Requirement	Status	As of Date	Fund	Term
FAFSA Student Aid Report (SAR) from Dept of Education	Satisfied	Dec 09, 2016		

[Select Another Aid Year](#)



**Step 8: Submit or satisfy your “unsatisfied requirements”!**





# **OSFA Contact Information**

## **Address:**

**The University of Georgia  
Office of Student Financial Aid  
220 Holmes/Hunter Academic Building  
Athens, GA 30602-6114**

**Phone: 706-542-6147**

**Fax: 706-542-8217**

**Website: <http://osfa.uga.edu>**

**Email: [osfa@uga.edu](mailto:osfa@uga.edu)**

**Office Hours: MON-FRI 8AM-5PM**