

DIRECTIONS TO READ AND ACCEPT YOUR TERMS & CONDITIONS

By accepting the “**TERMS AND CONDITIONS**,” you are acknowledging that you have read and understood both the **Disclosure Statement** and the **Satisfactory Academic Progress Policy** for financial aid recipients.

1. Log into My.LamarPA.edu.
2. Enter your user name and password.
****MAKE SURE YOUR POP-UP BLOCKER IS TURNED OFF ON YOUR INTERNET BROWSER!!**
3. Click on the “**MY SERVICES**” blue tab
4. Click on the “**FINANCIAL AID**” blue tab
5. Click on the “**AWARD**” link
6. Click on the “**AWARD FOR AID YEAR**” link
7. Click on the drop down box that says “**NO APPLICABLE/NO VALUE FOUND**”, and select the current academic year: “**AID YEAR 2017-2018**”
8. Click the “**SUBMIT**” link
9. Click on the “**TERMS AND CONDITIONS**” blue tab
10. Click on the “**TERMS AND CONDITIONS**” blue link-scroll down to the Terms & Conditions box
11. Click on the link that says “**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**” to open up the .pdf file
12. **Please read the statement!**
13. Click the small “X” at top to close the window.
14. Click on the link that says “**DISCLOSURE STATEMENT FOR GRANTS**” to open up the .pdf file
15. **Please read the statement!**
16. Click the small “X” at top to close the window.
17. Click on the link that says “**DISCLOSURE STATEMENT FOR LOANS**” to open up the .pdf file
18. **Please read the statement!**
19. When done reading the statements, click on the red “X” in the right hand corner to close out the screen
20. Click the “**ACCEPT**” link on the original page.

If you have any questions or concerns, please feel free to contact the Office of Student Financial Aid at (409) 984-6203 or 1-800-477-5872 option 2.

If you do not have your user name and password to log on or are having problems logging on, please contact THE HELP DESK at (409) 984-6150.