## **Student Permissions Title IV – New Orleans Only**

This document provides instructions on how to grant permission for the use of Title IV funds towards other allowable educational related charges other than tuition and required fees.

NOTE: A student need only complete the Student Permissions Title IV form once during his/her academic career. It is <u>not</u> an annual process.

1. From the Self-Service page, click the **Academic Self-Service** link.

			Search Q	MENU =
PeopleSoft Support			💦 si	ELF-SERVICE
Financials	~	PeopleSoft		
Human Resources	~	reopieson		
Student Administration	~	Employee Self-Service employeeselfservice.lsuhsc.edu	<u>Academic Self-</u> academicselfservice	<u>Service</u> e.lsuhsc.edu
End User Training	<b>*</b>			

2. Enter your **User ID** and **Password**, then click the **Sign In** button.

LSU Health
PeopleSoft HRSA - PS9CSPRD 3
User ID
Password
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.
Sign In

3. Click the **Student Center** tile.



4. The system defaults you into the Academics Course History menu option.

Click the **drop-down button to the right of the Academics** to close the menu options.

Click the drop-down button to the right of the Finances to open the menu options.



5. Click the **View Student Permissions** menu item.



6. Click the **Grant Permissions** link.

NOTE: If you are not a Financial Aid recipient, no action is required on your part.

1098T Tax Form       Student Permission       Student Permissions     (i) No student permission information on file.   Grant Permissions	John Doe	Account Services		
Student Permissions         Its construction           Image: Student permission information on file.         Grant Permissions				
Student Permissions           ① No student permission information on file.           Grant Permissions	10981 Tax Form   3	student Permission		
No student permission information on file.     Grant Permissions	Student Permissions			
Grant Permissions	No student permission information on file.			
Grant Permissions				
				Grant Permissions

## 7. **Step 1: Select Permission Form**

A student must provide authorization to LSUHSC to apply **Title IV** financials aid funds to other allowable educational related charges other than tuition and required fees.

NOTE: Read the Title IV authorization.

Joh	n Doe				
Stu	dent Permissior	IS	1-2-3		
1. 3	1. Select Permission Form				
IF Y ACT	IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.				
Title requ Allov char Allov befo	Title IV financial aid funds to other allowable educational related charges other than tuition and required fees. You are not required to give authorization to use Title IV funds to pay "Other Allowable Charges". However, your permission to authorize financial aid to pay for these charges will expedite the settlement of your student account. If you choose to pay "Other Allowable Charges" with your Title IV funds, you must complete the Student Permission Form before funds are disbursed to your student account.				
Sele	ect a permission	form and select Next to continue with the agree	eement process or select Cancel.		
Pen	Permission Form	Description			
۲	TITLE IV	Title IV Authorization			
			Cancel Next		

8. After reading the authorization, if you want to grant permission, click the **Next** button.

If you do <u>not</u> want to grant authorization after reading the Permission Form, click the **Cancel** button.

Permissions			
	Permission Form	Description	
۲	TITLE IV	Title IV Authorization	
		Cancel Next	

## 9. Step 2: Permission Form Agreement

Check the Yes, I have read the agreement checkbox.

Click the **Submit** button to grant permission or click the **Cancel** button to cancel the form.

You can click the **Previous** button to return to the previous page to review the Permission Form.



10. The **Student Permission Confirmation** will display.



11. The **Student Permissions** panel displays showing that *Title IV* authorization has been completed.

Click the **Display Student Agreement** link to review the *Title IV* Authorization verbiage.

John Doe	vices			
1098T Tax Form   Student Permission				
Student Permissions				
This is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link				
Permissions				
Permission Form	Description			
TITLE IV	Title IV Authorization			
		Display Student Agreement		

12. This completes *View Student Permissions Title IV (New Orleans Only)*.