Instructions to Request Aid Adjustment

## **Through Student Forms**

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- 1. Go to <u>StudentForms account</u>
- 2. Sign in (If you're a new user, Register a new account)
- 3. Click Manage Requests in upper right corner Manage Requests
- 4. Select the desirable action and click the 🕂
- 5. Click on the Task in the Needs Action Area
- 6. Click on the **>** icon to view the required actions
- 7. Download and complete the form according to the instructions
- 8. Upload the form, Submit and Finish the Task

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