

First-Time Login: Financial Aid Portal

This portal is where you manage your financial aid. You can view your aid offer, submit documents, and track what's needed. Logging in is your first step.

What You'll Need

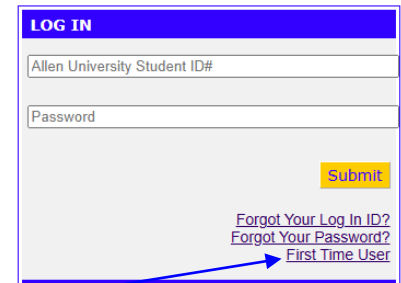
Have these ready before you start:

- Your Student ID
- Your Social Security Number
- Your date of birth
- A few minutes to set up security questions and a password

Step-by-Step: First-Time Login

1. Go to the Financial Aid Portal

- Open the Financial Aid Portal login page at <https://my.allenuniversity.edu/NetPartnerStudent/>.
- Find the Log In box.



2. Click First Time User

- Do not enter a password yet.
- Select First Time User under the login fields.

3. Activate Your Account

- Enter your Student ID.
- Click Submit.

Activate Your Account

Enter Your Allen University Student ID#:

Submit

4. Verify Your Identity

You will be asked for:

- Your Social Security Number
- Your date of birth (MMDDYYYY)

This keeps your information secure.

Activate Your Account

Please Verify Your Identity

What is your social security number?

What is your date of birth? (MM/DD/YYYY)

5. Set Up Security Questions

- Choose three different questions.
- Each answer must:
 - Be at least 4 characters
 - Be case-sensitive
 - Be unique

Security Questions

Please select and answer three unique security questions. We will ask you to answer these questions if you forget your log in information. Security answers must meet the following criteria:

- Security answers must be a minimum of 4 characters.
- Security answers are case sensitive.
- You cannot use the same security answer more than once. All security answers must be unique.
- You cannot use part of the security question as your security answer.

Question 1: What is the city where you were born?

Answer 1:

Question 2: What is the city where you were born?

Answer 2:

Question 3: What is the city where you were born?

Answer 3:

Tip: Write your answers down and keep them somewhere safe.

6. Create Your Password

Your password must include:

- At least 9 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (example: ! @ # \$ % ^ & *)

Enter it twice to confirm.

Change Password

- Your password must be at least 9 characters long.
- Your password must contain at least one upper case and one lower case character.
- Your password must contain at least one number.
- Your password must contain at least one of these special characters: !@#\$\$%^&*()

Enter Your New Password:

Confirm Your New Password:

7. Agree to Electronic Consent

- Review the electronic transactions agreement.
- Select I agree to the Terms and Conditions.
- Click Submit.

Consent to Participate in Electronic Transactions

- Federal law requires Allen University Office of Financial Aid (OFA) obtain a student's voluntary consent in order to participate in electronic transactions for all financial information provided or made available to student loan borrowers, and for all notices and authorizations to Federal Student Aid recipients.
- This consent will allow the OFA to electronically communicate important financial aid information directly to you, which may include notices, disclosures, award letters, and directions to secure websites. It also allows you to sign your documents electronically. Your student ID will serve as your electronic signature on all university documents. Upon request, students are entitled to a paper copy of any of the information electronically communicated by OFA. To request a paper copy, or if you have any questions, please contact OFA via email at financialaid@allenuniversity.edu or by phone at (803) 255-4999.
- The decision whether to do business electronically with Allen University is yours. When you select the "I agree to these Terms and Conditions" checkbox and "Submit" button below, you consent to allow the University to conduct business electronically including having communications and records provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Your consent is valid until your student access to student portals expires or until you revoke your consent. Nothing herein is a waiver of any obligation to pay any and all debts and amounts due and owing to the university, which obligations and debts may continue after your student portal access expires or after you revoke your consent to conduct business electronically.
- If you do not agree with any of these items, you should select the "Cancel" link below and close your web browser. By selecting "Cancel" you will not be able to use the student portal to conduct business electronically with Allen University Office of Financial Aid. This includes not being able to access information online. To proceed with or obtain more information about conducting business in a non-electronic medium, you must contact the Office of Financial Aid.

[I Agree to these Terms and Conditions](#)

8. Log In

- Return to the login page.
- Enter your Student ID and new password.
- Click Submit.

You're in.

LOG IN

Allen University Student ID#

Password

[Forgot Your Log In ID?](#)
[Forgot Your Password?](#)
[First Time User](#)

If You Get Stuck

- Use **Forgot Log In ID** or **Forgot Your Password** on the login page.
- Locked out or unsure what to do next? Contact the Financial Aid Office at financialaid@allenuniversity.edu or (803) 255-4999.

If something feels complicated, don't stop. Help is available.