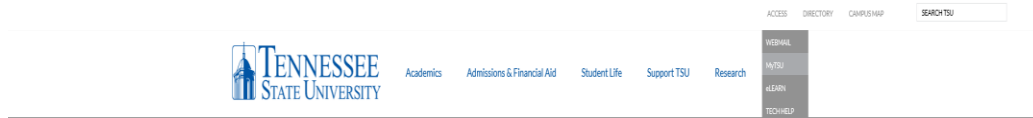
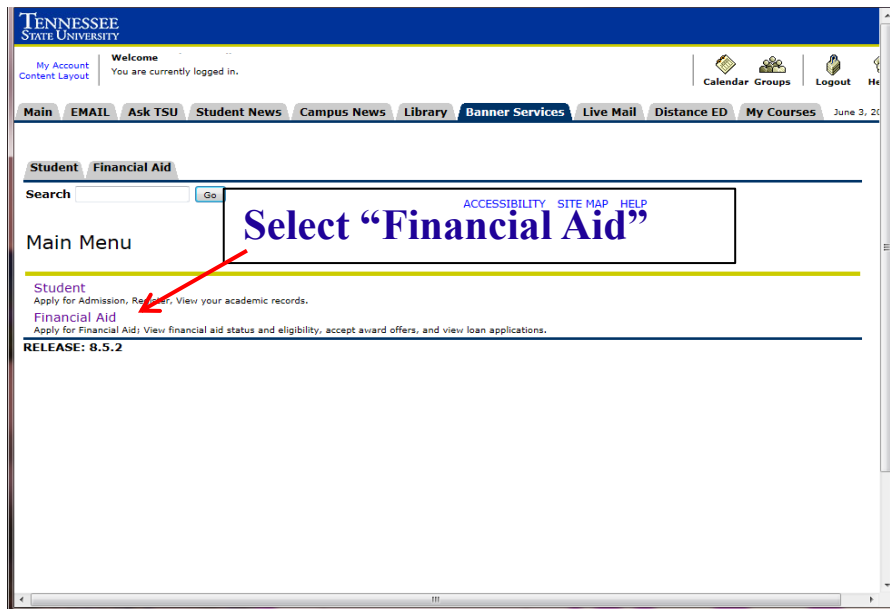
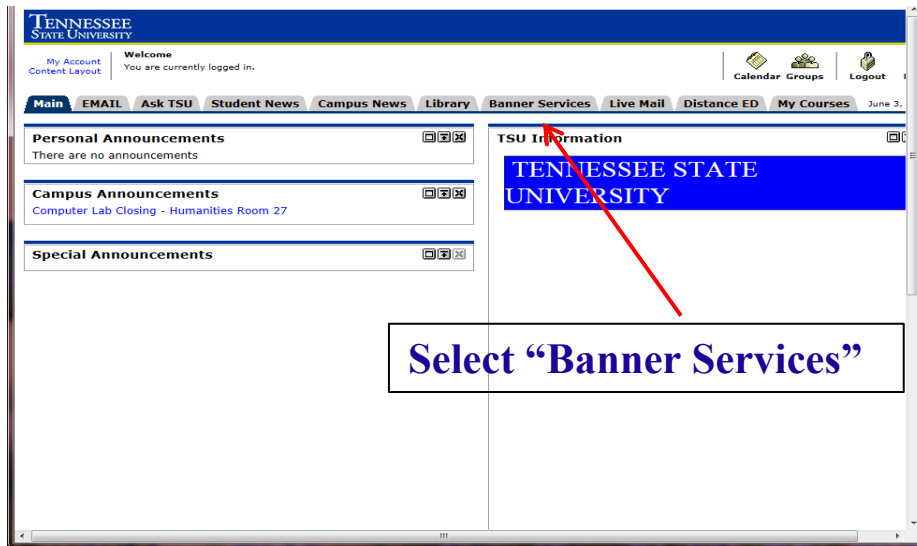


1. Log in to your “myTSU” student portal.



2. Click on the ‘Banner Services’ Tab, then, select ‘Financial Aid’ then select ‘Financial Aid Status’ then select the appropriate Aid Year; Click on ‘Unsatisfied Student Requirements’, Click on each link for any Unsatisfied Requirements and follow the instructions. **NOTE:** There will be a link for each ‘Unsatisfied Student Requirement.’



ellucian®

Student Financial Aid Employee

Search  Go

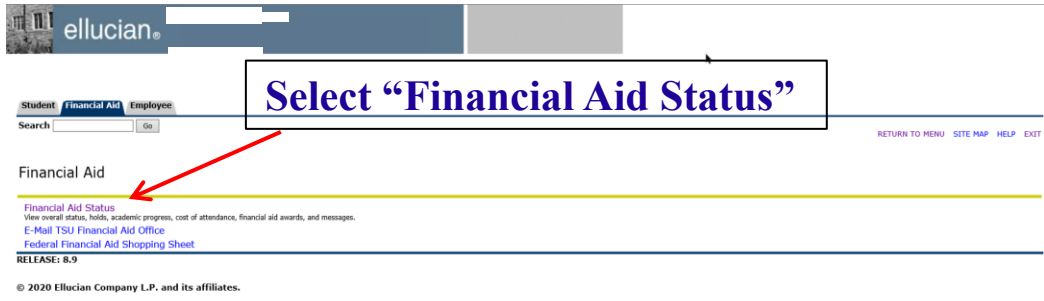
RETURN TO MENU SITE MAP HELP EXIT

### Financial Aid

**Financial Aid Status**  
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.  
[E-Mail TSU Financial Aid Office](#)  
[Federal Financial Aid Shopping Sheet](#)

RELEASE: 8.9

© 2020 Ellucian Company L.P. and its affiliates.



A callout box with a black border and blue text contains the instruction "Select 'Financial Aid Status'". A red arrow points from the box to the "Financial Aid Status" link in the main content area.

ellucian®

Student Financial Aid Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

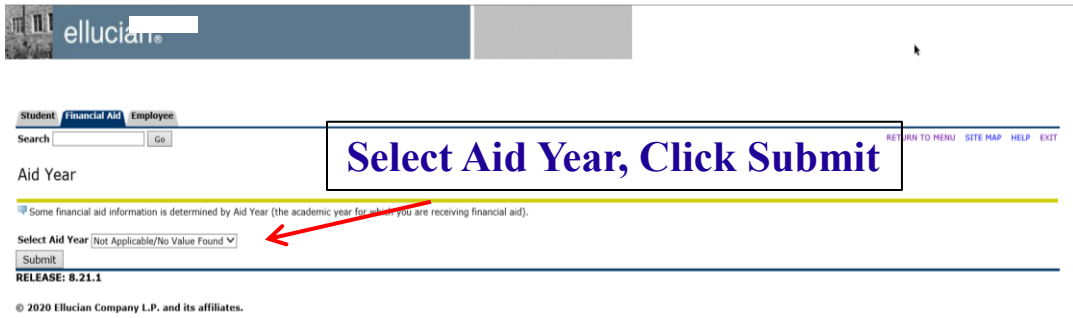
### Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

RELEASE: 8.21.1

© 2020 Ellucian Company L.P. and its affiliates.



A callout box with a black border and blue text contains the instruction "Select Aid Year, Click Submit". A red arrow points from the box to the dropdown menu in the "Select Aid Year" field.

TENNESSEE STATE UNIVERSITY

Welcome You are currently logged in.

My Account Contact Us

Calendar Groups Logout Help

Main EMAIL Ask TSU TSU Student News TSU Campus News TSU Library Banner Services SACS Monitoring Distance ED My Courses

Personal Information Student Financial Aid Employee Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP

### Financial Aid Status

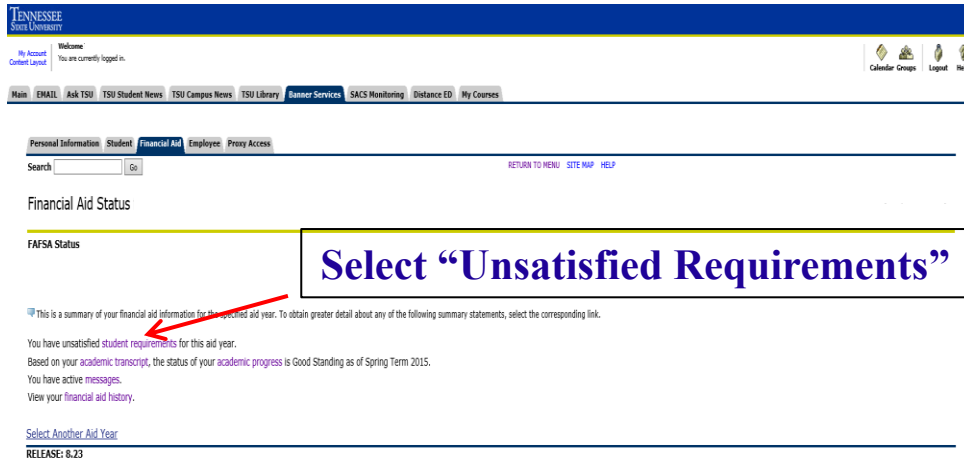
FAFSA Status

This is a summary of your financial aid information for the selected 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.  
Based on your academic transcript, the status of your academic progress is Good Standing as of Spring Term 2015.  
You have active messages.  
View your financial aid history.

[Select Another Aid Year](#)

RELEASE: 8.23



A callout box with a black border and blue text contains the instruction "Select 'Unsatisfied Requirements'". A red arrow points from the box to the text "You have unsatisfied student requirements for this aid year."

TENNESSEE State University

Welcome You are currently logged in.

Calendar Groups Logout Help

Main EMAIL Ask TSU TSU Student News TSU Campus News TSU Library Banner Services SACS Monitoring Distance ED My Courses

Personal Information Student Financial Aid Employee Proxy Access

Search [ ] Go RETURN TO MENU SITE MAP HELP

Eligibility Requirements

Student Requirements Holds Academic Progress

## Unsatisfied Requirements

**Unsatisfied Requirements**

Requirement	Status	As of Date	Fund Term
<a href="#">Dependent Verification Form</a> Please complete and submit the Dependent Verification form.	Needed		
<a href="#">Dep Documentation of SNAP Benefits Received</a> You reported on your FAFSA that either you or your parents received SNAP (foodstamp) benefits. Please provide a written statement or agency documentation agency indicating receipt of benefits.	Needed		
<a href="#">Dependent Documentation of Child Support Paid</a> You indicated on your FAFSA that you (or your parents) paid child support. Please complete and submit who paid the child support, the name of the person to whom the child support was paid, the name of the child for who support was paid and the amount.	Needed		

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.

[Select Another Aid Year](#)

RELEASE: 8.21.1

**Note: You will need to select each link to complete each requirement.**

- There will be a link for each unsatisfied requirement. Upon clicking on the link, you will need to login again to access the secure form with your "myTSU" username/password to access the online form.



Welcome to Dynamic Forms!

This online system allows you to complete & submit forms online. To access this system, enter your username & password.

Log In

**STUDENTS:**  
Your username is your myTSU username and password to proceed.

**FACULTY/STAFF:**  
Your username and password is your TSU Network Login and password.

myTSU username:

Password


[Log In](#)

Tennessee State University  
 3550 John A. Merritt Blvd | Nashville, TN 37209 | 615/963-5000  
 Copyright Tennessee State University. All rights reserved.  
[EEO Statement](#), [Privacy Statement](#).

- If you are a Dependent student, you will be required to enter a parent’s first name, last name and valid email, then continue to complete the form.

**Verification Worksheet - Dependent**

**Instructions**




Dear Dependent Student,

Before you are directed to your form, you must first provide your parent's contact information. Your parent will receive an email inviting them to review and electronically sign it after you have completed your portion.

**Please follow these simple steps:**

- Click the blue link that reads "Enter contact information."
- Enter your Parent's email address.
- Click the blue icon to save.
- Click "Continue to form" to begin completing your sections.

Enter "Parent Information"



Thank you!

**Form Participants**

	Relationship	Contact Information	
Enter contact information ->	Parent		

- All fields with an (\*) must be filled. Click Next to continue to the Electronic Signature and type name as shown to sign the form (you may choose to save the form, "Save Progress" if you wish to complete at a later time.

### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

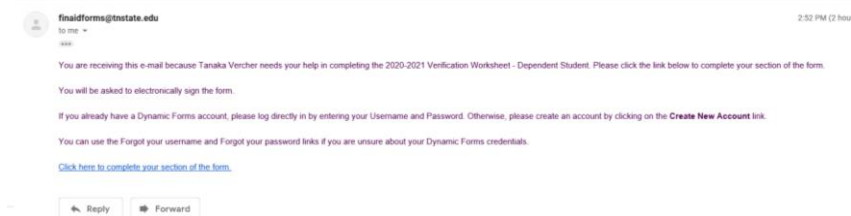
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- You will be given the option to print the form or log out. Go back to your "myTSU" account or the e-mail you received to access any other required documents; then, begin at Step 4 again to complete each form.
- An e-mail with a link to complete parent information and sign the form will be sent to your parent. (e-mail subject line: Dynamic Forms: 20xx-xx [form name]- Signature Request).



**finalforms@tnstate.edu**  
to me  
4:48

2:52 PM (2 hour)

You are receiving this e-mail because Tanaka Vercher needs your help in completing the 2020-2021 Verification Worksheet - Dependent Student. Please click the link below to complete your section of the form.

You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the [Create New Account link](#).

You can use the [Forgot your username](#) and [Forgot your password](#) links if you are unsure about your Dynamic Forms credentials.

[Click here to complete your section of the form.](#)

Reply Forward

8. Your parent will need to create an account the first time they complete/sign an online form.



The image shows a screenshot of a web application interface. At the top, there is a blue header with the text "Dynamic Forms | nextgen". Below the header, the page title is "Log in to Dynamic Forms". There are two main sections: "Sign In" and "Are you a new user?". The "Sign In" section contains two input fields for "Username" and "Password", a "Log In" button, and two links: "Forgot your username?" and "Forgot your password?". The "Are you a new user?" section contains the text "Enroll now for a user name and password." and a "Get Started" button.

9. Your parent will sign the form just like you did in Step 4 if the information is correct.
10. If information submitted by the student is incorrect, the parent cannot correct. The parent must 'reject' the form and send back to you to change information you submitted.
11. Our office will receive this information electronically. Please allow 3-5 days for processing. You may review the status of your forms within 48 hours via your "myTSU" student portal.