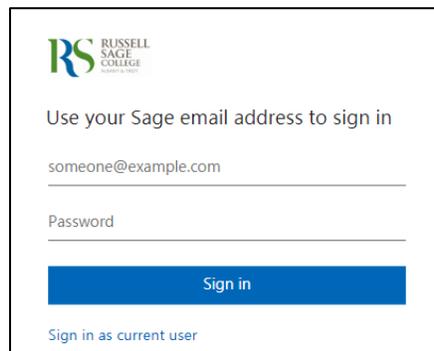


Congratulations on your acceptance to Russell Sage College! In order to retrieve your financial aid you will utilize My Sage Aid, which can be accessed through Self Service via Sage Passport online. Please use this guide and simple steps to access your financial aid information.

1. Go to Sage Passport. You can get to Passport by typing **passport.sage.edu** into your web browser.
2. Click on the *SSO Sign In* button.



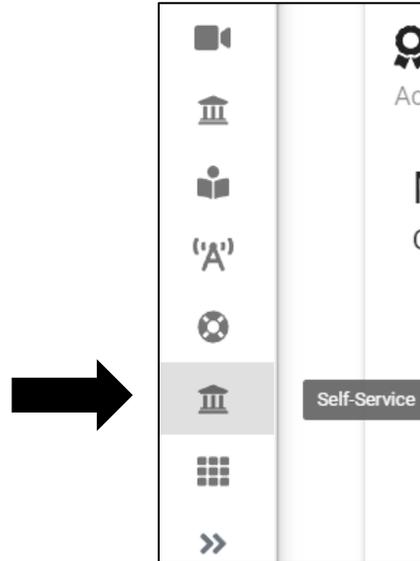
Log in using your Sage username and password which were provided to you through Admissions*.



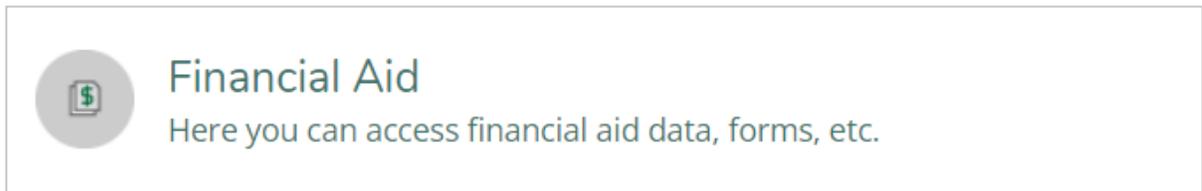
The image shows a screenshot of the Sage Passport login form. At the top left is the Russell Sage College logo. The main heading is 'Use your Sage email address to sign in'. Below this are two input fields: one for the email address (with the placeholder 'someone@example.com') and one for the password. A blue 'Sign in' button is positioned below the password field. At the bottom left of the form, there is a link that says 'Sign in as current user'.

*Please note your user name and password will be sent to the email you provided during the admission process. Once you have deposited and made your commitment to attend Sage, you will receive a second email notifying you of a password change. You will also receive your Sage email account. At that point **all further communications will be sent to your Sage email address**. If you have not received an email with your username and password please contact the Admission Visit Coordinator at (518) 292-1730 for the Albany campus and (518) 244-2217 for the Troy campus.

Select the *Self Service* option located on the left side of the page. This will bring you to the Sage Self-Service student main menu.



3. Select the Financial Aid category in the upper right hand corner of the page. This will bring you directly to the My Sage Aid page. The home page of My Sage Aid includes your financial aid checklist, which lets you know exactly where you are in the financial aid process.



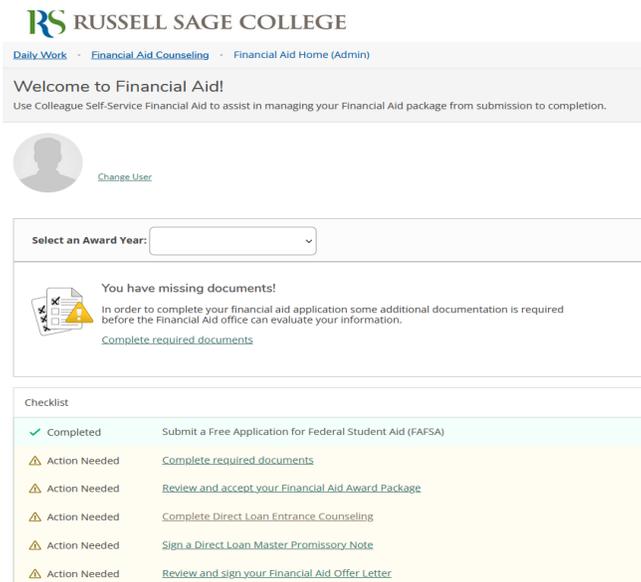
4. View and accept your financial aid package online by clicking on the “**Review and accept your Financial Aid Award Package**” link in your financial aid checklist, or through the dropdown menu at the top of the page labeled “Financial Aid Counseling.” Here you will find a breakdown of the scholarships, grants and loans you were offered for the upcoming award year.

*If your financial aid award letter states that your FAFSA is in verification, you will NOT be able to accept your awards or sign your award letter until you have completed this process.

5. Sign your Award letter – click on the “**Review and Sign your Financial Aid Award Letter**” checklist item. There you will see an electronic version of your award letter. By clicking the box at the bottom of the page, you are accepting your awards and agreeing to the financial aid terms and conditions for receiving aid. You can find the Financial Aid Terms and Conditions link on the right hand side of the My Sage Aid home page or on the financial aid page at www.sage.edu. Please be aware that checking the box is considered your electronic signature.

6. **Important:** Please make sure to look at the “Complete Required Documents” checklist item to confirm that the financial aid office is not missing any documentation that is needed to complete the financial aid process. The financial aid office will utilize the “**Complete Required Documents**” checklist item to request paperwork and other communications throughout the year. It is important to pay attention to these requests so your financial aid is ready in a timely manner. You will want to take note of the document description and form number that coincides with the request. You can easily find the forms by following the link under each description, or by going to [Financial Aid forms](#) and selecting the appropriate Academic Year.

7. Finally, if you are a **first time Stafford loan borrower at Russell Sage College** you must complete a Master Promissory Note and Entrance Counseling. Go to studentaid.gov and complete the appropriate Master Promissory Note and Entrance Counseling for the loans you will be receiving. You will need your FSA ID to login to studentloans.gov. If you do not know your FSA ID, go to studentaid.gov.



This is what a typical student’s My Sage Aid will look like. Notice the green items indicating they are complete, and the yellow items indicating action still needs to be taken.

It is incredibly important that you make sure all of the items on your checklist have been completed, as your financial aid cannot be processed until all items have been done. This is indicated by a green circle with a checkmark and the word “Completed,” as well as the box turning from yellow to green.

We wish you luck here at Russell Sage, and we are always available to help you if you have any questions.