SELF-SERVICE INSTRUCTIONS

Parents do not have access to the student’s BiONiC Self-Service. It is the responsibility of the student to share information with the parents.

FINANCIAL AID TO-DO LIST

☐ LOG IN to BiONiC
☐ ACCESS Student Self-Service
☐ CLICK on Student Center and look under the To-Do List section

Tax returns and non-tax-filer items listed for financial aid should be submitted to IDOC.

FINANCIAL AID AWARDS

☐ LOG IN to BiONiC
☐ ACCESS Student Self-Service
☐ CLICK on Student Center and look under the Finances section
☐ Under Financial Aid, CLICK the View Financial Aid link
☐ CLICK the appropriate aid year and read the information provided.

TO ACCEPT/REDUCE OR DECLINE YOUR GRANT AND LOAN AWARDS:

☐ CLICK the green Accept/Decline button

VIEW STUDENT ACCOUNT, ACCESS ONLINE PAYMENT, AND CREATE AUTHORIZED PARTIES

☐ LOG IN to BiONiC
☐ ACCESS Student Self-Service
☐ CLICK on Student Center and look under the Finances section
☐ CLICK on View My Bill/Make A Payment

Follow instructions to register parents, guardians, or sponsors to receive student bills or make a payment as an authorized party.

Follow instructions to provide payment information.

AUTHORIZED PERMISSION THAT FEDERAL FUNDS CAN PAY MISCELLANEOUS CHARGES AND TO RECEIVE 1098-T FORMS ONLINE

☐ Under the Finances section (mid-page), CLICK the “other financial” field option on the dropdown menu and choose View Student Permissions
☐ CLICK the double arrows to access permissions