


## Financial Aid 101 for Signing into MyWS

- Go to the Walters State homepage at [www.ws.edu](http://www.ws.edu).
-  Click on the MyWS icon near the top of the homepage.
- Sign into MyWS or follow on-screen steps to activate or lookup your MyWS credentials.
- If you need assistance, call the IET Help Desk at 423.318.2742.

## Financial Aid 101 for Completing Outstanding Financial Aid Requirements

- Sign into MyWS and locate **Student Alerts**.
- Select the alert that says "*You have unsatisfied financial aid requirements for the 2023/2024 aid year. You must take action now.*" Scroll down to review requirements.
- All degree-seeking students with a FAFSA on file will have three yes/no questions to answer. These may be accessed by clicking on Verification of Student Incarceration.
- Students selected for verification will see additional requirements, which may include documents to submit or forms to complete on campus or online. If you are required to submit documents, you may upload them using the Secure Document Upload link on this page or you may bring them to a Financial Aid representative on any WS campus.

## Financial Aid 101 for Viewing Financial Aid Award Information

- Sign into MyWS and scroll down to **Self-Service**.
- Select **AWARD PACKAGE** under the Financial Aid box.
- Choose the appropriate aid year and click **Submit**.
- Select **Award Overview** to see any federal grants, state grants, state scholarships (TN Promise, TN Reconnect, TN Lottery), or other scholarships offered on your account.

## Financial Aid 101 for Viewing Financial Aid Applied to Tuition and Fees

- Sign into MyWS and scroll down to the **Self-Service** box.
- Select **BALANCE SUMMARY** under the Student box.

- Choose the appropriate term and click **Submit**.
- If your Authorized Financial Aid does not equal or exceed your Term Detail charges, you will owe a balance that must be paid by the fee payment deadline. Check with the Financial Aid Office at 423.585.6811 if you're unsure of eligibility and pending awards.

### **Financial Aid 101 for Viewing Lottery Scholarship Eligibility**

- Sign into MyWS and scroll down to [Self-Service](#).
- Select **View all Self-Service Options**.
- Select the **Student** tab.
- Select **Student Records**.
- Select **View TELS Eligibility**.
- Choose the appropriate term and click **Submit**.