

SWORDS Instructions

How to view Financial Aid information using SWORDS:

Click on the SWORDS login link located in the 'Quicklinks' section at the top of every page on our website (www.mga.edu). Log in using your MGA ID number as your User ID. The first time you log in, your birthday will be your password. You should change your password to protect your privacy.

I. To confirm receipt of documents or check for missing documents:

- A. Click on 'Financial Aid' Tab
- B. Click on 'Eligibility'
- C. Click on 'Student Requirements'
- D. Select "Academic Year" (if required)
- E. Click 'Submit'

II. To check your Financial Aid Satisfactory Progress Status:

- A. Click on 'Financial Aid' Tab
- B. Click on 'Eligibility'
- C. Click on 'Academic Progress'
- D. Select "Academic Year" (if required)
- E. Click 'Submit'

III. To review financial aid holds (which may prevent payment of awards)

- A. Click on Financial Aid Tab
- B. Click on 'Eligibility'
- C. Click on 'Holds'
- D. Select "Academic Year" (if required)
- E. Click 'Submit'

IV. To review award notification and/or accept TERMS and CONDITIONS

- A. Click on Financial Aid Tab
- B. Click on 'Award'
- C. Click on 'Award by Aid Year'
- D. Select 'Academic Year (if required)
- E. Click on Terms and Conditions
- F. Click Accept

V. To review award notification and/or Accept and Decline loan awards:

- A. Click on Financial Aid Tab
- B. Click on 'Award'
- C. Click on 'Award by Aid Year'
- D. Select "Academic Year" (if required)
- E. Click "Accept Award Offer" - make selections and leaving comments (if applicable)
- F. Click submit information

VI. To check disbursements/Memo/Authorization:

NOTE: During pre-registration, your financial aid funds will be memo/authorized to alert the business office to secure your classes. It will also advise you of date funds are expected to disburse to your MGA account.

- A. Click on Student Tab
- B. Click on 'Student Account'
- C. Click on 'Account Detail by Term'
- D. Select Term
- E. Click 'Submit'