

Net Partner Instructions

Version: 23.3

Net Partner Instructions

To access the Financial Aid Net Partner system, go to https://www.averett.edu/financial-aid/netpartner/ and select "Click Here to access the Averett University Online Financial Aid System (NetPartner).

New Login Requirements:

Upper and lower case
Numbers
Special characters !@#\$%^&*()
Minimum number of characters 9

To set up your account for the **FIRST** time:

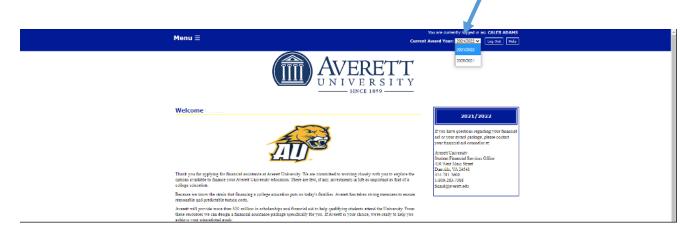
This will mainly apply to first time freshmen entering Averett as well as new transfer students.

- 1. If this is your first year at Averett University or you are a returning/readmitted student and have never applied for financial aid at Averett University, enter your student identification (ID) number *including* P000, then select <u>First Time</u> User.
- 2. Questions will be asked in order to *activate* your account. Those questions are listed below.
 - *i.* What is your date of birth? (format: MM/DD/YYYY){Should match the date of birth on your FAFSA}
 - ii. What is your primary city name? {Should match the city on your FAFSA}
- 3. Following answering the questions to activate the account, you will then be prompted to set up *security questions* in case you forget your login information at a later date.
 - i. For <u>Question 1</u> (security question) you have 6 options to choose from. After choosing which question you would like to provide the answer to, place the answer to <u>Question 1</u> in <u>Answer 1</u>.
 - ii. Follow the same directions for Question 2 and Answer 2.
- 4. Towards the end of the page it states *change password*. There are requirements that the password must meet in order to be accepted. The password you select **MUST** be at least 9 characters long, containing at least one upper case and one lower case letter. Your password must also contain at least one number.
- 5. Enter Your New Password based on the guidelines listed above.
- 6. Below that box it says <u>Confirm Your New Password</u>. You must retype your new password in this box.
- 7. At the bottom of the page, you may now press <u>Submit</u>.
- ➤ **RETURNING** students logging in must follow these instructions to access NetPartner: This will apply for students returning to the University after being enrolled for at least one previous academic year/semester that have applied for financial aid/accepted awards.

- 1. Type your student identification (ID) number starting with P000 and press submit.
 - i. When you press submit, a small window will open stating that your current password does not meet the password guidelines. Within that window, the new guidelines for acceptable passwords are listed. The password you select **MUST** be at least 9 characters long, containing at least one upper case and one lower case letter. Your password must also contain at least one number.
 - ii. Because of the most recent update to NetPartner, everyone is required to update their existing information. <u>Please Click OK To Change Your Password</u>.
 - iii. When changing your password, you will be asked to answer your *security questions* to verify your identity. After submitting your answer to the secure question, press Submit.
 - iv. <u>Enter Your New Password</u> following the guidelines listed above. Then select <u>Confirm New Password</u>. Reenter your new password then press Submit.

> ACCEPT AWARDS

1. At the Welcome screen please confirm your "Current Award Year."



2. Click on the Menu \equiv and a drop down box will appear.



- Accept Awards: Allows you to accept/decline current year financial aid awards
- Documents & Messages: Show the current status of any requested document and hyperlink to form or website
- Home: Go back to the Home page
- Lifetime Awards: Displays your Averett University lifetime awards totals
- Awards: View your Financial Aid Award
- Disbursements: Provides limited information on pending disbursements
- Loan History: Displays your Averett University loan history
- ➤ If no drop down box appears after selecting Menu = your award letter has not been completed.

Please check your Averett email for award notification, verification issues, or documentation needed.