



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 First Time 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 Question 1 (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 Question 1 in Answer 1.
 - 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 Confirm Your New Password. You must retype your new password in this box.
 7. At the bottom of the page, you may now press Submit.

- **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. Please Click OK To Change Your Password.
 - 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. Enter Your New Password following the guidelines listed above. Then select Confirm New Password. Reenter your new password then press Submit.

➤ ACCEPT AWARDS

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

The screenshot shows the NetPartner portal for Averett University. At the top, a blue navigation bar contains a 'Menu' icon on the left and user information on the right: 'You are currently logged in as: CALEB ADAMS'. Below this, the 'Current Award Year' is set to '2021/2022', with a dropdown menu open showing options for '2021/2022' and '2020/2021'. A blue arrow points to the dropdown menu. The main content area features the Averett University logo (a building icon) and the text 'AVERETT UNIVERSITY SINCE 1859'. Below the logo is a 'Welcome' section with the AU tiger mascot logo. To the right of the mascot is a blue box titled '2021/2022' containing contact information for the Financial Services Office: 'Averett University, Student Financial Services Office, 400 West 31st Street, Danville, VA 24541, 414-721-5600, 1-800-283-7283, ftsa@averett.edu'. At the bottom of the page, there is a paragraph of text: 'Thank you for applying for financial assistance at Averett University. We are committed to working closely with you to explore the options available to finance your Averett University education. There are few, if any, investments in life as important as that of a college education. Because we know the strain that financing a college education puts on today's families, Averett has taken strong measures to secure reasonable and predictable tuition costs. Averett will provide more than \$30 million in scholarships and financial aid to help qualifying students attend the University. From these resources we can design a financial assistance package specifically for you. If Averett is your choice, we're ready to help you achieve your educational goals.'

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

Current Award Year: 2021/2022 Log Out

Home
Awards
Accept Awards
Documents & Messages
Disbursements
Lifetime Awards
Loan History
Student Loan Instructions
Parent Loan Instructions
Payment Options
Federal Work Study

AVERETT UNIVERSITY
SINCE 1859

2021/2022

If you have questions regarding your financial aid or your award package, please contact your financial aid counselor at:
Averett University
Student Financial Services Office
420 West Main Street

- 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.