



Find **UNCGenie** at <https://banweb.uncg.edu> OR look for the **genie lamp** icon at the top of the UNCG homepage.

## **ACCESSING FINANCIAL AID INFORMATION:**

- 1) Go to UNCGenie.
- 2) Select Enter Secure Area
- 3) Enter your University ID Number and PIN.
- 4) Click Login.
- 5) Click Financial Aid.

ID/PIN Trouble? Go to:  
[getmyid.uncg.edu/](http://getmyid.uncg.edu/) or  
[getmypin.uncg.edu/](http://getmypin.uncg.edu/)

## **VIEWING FINANCIAL AID MESSAGES:**

- 1) Go to UNCGenie.
- 2) Click on Financial Aid.
- 3) Go to Financial Aid Status.
- 4) Select Aid Year.
- 5) Click on "You have active messages".

## **HOW TO DETERMINE YOUR OUTSTANDING REQUIREMENTS:**

- 1) From the UNCGenie Financial Aid page, click on Eligibility.
- 2) Select the appropriate Aid Year, then click Submit.
- 3) Both outstanding and completed requirements will be displayed.

## **HOW TO UPLOAD DOCUMENTS & FORMS:**

- 1) From the UNCGenie Financial Aid page, select Financial Aid Document Upload
- 2) Select Aid Year
- 3) Select Document Type
- 4) Select Choose File
- 5) Select Upload
- 6) Review message to verify document was successfully uploaded

## **HOW TO VIEW YOUR SATISFACTORY ACADEMIC PROGRESS (SAP) STATUS:**

1. Select Financial Aid
2. Select Financial Aid Status
3. Select Aid Year
4. Select Academic Progress

## **HOW TO VIEW YOUR AWARD INFORMATION:**

- 1) From the UNCGenie Financial Aid page, click on Award.
- 2) Click on Current Award Information.
- 3) Select the appropriate Aid Year, then click Submit.
- 4) Your most recent financial aid award letter will be displayed.

## **ACCEPTING YOUR AWARD:**

- 1) From the UNCGenie Financial Aid page, click on Award.
- 2) Click on Award By Aid Year.
- 3) Select the appropriate Aid Year, then Submit. View your award information under the Award Overview Tab.
- 4) Click on the Award Terms & Conditions tab. Read this information carefully.
- 5) Click on the Accept Award Offer tab.
  - To accept **GRANTS**: Select Accept from the drop down box, then Submit Decision.
  - To accept **LOANS**: Select Accept from the drop down box to accept the full loan amounts, then Submit Decision or Select Accept Full Amount All Awards to accept full amounts for all awards.
  - To accept **PARTIAL LOAN** amounts: Select Accept from the drop down box, then enter the amount you would like to accept in the Accept Partial Amount box, then select Submit Decision.
  - To **DECLINE** loans: Select Decline from the drop down box, then select Submit Decision.

## **HOW TO CHECK PAYMENT CONFIRMATION:**

(payment arrangements complete)

- 1) From UNCGenie Homepage, click on the Student tab, then click Payment Confirmation.
- 2) Select the appropriate Term, then click Submit.
- 3) If payment arrangements are complete, the message will read "Registration Confirmed";  
If not, the message will read "No Registration confirmation exists on your record".

## **HOW TO VIEW YOUR STUDENT BILL:**

- 1) After logging into your UNCGenie account, click on Student Account Center.
- 2) Your current eBill Statement will be displayed.
- 3) Click on View Activity.



**UNC  
GREENSBORO**

Financial Aid Office

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