2021-2022 OneACCS Instructions
Unsatisfied Requirements for Financial Aid

NON-ADMITTED STUDENTS *- admissions application submitted for appropriate term less than 3-5 business days or no admissions application.*

- ➢ Go to https://www.wallace.edu/
- ➢ Hover over 'Campus Life & Resources' and then click the *OneACCS* link and follow the instructions for how to log in to your *OneACCS* account.
    - ❖ **Username:** You must use your **Wallace student email address** as your username.
    - ❖ **Password:** Your default password is **!WCCmmddyy** with the mmddyy being your birthdate.
        - ▪ Be sure to include the exclamation point.
        - ▪ After your first login, it will prompt you to create your own password.
- ➢ Choose the **FINANCIAL AID** tab
- ➢ Click the **FINANCIAL AID STATUS** link
- ➢ Choose **2021-2022** AID YEAR
- ➢ Click on the blue hyperlink that says **"Student Requirements"** and that will take you to a list of your requirements needed to complete your financial aid.
    - ❖ The documents listed should have a hyperlink that will take you to a printable version of the document.
    - ❖ Tax transcripts must be ordered through the IRS

Steps to complete the Terms and Conditions and Authorization of Charges:

1. Choose the **FINANCIAL AID** tab
2. Click the "**AWARD**" link
3. Select the "**AWARD FOR AID YEAR**" link
4. Choose the **2021-2022 AWARD YEAR** from the drop-down list
    - ➢ If drop-down list does not appear, choose "**SELECT ANOTHER AID YEAR**" on the left side and submit.
5. Click the **RESOURCES AND ADDITIONAL INFORMATION** tab to satisfy the Authorization of Charges (select **authorize** or **decline**). Students must select authorize if they wish to use PELL/ SEOG funds in the bookstore. Any applicable funds will be available after an overnight batch process.
6. Click the **TERMS AND CONDITIONS** tab to satisfy the Terms and Conditions requirements by clicking "**ACCEPT**"

ADMITTED STUDENTS - **admissions application submitted for appropriate term within the past 3-5 business days**

- Go to https://www.wallace.edu/
- Hover over 'Campus Life & Resources' and then click the *OneACCS* link and follow the instructions for how to log in to your *OneACCS* account.
  - ❖ **Username:** You must use your **Wallace student email address** as your username.
  - ❖ **Password:** Your default password is **!WCCmmddyy** with the mmddyy being your birthdate.
    - ▪ Be sure to include the exclamation point.
    - ▪ After your first login, it will prompt you to create your own password.
- Choose the **FINANCIAL AID** tab
- Click the **SSB 9-ADMITTED STUDENTS ONLY** link
- Choose **2021-2022** Award Year in the top right corner
- Click the **"View Questions"** link in the red box titled "**Questions from the Financial Aid Office"**
- Click the drop-down menu and select **authorize** or **decline** to satisfy the **Indirect Charge Title IV Authorization** requirement. Students must select authorize if they wish to use PELL/SEOG funds in the bookstore. Any applicable funds will be available after an overnight batch process.
- Click the **"X"** on the top right corner of the box
- Any other unsatisfied requirements will also be listed on the home page.
  - ❖ The documents listed should have a hyperlink that will take you to a printable version of the document.
  - ❖ Tax transcripts must be ordered through the IRS