

2022-2023 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 **!WCCmmdyy** with the **mmdyy** 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 **2022-2023** 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 **2022-2023 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 **!WCCmmdyy** with the **mmddy** 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 **2022-2023** 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