



Accessing Your Missing Documents List

We are pleased to announce Web Services has a feature that will allow you to view your “Missing Documents” for the Office of Financial Aid and the Office of Health & Safety.

All required documents and incoming correspondence will be tracked via this mechanism. *Please allow at least 72 hours to update during peak periods, i.e., registration.*

If you have any questions regard your Missing Documents, please contact the appropriate office.

Sincerely,
Health & Safety & Financial Aid

How do I access my Missing Documents?

1. Log into WebServices from the Portal.
2. Click Required Documentation under Communication.

Example:

Description	Status	Status Date	Due Date	Requesting Office
09-10 OLOL Institutional App	Not Received		ASAP	Financial Aid
Entrance Loan Counseling	Not Received		ASAP	Financial Aid
09-10 ISIR (FAFSA RESULTS)	Received	10/12/09		Financial Aid