

## Accessing Financial Aid Information via Wingspan

**You must have a Winthrop email account to access Wingspan. If you have not created a Winthrop email account, you may do so by clicking on *Need an account?* from the Wingspan home page (<http://wingspan.winthrop.edu>).**

Once you have logged in to Wingspan, use the following steps to access your financial aid award:

- Click on **Financial Aid**
- Click on **Financial Aid Menu**
- Click on **Award**
- Select **Award Year 2011-2012** from the drop down box.
- Read all information carefully. Select the **Terms and Conditions** tab. *If you been awarded a program administered by the state of South Carolina, you may have to agree to the terms and conditions of the award before accessing the Accept Award Offer tab.* If you are unable to agree to the terms and conditions, please contact the financial aid office.
- Click on the **Accept Award Offer** tab to view and accept/decline your award.

Wingspan may also be used to access documents required to finalize the processing of your financial aid award. Should you receive an email notification that documents are needed by the financial aid office, log in to Wingspan following the steps outlined above and click on **Eligibility** (rather than Award). A list of the required documents and links to additional information will be found on that page. Submit all requested information and forms within 14 days of the request.

Should you have any questions or concerns, please email us at [finaid@winthrop.edu](mailto:finaid@winthrop.edu) or call our office at (803) 323-2189.