Accessing Financial Aid Information via Wingspan

Students may access Wingspan to view and accept/decline a financial aid award.

New students **must create a Winthrop University Email Account before** being able to log in to Wingspan. **You will not be able to view and accept/decline your financial aid award if you do not create this account.**

If you have not created a Winthrop account, you may go to [http://wingspan.winthrop.edu](http://wingspan.winthrop.edu) and select ‘Need an Account.’ Follow the instructions to create your Winthrop account. Once you have successfully created an account, **you must wait 24 hours before using your new account to log in to Wingspan.** Should you have difficulty creating a Winthrop account, you may request assistance by calling Winthrop University Technology Services Department at (803) 323-2400.

Please make a note of your User Name and Password for later use in accessing Wingspan.

If you have already created a Winthrop account using “MyChecklist” located on the admissions Web site, you may go directly to [http://wingspan.winthrop.edu](http://wingspan.winthrop.edu). Enter your user name and password and you will be directed to the home page of Wingspan.

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

- Select the ‘Financial Aid’ tab in the upper left hand area of your screen.
- Select ‘Financial Aid Menu’; then select ‘Award.’
- Select ‘Award for Aid Year’ and then choose **Award Year 2010-2011** 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.**
- Select 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, you should log in to Wingspan following the steps outlined above. Rather than selecting Award, select ‘Eligibility.’ A list of the required documents and links to additional information will be found on that page. Submit all requested information and forms within 30 days of the request.