DIRECTIONS FOR VIEWING/ACCEPTING YOUR COVENANT COLLEGE AWARD ON THE WEB (FIRST-TIME USERS)

If you have been accepted for admission, you should have received your Covenant username and temporary password, either in the mail or from your Covenant College Admissions Representative. If you have not yet received this information, please contact the Admissions Office at 888.451.2683 or admissions@covenant.edu.

1. Go to Covenant College’s Banner web site: http://banner.covenant.edu
2. At the User Login page, enter your Covenant username and password, and then click the Login button.
3. Because of the need for security and compliance with federal privacy laws, Covenant cannot discuss your password with anyone, including your parents. You should set up proxy users for persons who have your permission to view your financial aid award, grades, and/or other confidential student information.
4. You will be asked to change your temporary password after your first successful login. Your password must be nine characters long. It should include three character types (e.g. upper case letters, lower case letters, and numbers). Contact the Admissions Office for password resets at admissions@covenant.edu or at 888.451.2683.
5. Click on the Financial Aid tab at the top of the screen.
6. Click on Overall Financial Aid Status.
7. Select the correct aid year from the drop-down menu, and then click the Submit button.
8. Click on the link, “You have been awarded financial aid which totals ____”.
9. Please review the Terms and Conditions.
10. Click on Accept Award Offer tab. It is important to review the Unsatisfied Disbursement Requirements listed below the awarded funds.
11. Move through the tabs for additional information regarding your award.
12. Accept or Decline each award item and click the submit decision button.
13. In order to complete the award acceptance process, you will need to accept your award and pay your $300 enrollment deposit by May 1st or within 3 weeks.
14. After you have accepted your award, we strongly recommend that you print a copy for your records.
15. To set up proxy users click the Proxy Access tab and Proxy Management.
16. Click Add Proxy and complete the required information.
17. Click Expand link in order to define authorizations for each proxy. The proxy will need to confirm their email address and change their temporary PIN.
18. When you are finished, don’t forget to click on the Exit button at the top right of your screen to log out of Banner and close your browser.
19. If you have any questions, please contact the Admissions Office at admissions@covenant.edu or 888.451.2683 or the Technology Support Center at techsupport@covenant.edu.