MyNorthshore Tips
STEPS TO HELP GUIDE YOUR PATH

ADVISING INFORMATION

To Print Your Schedule:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Choose 4th option Student Detail Schedule
7. Select Current Term
8. Click Submit

To Find Your Advisor:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Records
6. Select Student Information
7. Select a Term and submit

To Withdraw from a Class:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Registration link
6. Select Term
7. Select Add/Drop Classes
8. Pull down menu for class from which you wish to withdraw
9. Select Web Drop
10. Submit

To Do a Degree Evaluation:
A degree evaluation shows how your courses will be used towards satisfying your degree/certificate requirements.
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Records
6. Select Degree Evaluation
7. Select the current term, then click Generate Request button
8. Scroll to bottom and select Generate New Evaluation
9. Click the button next to program indicating your degree/certificate information
10. Click the Generate Request button, making sure the Use in Progress courses box is checked
11. Click Detail Requirements
12. Click on the Submit Button
NOTE: Review your evaluation with your advisor

STUDENT ACCOUNT INFORMATION

To check Student Account:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select Account Detail by Term to view charges, payments and credit to account by term.

To make a check or credit card payment, as well as set up a payment plan:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Accounts link
6. Select Account Inquiry and Payment Option Link
7. Select the Payment Plan tab if you are choosing the installment Plan option and follow prompts OR
8. Select Make a Payment to pay by check or credit card.

To enroll in eRefund:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select Account Inquiry and Payment Options
7. Select eRefund tab and follow instructions

To waive Health Insurance Charge:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select Insurance Waiver
7. Follow link to Arthur J. Gallagher & Co. website to complete waiver.

To waive MASSPIRG Fee:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select MASSPIRG Waiver Link and submit

To make someone an Authorized User:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Student Services link
5. Select Student Account link
6. Select Account Inquiry and Payment Options
7. Under My Account tab, select Authorized Users tab
8. Add Authorized User Email and choose options

FINANCIAL AID INFORMATION

To check Financial Aid Requirements:
Complete Authorization Form Requirement
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Eligibility
6. Submit Aid Year
7. See unsatisfied requirements

To check Financial Aid Award Information:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Award link
6. Click on Award by Aid year
7. Select Award Overview tab

To make a decision about Direct Loan:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Award link
6. Click on Award Aid year & submit aid year
7. Click on Accept Award Offer tab
8. Select:
   A) Accept Full Amount of All Awards
   B) Accept a Partial Amount
   C) Decline the Whole Amount
9. Go to studentloans.gov to complete the Entrance Interview and MPN

To check Satisfactory Academic Progress (SAP):
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select Eligibility
6. Click on Academic Progress tab

To check messages from your financial aid counselor:
1. Log into MyNorthshore
2. Select Registration, Schedule, Financial Aid & Payment Icon
3. Enter your User Name and Password
4. Select Financial Aid link
5. Select your Financial Aid Status link and submit aid year
6. Select you have active messages if available.