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 (see below)
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

Registration, Schedule, Financial Aid & Payment
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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 to withdraw from
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 end & 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

For more on Advising and Academic Planning contact:
student-support@northshore.edu
978-762-4066

STUDENT ACCOUNT INFORMATION

To check Student Account:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button (see below)

Web Payment / e-Bill
★★★★★ (0)

To make a check or credit card payment, as well as set up a payment plan:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Make Payment OR Payment Plans along the top bar
4. Fill out information as requested

To enroll in eRefund:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Electronic Refunds on right side
4. Fill out information as requested

To make someone an Authorized User:
1. Log into MyNorthshore
2. Select Web Payment/e-Bill button
3. Select Authorized Users on right side
4. Select Add Authorized User
5. Fill out information as requested

To waive Health Insurance Charge:
1. Log into MyNorthshore
2. Select the Health Insurance button (see below)
3. Select Student Waive on the left
4. Create Login or use Sign in
5. Fill out information as requested
Note: Your Student N number and Health Insurance information will be required

Health Insurance
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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

Have a Hold? Find out why:
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 link
6. Select View Holds

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 (see below)
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

Registration, Schedule, Financial Aid & Payment
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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

For more on Financial Aid and Student Accounts contact:
sfs@northshore.edu
978-762-4189

Follow Student Financial Services on Facebook!
facebook.com/nsccSFS