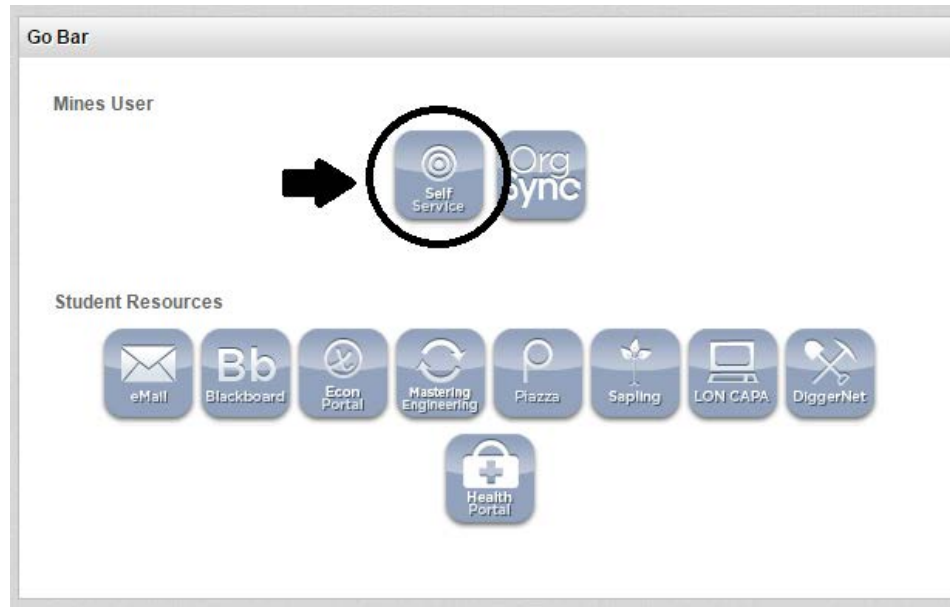
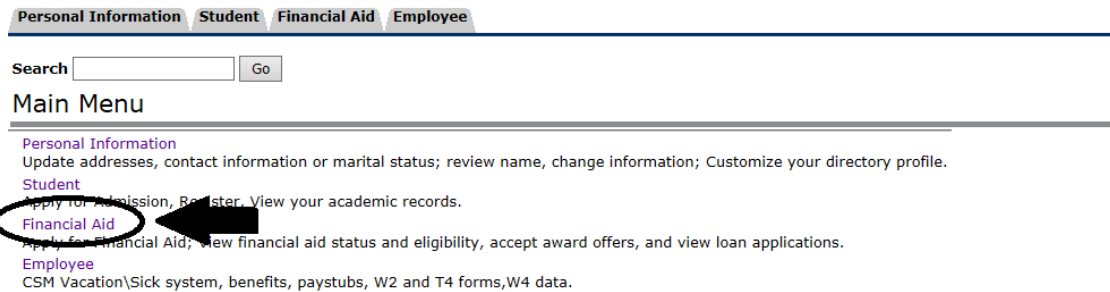


## Steps for Completing Student Requirements on Trailhead:

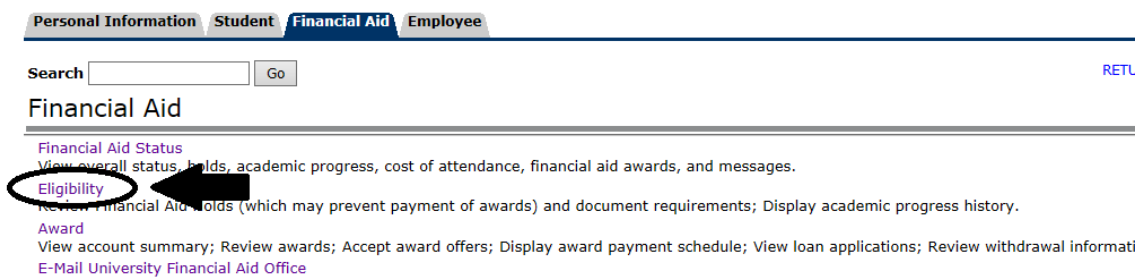
**Step 1:** After logging in to Trailhead, click on “Self Service” on the left hand side.



**Step 2:** Click on “Financial Aid.”



**Step 3:** Click on “Eligibility.”



## Step 4: Click on "Student Requirements."

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Employee](#)


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Search   [RETURN](#)

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Eligibility

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[Hold](#)  
[Student Requirements](#) ←   
[Requirement Messages](#)  
[Academic Progress](#)

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## Step 5: Complete Unsatisfied Requirements.

[Student Requirements](#)
[Hold](#)
[Academic Progress](#)

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**Unsatisfied Requirements**

Requirement	Status	As of Date
<b>Household Member Documentation</b> Document must be submitted in order to complete the verification process. Funds will not be disbursed until verification is complete.	Requested	Feb 06, 2017
<b>Tax Return Transcript - Student</b> To order a tax return transcript, go to www.IRS.gov, click on "Get a transcript". Make certain to select Tax Return Transcript. For more information: <a href="http://finald.mines.edu/Financial-Aid-Forms-and-Publications">http://finald.mines.edu/Financial-Aid-Forms-and-Publications</a>	Requested	Feb 06, 2017
<b>Terms and Conditions Governing Your Aid</b> Before you will be allowed to accept any aid offered to you, you must first read and agree to the Terms and Conditions Governing Your Aid on the Terms and Conditions tab. These Terms and Conditions are designed to make sure you are aware of your rights and responsibilities related to your aid, which can be accessed through the above web link. Please Email <a href="mailto:finald@mines.edu">finald@mines.edu</a> or Call 303.273.3301 if you have any questions.	Requested	Nov 14, 2016

 The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

**Satisfied Requirements**

Requirement	Status	As of Date	Fund	Term
Nontax Filer Government Verification - Student	Waived	Jan 19, 2017		
Tax Return Transcript - Parent	Complete	Feb 06, 2017		