

# Steps for Completing Student Requirements on Trailhead:

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

TRAILHEAD.MINES

Welcome You are currently logged in. | [My Account](#) | [Content Layout](#) | [Help](#) | [Log out](#)

TRAILHEAD TUTORIAL LIBRARY MINES PHOTOS STUDENT CAMPUS LIFE

GO BAR

Self Service

eMail

DiggerNet

CCIT OUTAGES

- [18-May-2014 5:30-7:30pm] Trailhead/Banner Monthly Maintenance
- [18-Apr-2014] Trailhead Maintenance
- [18-Apr-2014 5:30pm to 19-Apr-2014 8:00pm] Banner Systems Outage
- [10-Apr-2014] Password Change Email
- [4-APR-2014] Trailhead Issues

**Step 2:** Click on “Financial Aid.”

Personal Information Student Financial Aid Employee

Search  Go

Main Menu

- Personal Information Update addresses, contact information or marital status; review name, change information; Customize your directory profile.
- Student Apply for Admission, Register, View your academic records.
- Financial Aid Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- Employee CSM Vacation/Sick system, benefits, paystubs, W2 and T4 forms,W4 data.

**Step 3:** Click on “Eligibility.”

Personal Information Student Financial Aid Employee

Search  Go RETURN

Financial Aid

- Financial Aid Status View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.
- Eligibility Review financial aid holds (which may prevent payment of awards) and document requirements; Display academic progress history.
- Award View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information
- E-Mail University Financial Aid Office

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

Personal Information Student **Financial Aid** Employee

Search  Go RETURN 1

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Eligibility

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

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## Step 5: Select aid year and then click on "Submit."

Personal Information Student **Financial Aid** Employee

Search  Go RET

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Aid Year

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Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year:  ▼

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## Step 6: Click on the Highlighted Link for your type of Work Study

**Student Requirements** Holdings Academic Progress

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**Unsatisfied Requirements**

**Requirement**

[CSM Employment Contract](#)

This award will be canceled if a contract is not received by October 1st.

[Colorado need-based work-study contract form](#) ←

This award will be canceled if a contract is not received by October 1st.

- Use the adjacent web link to access and print your work-study contract. AFTER CLASSES BEGIN be sure to turn in your complete use this work-study award, please notify the Financial Aid Office at [finaid@mines.edu](mailto:finaid@mines.edu). Contracts must be submitted by September

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