



Directions For Viewing/Accepting Your Covenant College Award On The Web (First-Time Users)

1. 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.
2. Go to Covenant College's Banner web site: ***banner.covenant.edu***. 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 ***only share your password with persons who have your permission to view your financial aid award, grades, and 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 ***Financial Aid Status***
7. You may be prompted for an aid year. Select the correct aid year from the drop-down menu, and then click the ***Submit*** button.
8. It is ***important*** to review all of your ***Requirements*** and ***Messages*** for special instructions and directions ***before*** you accept your award!
9. After reviewing your requirements and messages, click on 'You have been ***awarded*** financial aid which totals \$_____.'
10. Move through the tabs for information regarding your award before accepting your award on the Accept Award Offer tab.
11. ***In order to complete the award acceptance process, you will need to accept your award and pay your \$300 enrollment deposit within three weeks of your award notification.***
12. After you have accepted your award, we strongly recommend that you ***print a copy for your records***
13. 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.
14. 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.

IN ALL THINGS CHRIST PREEMINENT

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