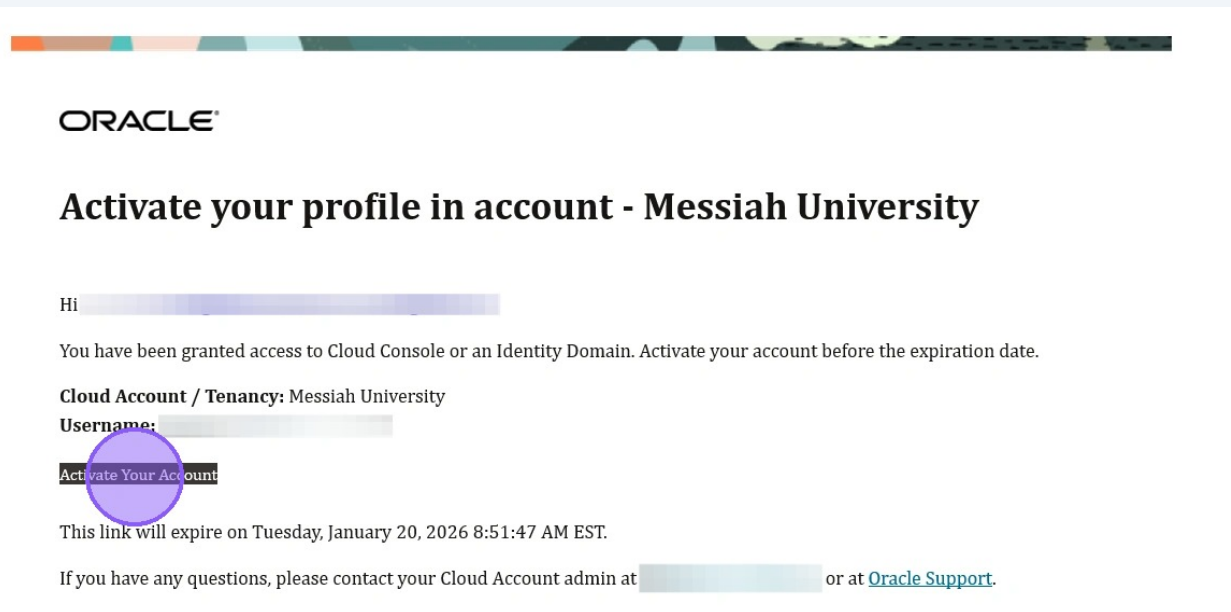


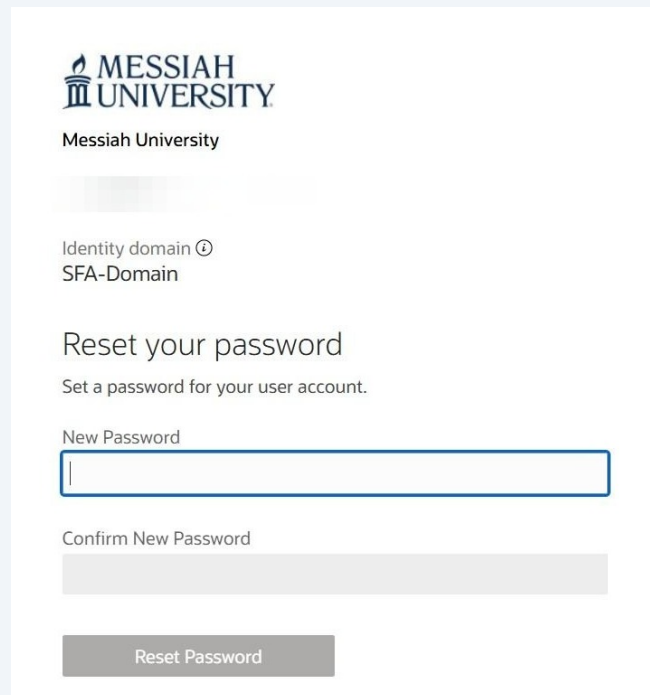
# How to Accept Guest Access to the SFP Student Portal

1

Click the "Activate Your Account" link in the email you receive from Oracle with the Subject Line "Activate your profile in account - Messiah University"



## 2 Set a password for your user account.



The screenshot shows the Messiah University password reset interface. At the top is the university's logo and name. Below that is a blurred user profile picture. The identity domain is listed as 'SFA-Domain'. The main heading is 'Reset your password' with a sub-instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field is active, showing a cursor. At the bottom is a 'Reset Password' button.

MESSIAH UNIVERSITY  
Messiah University

Identity domain ⓘ  
SFA-Domain

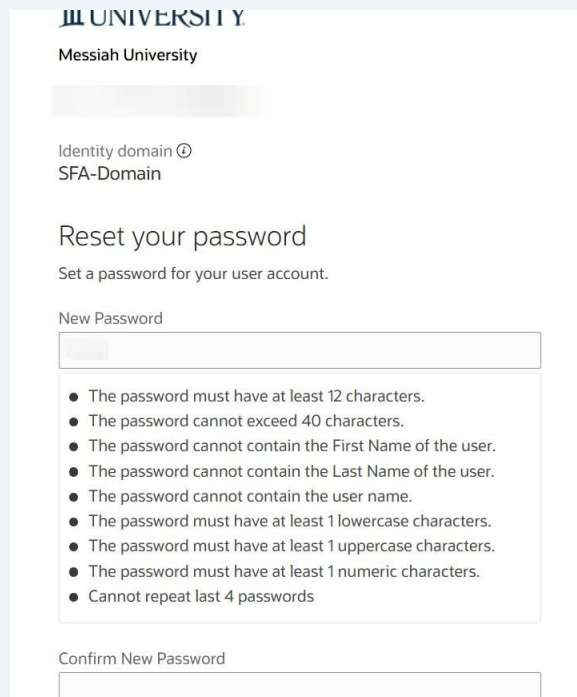
Reset your password  
Set a password for your user account.

New Password

Confirm New Password

Reset Password

## 3 Ensure your password meets the password requirements.



This screenshot is similar to the previous one but includes a list of password requirements below the 'New Password' field. The requirements are listed as bullet points. The 'Confirm New Password' field is also visible at the bottom.

MESSIAH UNIVERSITY  
Messiah University

Identity domain ⓘ  
SFA-Domain

Reset your password  
Set a password for your user account.

New Password

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

4 Confirm your new password and click "Reset Password"

Reset your password

Set a password for your user account.

New Password

.....


- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

.....

Reset Password


5 Click "Continue to Sign In" or navigate to <https://myaid.messiah.edu>

 MESSIAH UNIVERSITY

Messiah University

.....

Identity domain ⓘ  
SFA-Domain



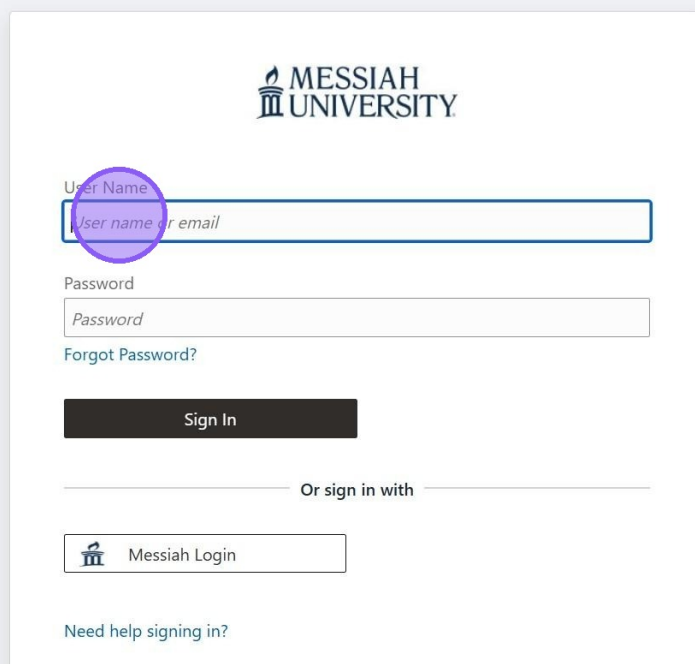
Congratulations!

Your password has been reset. Please login using your new password.

Continue to Sign In

6

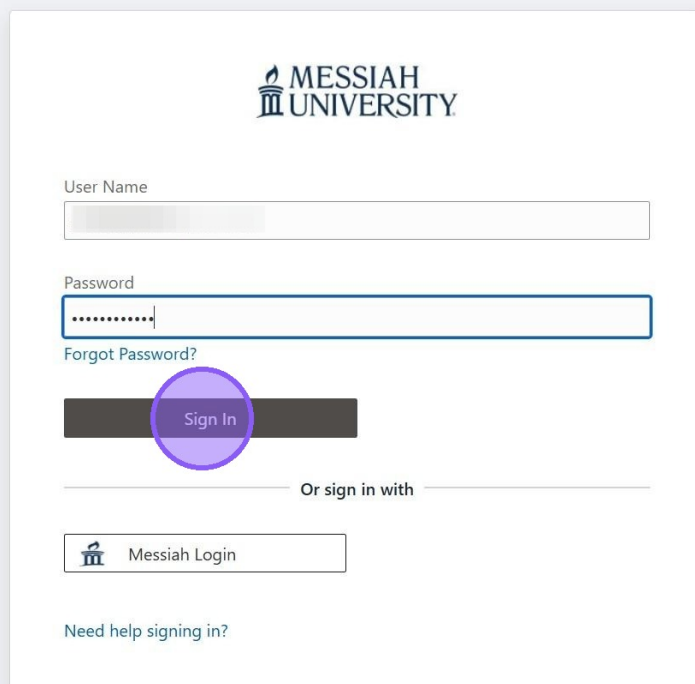
Click the "User Name" field and enter the full email address at which you received the "Activate your profile in account - Messiah University" email to start this process.



The image shows the Messiah University login page. At the top is the Messiah University logo. Below it is the "User Name" label and a text input field containing the placeholder text "User name or email". This input field is highlighted with a blue border and a purple circle. Below the "User Name" field is the "Password" label and a text input field containing the placeholder text "Password". Below the "Password" field is a link that says "Forgot Password?". Below these fields is a dark grey "Sign In" button. Below the button is a horizontal line with the text "Or sign in with" in the center. Below this line is a button with the Messiah University logo and the text "Messiah Login". At the bottom is a link that says "Need help signing in?".

7

Once your username (full email address) and password are entered, click "Sign In."



The image shows the Messiah University login page. At the top is the Messiah University logo. Below it is the "User Name" label and a text input field. Below the "User Name" field is the "Password" label and a text input field containing several dots, indicating a password is entered. Below the "Password" field is a link that says "Forgot Password?". Below these fields is a dark grey "Sign In" button. This button is highlighted with a blue border and a purple circle. Below the button is a horizontal line with the text "Or sign in with" in the center. Below this line is a button with the Messiah University logo and the text "Messiah Login". At the bottom is a link that says "Need help signing in?".

8

Upon first log-in, review the Consent to Conduct Business Electronically message and click "Accept & Continue."

**Accept Electronic Consent**

**Consent to Conduct Business Electronically**

The decision whether to do business electronically with the University is yours. When you select the "Accept & Continue" button below, you consent to allow the University to conduct business electronically including having communications provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Accepting this option also authorizes Messiah University to call any cell phone numbers you have provided to us. If you decline to accept this option, you will not be able to view or update your financial aid information online. The Financial Aid Office will send you all communications through the mail which will create significant delays in your receipt of information from us. Your consent is valid until your access to the student portal expires.

DENY & LOGOUT ACCEPT & CONTINUE

9

After clicking accept, you should see the below screen.

**Required Financial Aid Actions**

**1 BECOME FINANCIAL AID ELIGIBLE**  
Submit all Required Documentation Not Required

**2 TAKE ACTION ON LOANS**  
There are no pending awards that require review.

**3 RECEIVE YOUR FUNDS**  
There are no pending actions required to receive your funding

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Tip! When you need to access your student's account in the future, navigate to <https://myaid.messiah.edu>