UNCGenie Guide

Find UNCGenie at https://ssb.uncg.edu OR look for the UNCGenie icon at the top of the UNCG homepage.

HOW TO VIEW YOUR AWARD INFORMATION:
1) From the UNCGenie Financial Aid page, click on Award.
2) Click on Current Award Information.
3) Select the appropriate Aid Year, then click Submit.
4) Your most recent financial aid award letter will be displayed.

ACCETING YOUR AWARD:
1) From the UNCGenie Financial Aid page, click on Award.
2) Click on Award By Aid Year.
3) Select the appropriate Aid Year, then Submit. View your award information under the Award Overview tab.
4) Click on the Award Terms & Conditions tab. Read this information carefully.
5) Click on the Accept Award Offer tab.
   • To accept GRANTS: Select Accept from the drop down box, then Submit Decision.
   • To accept LOANS: Select Accept from the drop down box to accept the full loan amounts, then Submit Decision or Select Accept Full Amount All Awards to accept full amounts for all awards.
   • To accept PARTIAL LOAN amounts: Select Accept from the drop down box, then enter the amount you would like to accept in the Accept Partial Amount box, then select Submit Decision.
   • To DECLINE loans: Select Decline from the drop down box, then select Submit Decision.

HOW TO CHECK PAYMENT CONFIRMATION:
(payment arrangements complete)
1) From UNCGenie Homepage, click on the Student tab, then click Payment Confirmation.
2) Select the appropriate Term, then click Submit.
3) If payment arrangements are complete, the message will read "Registration Confirmed";
   If not, the message will read "No Registration confirmation exists on your record".

HOW TO VIEW YOUR STUDENT BILL:
1) After logging into your UNCGenie account, click on Student Account Center.
2) Your current eBill Statement will be displayed.
3) Click on View Activity.

HOW TO DETERMINE YOUR OUTSTANDING REQUIREMENTS:
1) From the UNCGenie Financial Aid page, click on Eligibility.
2) Select the appropriate Aid Year, then click Submit.
3) Both outstanding and completed requirements will be displayed.

HOW TO UPLOAD DOCUMENTS & FORMS:
1) From the UNCGenie Financial Aid page, select Financial Aid Document Upload
2) Select Aid Year
3) Select Document Type
4) Select Choose File
5) Select Upload
6) Review message to verify document was successfully uploaded

HOW TO VIEW YOUR SATISFACTORY ACADEMIC PROGRESS (SAP) STATUS:
1. Select Financial Aid
2. Select Financial Aid Status
3. Select Aid Year
4. Select Academic Progress

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