

Important Information

CLAIM ACCOUNT

- / Go to <http://login.wvu.edu>
- / Click on "Claim Account"
- / Enter Student ID and click "Submit"
- / Follow prompted instructions to activate your account

PARENT/GUEST PORTAL

The Family Educational Rights and Protection Act, or FERPA, protects your rights as a student. If you want to share your PSC information (including academics, financial aid, housing, and your student account) with your parents or guardians, grant them full or partial access in the Parent/Guest Portal. Once you submit, your parent or guardian will also need to finalize their access.

STUDENTS: GRANT ACCESS TO PARENT/GUEST

- / Login into WVU Portal at <http://portal.wvu.edu>
- / Click on STAR, then student services & housing, then Parent/Guest Portal, then Proxy Management, then Add Proxy
- / Enter name and valid email address then click "Add Proxy"
- / Click on "Expand"; there are 4 tabs- Profile, Authorization, History, and Communication. Complete each tab in full
- / Under "Profile" click on "Email Passphrase" to notify your proxy of this passphrase to use to contact necessary offices under FERPA
- / Under the "Authorization Tab" click the boxes for the items you wish to authorize your parent/guardian to have access.

PARENTS: ACCESS STUDENT RECORD FOR THE FIRST TIME

- / Go to your email inbox, open message with subject "New Proxy Identity"
- / Click on action URL link
- / Enter the Action Password included in the email, then click "Submit"
- / Enter Email, Old Pin (Action Password), New Pin, validate Pin then click "Save"

PURCHASE BOOKS

- / Bring your schedule into the store, or
- / Log into your WVU Portal, click on "STAR", then "Student Services and Housing," then "Registration," select PSC bookstore and select term from the drop down menu or,
- / Visit www.wvupotomac.bnccollege.com for delivery or pick up from store or,
- / If you are receiving a refund, you can use financial aid to pay for your books. You must order from the website and select "SFA." Check MIX email for deadline date.

WVU REFUND PROCESS

- / As a registered Potomac State College student, you will receive a personalized email from TMS/Afford with instructions on how to establish your direct deposit account. If you do not receive the email or lose it, you can have the email resent by completing the following steps:
 - / Visit wvu.afford.com/refunds and click "Get Started"
 - / Click "Register" and enter your registration email address (MIX email address)
 - / Click "Send Link"
 - / Then follow the directions in the new TMS/Afford email

PROCESS STUDENT LOANS

- / If you are borrowing student loans, accept your loan(s) by logging into your WVU Portal account, clicking on "STAR" and then clicking on "Financial Aid" and "Accept/Decline Award"
- / Complete a Master Promissory Note (MPN) at studentloans.gov and sign it with your FSA ID
- / Complete Loan Entrance Counseling, unless you borrowed at another school at studentloans.gov
- / Select West Virginia University as the school to receive your information

REALIZE WHAT'S POSSIBLE.