



## LOCATING MISSING REQUIREMENTS IN MYINFO

**Please check your MyInfo to view any missing requirements that may affect your financial aid eligibility.**

Please follow the instructions below to view your missing financial aid requirements in MyInfo:

1. Click this link: [MyInfo \(https://myinfo.concordia.edu/\)](https://myinfo.concordia.edu/)
2. Select the "Enter Secure Area" link
3. Use firstname.lastname and current CTX email password
4. Select the "Financial Aid" tab above the "Main Menu"
5. Select "Financial Aid Status" under "Financial Aid"
6. Select "Financial Aid Year 20XX-20XX" and click "Submit"
7. Click on the "student requirements" hyperlink in "You have unsatisfied student requirements for this aid year."
8. This link will direct you to the first tab, "Student Requirements," which lists all financial aid requirements, the status of those requirements and the date they were most recently updated.
9. Click on the second tab, "Requirement Messages," to view a detailed explanation of the requirement(s).
10. If no requirements are visible under "you have unsatisfied student requirements for this aid year," there may have been an overlap in the receipt and processing of your information and the generation of the report used to send this email.

**These requirements must be satisfied in order to further process your financial aid.** Please contact your Admissions Counselor if you have any questions.