

## How to Complete Terms and Conditions Online

Each financial aid recipient must read and accept the Terms and Conditions related to receiving financial aid funds as a student at Harper College. This requirement is completed online in the *MyHarper* student portal.

To complete the Terms and Conditions requirement, please follow these steps:

1. Login to the *MyHarper Portal* with your User Name and Password.
2. Click on the *Finances* tab.
3. Click on *View My Awards*.
4. **Select the appropriate aid year.**
5. Click *Submit*.
6. Select the *Terms and Conditions* tab (third tab from the left).
7. Read the *Terms and Conditions*.
8. Click *Accept* once you have read and agree with this section (bottom of the screen).

***This requirement will automatically satisfy in MyHarper upon completion.***