



How to use ESAS





ESAS is the Electronic Student Aid System and the one stop financial aid portal for all Lynn University students. ESAS allows students to view what scholarships, grants or student loans they may be eligible to receive. It also provides students with direct links to all documents that may be needed in order for the individual financial aid awards to process.

**Step 1.** The first step to accessing your ESAS account is to log in to myLynn. Once logged in to myLynn, the Student Finances tab should be selected. From here "My ESAS" will appear on the column on the left hand side of the page. This option should be selected.

myLYNN

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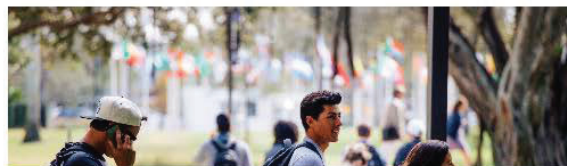
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**Student Finances**

Main  
Documents and Forms  
My Account  
My ESAS  
Health Insurance  
International Students  
1098T Tax Forms  
Student Employment  
Three Year Program

**Student Finances**

**Student Financial Services**





**Step 2.** Once "My ESAS" has been selected, you will be brought to a new ESAS page. On this page you can select "Go to my ESAS".



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#### Student Finances

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Documents and Forms  
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## My ESAS

### Electronic Student Aid System (ESAS)

Electronic Student Award System (E-SAS) is a portal to your Financial Aid information and your required Financial Documents.

Go to [myESAS](#)

**Step 3.** Your ESAS main page contains important information and announcements. The Menu option can be selected to access your personalized information and financial aid award package.

Menu

You are currently logged in as:  
Current Award Year: 

Log Out

Help

LYNN  
UNIVERSITY

Office of Student Financial Services

2023/2024

Students must apply for financial aid EVERY year.  
Form Submission Requirement: Lynn University has established a priority date of March 1 each year. This is the date that students (both incoming and returning) should have all forms to the financial aid office. If you meet this date, you will receive consideration for all grants, loans, scholarships and work programs, based on your eligibility.  
  
What if I miss the March 1 submission date?  
Funds at Lynn University are limited. If any of your required paperwork is not received on or prior to the priority date, your application will be considered on a funds available basis. Consequently, funds may be exhausted and additional monies may not be available. This applies to all types of aid, including Lynn University scholarships and grants.  
  
If you have any questions regarding the financial aid process, please visit us at [www.lynn.edu/financialaid](http://www.lynn.edu/financialaid) or contact us at [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu) or 800-578-9737 or 561-237-7185.

Welcome

Welcome to Lynn!

The Electronic Student Award System or **ESAS** is a portal to your financial information and your required documents. This virtual extension of SFS office allows you to **Submit your Required Documents** and **View your Financial Aid Awards**.  
Navigate ESAS with the **Menu icon** on the top left-hand corner, select the icon and find a list of the tabs on ESAS that pertain to you.  
Here's some of what you'll find on the ESAS tabs:

- **Home:** The landing page for all students, please begin by selecting the menu icon and selecting a tab.
- **Required Documents:** This page allows you to submit your required documents.
- **Financial Aid Awards:** This page contains a list of the funds you have been awarded for the upcoming academic year.
- **Payment Options:** This page contains information about payment options and methods.
- **Glossary:** This page contains a list of terms and supplemental information to help you navigate your financial aid journey.

**Financial Aid Handbooks:** All students should read the [Financial Aid Handbook](#) for their division for pertinent information regarding the awards, renewal requirements, and policies.  
**Undergraduate Day Students** - if this is your first year at Lynn, check the Estimated Financial Summary to review your estimated aid and charges.  
**International Students (F1 or other Visa holders)** are not eligible to complete the Free Application for Federal Aid (FAFSA) or apply for Federal and/or State aid and can proceed directly to the Financial Awards page and required documents.

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There are a number of forms that a student is required to complete for Student Financial Services. Some of these forms can be completed electronically on ESAS.

**Step 1.** Once a student logs in to ESAS via myLynn, the menu section should be selected.



**Step 2.** After the menu is selected, Required Documents can be selected.



**Step 3.** The Statement of Financial Responsibility is required for all students, regardless of whether they are financial aid recipients or not. The Authorization Regarding Credit on Account is only required to be completed by Financial Aid Students.

### Required Document(s)

Below is a list of all the items we received from you and/or still need to complete your application.

Documents listed below with status as Not Received, Not Signed or Incomplete are still outstanding; please submit them as soon as possible.

Java must be enabled to use some of our forms/documents. Please make sure plug-ins, add-ons and pop ups are enabled. Please allow Java to be installed when prompted.

Please refer to your Lynn Email Address for your FNIS username and password.

#### Your Required Document(s)

Document	Status	Status Date	Message
<a href="#">FL Effective Access to Student Educ</a>	Not Received	10/18/2018	
<a href="#">Authorization Req Credit on Acct.-Stu.</a>	Not Received	10/17/2018	<a href="#">Complete it now!</a>
Parents Drivers License	Not Received	10/18/2018	
Parent vehicle registration copy	Not Received	10/18/2018	
<a href="#">Statement of Financial Responsibility</a>	Not Received	9/17/2018	<a href="#">Complete it now!</a>





Any student who completes the FAFSA may be eligible to apply for either a Federal Direct Subsidized Loan or Federal Direct Unsubsidized Loan. Eligibility for a subsidized loan is determined by the results of the FAFSA and is based on financial need.

**Step 1.** To accept a direct loan award, the first step is to access your ESAS account. Once logged in to [myLynn \(my.lynn.edu\)](https://myLynn.edu), the Student Finances tab should be selected. From here "My ESAS" will appear on the column on the left hand side of the page. This option should be selected.

Menu ☰
You are currently logged in as: Current Award Year: Log Out Help

Office of Student Financial Services

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**2023/2024**

**Students must apply for financial aid EVERY year.**  
Form Submission Requirement: Lynn University has established a priority date of March 1 each year. This is the date that students (both incoming and returning) should have all forms to the financial aid office. If you meet this date, you will receive consideration for all grants, loans, scholarships and work programs, based on your eligibility.

**What if I miss the March 1 submission date?**

Funds at Lynn University are limited. If any of your required paperwork is not received on or prior to the priority date, your application will be considered on a funds available basis. Consequently, funds may be exhausted and additional monies may not be available. This applies to all types of aid, including Lynn University scholarships and grants.

If you have any questions regarding the financial aid process, please visit us at [www.lynn.edu/financialaid](https://www.lynn.edu/financialaid) or contact us at [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu) or 800-578-9737 or 561-237-7195.



Step 2. Once your ESAS account is open, select "Federal Loan Acceptance or Denial" from the drop down menu.

×

You are currently logged in as:  
Current Award Year: 

Log Out

Help

Home

Required Documents

Financial Aid Awards

Online Forms

Federal Loan Acceptance or Denial

Glossary

Estimated Financial Summary

Payment Options

Undergraduate College Financing Plan

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Step 3. The direct loans page will allow you to view the loans that you qualify for. If you wish to apply for the loan, change the status from pending to accepted, as highlighted below in the red box. Next, click "Submit." You also have the right to decline the loan, or reduce the loan amount.

### Accept Direct Loan Awards

Please access the **DOCUMENTS** tab to see a list of documents that must be completed in order to receive your aid. If the document status is "Not Received" or "Incomplete", please submit these form to the Office of Student Financial Services as soon as possible to avoid delays in processing your aid.

#### Requested loan programs and requested amount

Please indicate the loan programs through which you desire to borrow funds by changing the status from "Pending" to "Accept".

You can also decline the loan(s) awarded if you choose to by changing the status from "Pending" to "Decline".

The loan amount that will be processed will be the amount listed on your award notification on E-SAS. If you wish to reduce the amount to be processed, please adjust the amount below prior to accepting the status. You must be enrolled half time each term/semester a disbursement is expected.

All financial aid documents, including Direct loan MPN and Loan Entrance Counseling, must be completed prior to disbursement.

Attendance is required for disbursement.

#### Direct SUBSIDIZED (Undergraduates only)

- Loan amount up to your need (within program limits) determined from your FAFSA need analysis report. The Federal government pays the interest on the loan as long as the undergraduate student is enrolled at least half-time.

**Direct UNSUBSIDIZED (Undergraduates & Graduates)**- Loan amount not to exceed cost of education minus other assistance, within program limits. The student is responsible for all in-school interest, which can be capitalized at the end or paid through the enrollment periods. Effective July 1, 2012, Graduate and professional students are eligible for unsubsidized loans only.

#### Loan Eligibility Amount

Earned Credit Hours	Dependent Undergraduate Student		Independent Undergraduate Student	
	Subsidized	Unsubsidized	Subsidized	Unsubsidized
0-29	\$3,500	\$2,000	\$3,500	\$6,000
30-59	\$4,500	\$2,000	\$4,500	\$6,000
60 and up	\$5,500	\$2,000	\$5,500	\$7,000
Graduate and Professional Student		\$20,500		

If I am a first-time borrower, I understand I must do the Loan Entrance Counseling online and complete a Direct Loan Master Promissory Note at [www.StudentAid.gov](http://www.StudentAid.gov) before the loan is originated/disbursed. I understand my rights and responsibilities as a Federal Direct borrower. I am requesting a Federal Direct Loan for the 2023-2024 academic year.

#### Your Awards

Award	Fall	Spring	Summer Day 6 credit	Total	Message	Status
Federal Direct Subsidized Loan	\$1,750.00	\$1,750.00	\$0.00	\$3,500.00		Accepted
Federal Direct Subsidized Loan	\$0.00	\$0.00	\$1,000.00	\$1,000.00		Pending
Federal Direct Unsubsidized Loan	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00		Accepted
Total	\$2,750.00	\$2,750.00	\$1,000.00	\$6,500.00		
<div>Decline All Accept All</div>						
<div>Submit</div>						

#### Your Awards

Award	Fall	Spring	Summer Day 6 credit	Total	Message	Status
Federal Direct Subsidized Loan	<div>1750</div>	<div>1750</div>	<div>0</div>	\$3,500.00		Pending
Federal Direct Subsidized Loan	\$0.00	\$0.00	\$1,000.00	\$1,000.00		Pending
Federal Direct Unsubsidized Loan	<div>1000</div>	<div>1000</div>	<div>0</div>	<div>\$2,000.00</div>		<div>Pending</div> <div>Accept</div> <div>Decline</div>
Total	\$2,750.00	\$2,750.00	\$1,000.00	\$6,500.00		
<div>Decline All Accept All</div>						
<div>Submit</div>						