# Electronic Student Aid System (E-SAS)

## A portal to your Lynn's financial information

### FIRST TIME USER

As a first time user to E-SAS, you will need your Date of Birth and Student ID to activate your account. You will also need to set up your Security questions and PIN number.

Due to increased security features, Internet Explorer users will need to complete a few quick steps to improve their web browser's compatibility with E-SAS:

- It is recommended to have only **one single web browser open** at any given time when logging into ESAS
- Press the "Alt" key, then "Tools" > "Compatibility View Settings".  Type lynn.edu in the "Add this website" box and then press the "Add" button
- When creating the password as a first-time user, entering the date of birth when prompted requires inclusion of slash marks (as indicated on screen), i.e. MM/DD/YYYY

After creating password, please close the browser.

1.1. Open www.lynn.edu/esas

1.2. On the LOG IN section, enter Student ID then select FIRST TIME USER link



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1.3. Once you are in the ACTIVATE YOUR ACCOUNT screen, please set up the following:

Help

## LYNN UNIVERSITY

## Financial Aid
Office of Student Financial Services

| Home | Apply Online | Your Awards | Your Documents | Messages | Your Loans | Your Loan History | Forms |

## Activate Your Account

**Please Verify Your Identity**
Enter Your Student ID

Enter Your Date of Birth (MM/DD/YYYY)

❖ Re-enter Student ID

❖ Enter Date of Birth with the slash marks (e.g. 01/01/1986)

**Security Questions**
Please select and answer two security questions.
We will ask you to answer these questions if you forget your Password.

Question 1:
Mother's maiden name

Answer 1:

Question 2:
Mother's maiden name

Answer 2:

❖ Student should select 2 questions out of 6 possible Security questions.

❖ Answer should be easy to remember

❖ Answer should not contain special characters or spaces

**Change Password**
Your Password must be at least 5 characters in le

Enter Your New Password:

Confirm Your New Password:

❖ Select a five (5) characters PIN

❖ PIN should be easy to remember

❖ PIN should not contain special characters or spaces

## Electronic Signature and Use Agreement

The financial aid online portal may contain forms that you are required to complete as part of the financial aid process. While completing these forms we may ask you to sign electronically. Please carefully read the Electronic Signature and Use Agreement below.

**The Electronic Signature and Use Agreement is as follows:**

The electronic submittal of information to the Lynn University Financial Aid Office requires the acceptance of this user agreement.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain a Lynn University email account. I will use my Lynn email account when sending any emails to the Financial Aid Office. I understand that any communications from the Student Financial Services Office. I understand that any communications from the Student Financial Services Office will be sent to my Lynn email account. In addition, a copy of the e-mail can be sent to an alternative, personal e-mail address if I provide one to the Student Financial Services Office;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;

I understand that a false statement in this application will subject me to penalties for making a false statement pursuant to 8377.06, Florida Statutes and to FBOE Rule 6C-7.005 F.A.C. Intentional falsification of information shall result in the denial of any pending application and revocation of any award currently held to the extent that no further payments shall be made. I further understand that if I purposely give false or misleading information, I may be fined up to $20,000, sent to prison or both.

By checking below box and submitting, you electronically acknowledge reading and understanding the above statement and you agree to accept the terms of the agreement.

Last update: 4/3/2014

☐ I agree to these Terms and Conditions

❖ Please read the Electronic Signature and Use agreement and check to agree to the Terms and Conditions.

Submit   Cancel

1.4. Once all information are entered, select the SUBMIT button. This will link back to the Home screen. Please close the browser and log in with your new PIN number.