

# Financial Aid Action Items for New Students

This reference guide helps new students view and complete financial aid action items on either the External Student Site (as an Applicant prior to becoming a Student) or the Workday system (after becoming an LSUE student and receiving Workday credentials).

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# Financial Aid Action Items for New Students

LSUE provides action items based on the FAFSA submitted by the student and any Federal Verification requirements.

When a student submits a FAFSA (Free Application for Federal Student Aid), a copy of the information is sent to LSUE to determine financial aid eligibility. Action items may include addressing any discrepancies or providing additional information based on the submitted FAFSA (e.g., Citizenship Status, Veteran Status, etc.).

Federal Verification action items are mandated by the U.S. Department of Education to confirm the accuracy of the information provided on the FAFSA (e.g., Parent's Tax Return, Parent Household Statement, etc.).

- If selected for verification, the student must provide additional documentation to verify the data reported on their FAFSA.
- Please do not submit any documents unless it has been requested of you.

If you have questions regarding your financial aid or need guidance completing your financial aid action items, please contact the LSUE Financial Aid Office.

**Office Address:**

Financial Aid Office  
Louisiana State University at Eunice  
Eunice, LA 70535

**Telephone:**

225-578-3103

**Email:**

[finaid@lsue.edu](mailto:finaid@lsue.edu)

**Website:**

[LSUE Financial Aid & Scholarships](#)

# Complete Financial Aid Action Items in the External Student Site

As an applicant, you will have access to use the LSUE External Student Site to view and complete your required financial aid action items.

1. On the LSUE External Student Site [log-in](#) page, click **Sign In**.
  - Review the instructions for guidance on signing in for the first time.



### Bengal Portal

Use this page to review Upcoming Events on the right.

If you would like to create an account or log into this portal to view your registered events or even apply for admission:

Click on "Sign In" at the top right corner of this page. Follow these instructions on the next screen:

- If you have already created an account, you may fill in that email address and password.
- If you do not have an account, click "Create Account".
- Enter a valid email address and password. This is also what you will use to apply to LSUE.
- You will receive an email to verify your account.
- Then you can use the next screen to sign in with the same email address and password.

### Events

[Events for LSUE Undergraduate Student Recruiting & Admissions Site](#)

# Complete Financial Aid Action Items in the External Student Site (continued)

2. Enter your **Email Address** and **Password**, then click **Sign In**.

- **Note:** Students are required to use the same email address provided during their application to LSUE (via the Admissions Portal) for signing into the External Student Site.



3. Within the LSUE External Student Site homepage, click **My Financial Aid Requirements** to view your outstanding action items.

**Welcome** [Redacted]

[My Financial Aid and Preliminary Transfer Credits Portal](#)

Use this page to review your Financial Aid Award and Action Items. If you have incoming college credit then this is also where Preliminary Transfer Credits can be viewed to show if external college courses transfer.

*NOTE: Once you register for orientation and have a course schedule, you will be transitioned to a different Student Portal and this portal will no longer be updated.*

To view Financial Aid Award and Action Items:

- Please use the "My Financial Aid Requirements" link to the right.

To view Preliminary Transfer Credits:

- You will be emailed with the next steps if Transfer Credit is applicable.

**Admissions**

[Undergraduate Application Information](#)

**Financial Aid**

[My Financial Aid Requirements \(2 Actions Required\)](#)

[View My Financial Aid Packages](#)



# Complete Financial Aid Action Items in the External Student Site (continued)

4. Within the Financial Aid Action Items page, click the desired **financial aid action item** to complete. [finaid@lsue.edu](mailto:finaid@lsue.edu) or 337-550-1282

**Financial Aid Action Items**

Please complete and submit any items listed below so that we may continue processing your application for Financial Aid. If you have questions, please contact the Office of Financial Aid at [finaid@lsue.edu](mailto:finaid@lsue.edu) or 337-550-1282.

Financial Aid Requirements

**LSU - Eunice**

- 2024-2025 Parent Tax Return  
Awaiting Me
- 2024-2025 Parent Family Size Statement  
Awaiting Me

# Complete Financial Aid Action Items in the External Student Site (continued)

5. Within the Complete Action Item page, carefully read the provided description to understand the specific requirements and details of the financial aid action item.
  - a) **Upload the requested document via the file upload feature.**
    - Drag and drop the file(s) or click 'Select files' and select the saved file(s).
    - Click OK to submit.

Complete Action Item: 2024-2025 Parent Tax Return - [REDACTED]

**Description**  
Please submit a copy of your Parent's signed 2022 Tax Return. Please visit [here](#) for acceptable documentation.

**Document**

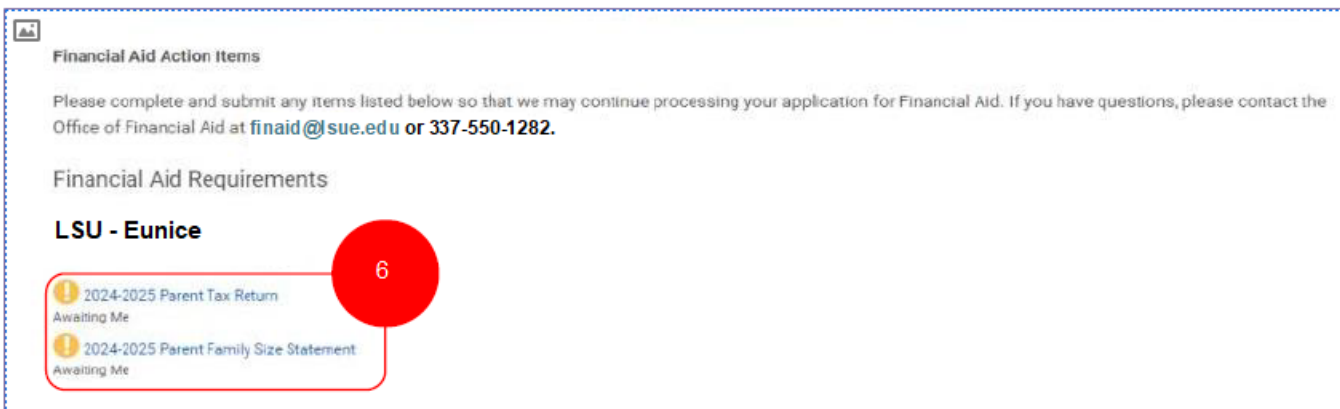
Drop files here  
or  
Select files

OK Cancel

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# Complete Financial Aid Action Items in the External Student Site (continued)

6. Once you have submitted the requested documents, an LSUE Financial Aid staff member will review your financial aid action items. During this period, the status of your action items will be marked as "In Review".
  - If denied, the action item status will revert to "Awaiting Me".
    - You will receive an email notification with the reasons for denial attached to the original document. Please address the reasons for denial and reupload the requested document.
  - If approved, the action item will no longer appear in your Financial Aid Action Items page.



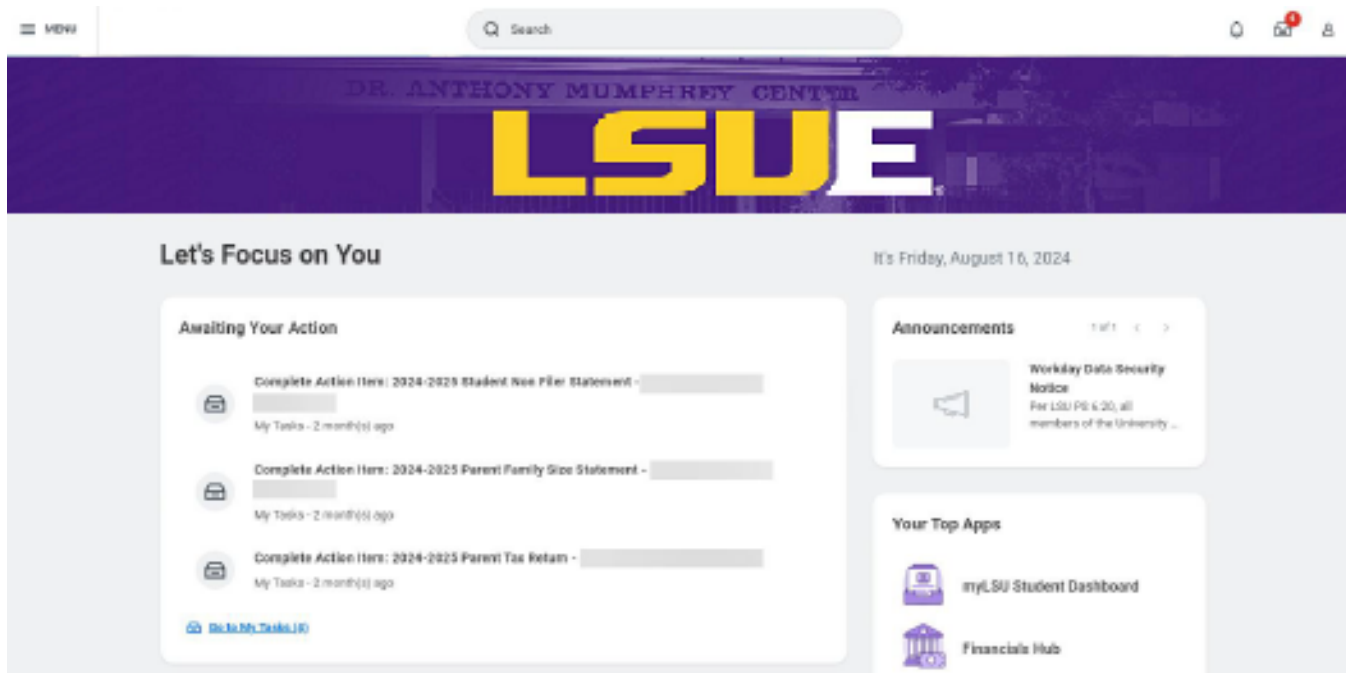
## Helpful Hint:

After you are admitted as a student, registered for orientation, and have a course schedule, you will be transitioned to a Workday student account. You will receive an email notifying you of this transition, which will include your designated login credentials. Once this transition occurs, LSUE requires you (as a matriculated student) to update your information and complete financial aid action items in your Workday student account.

# Complete Financial Aid Action Items in Workday

Once you have been given access to your Workday student account, navigate to your Workday – My Tasks inbox to complete your Financial Aid Action Items.

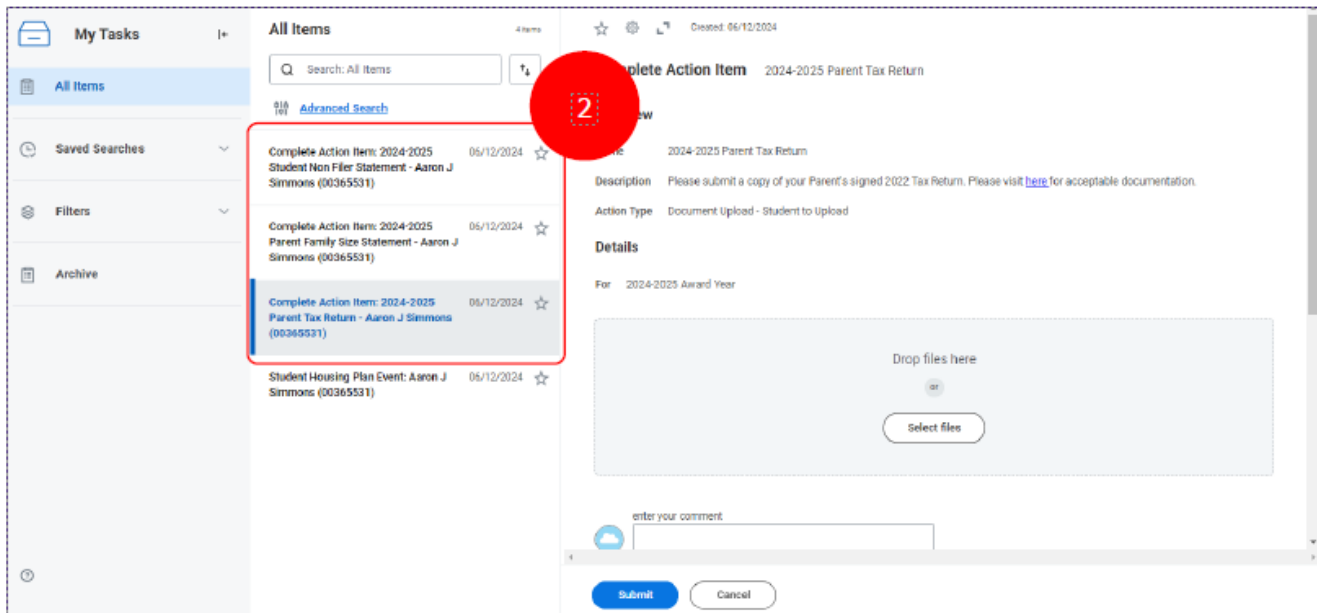
1. On the Workday home page, navigate to the icons in the right top-corner and click the **My Tasks** icon.
  - Option to navigate to the Awaiting Your Action section and click the **desired action item** or **Go to My Tasks**.





# Complete Financial Aid Action Items in Workday (continued)

2. Within the My Tasks inbox, review the Complete Action Item inbox tasks that are assigned to you.



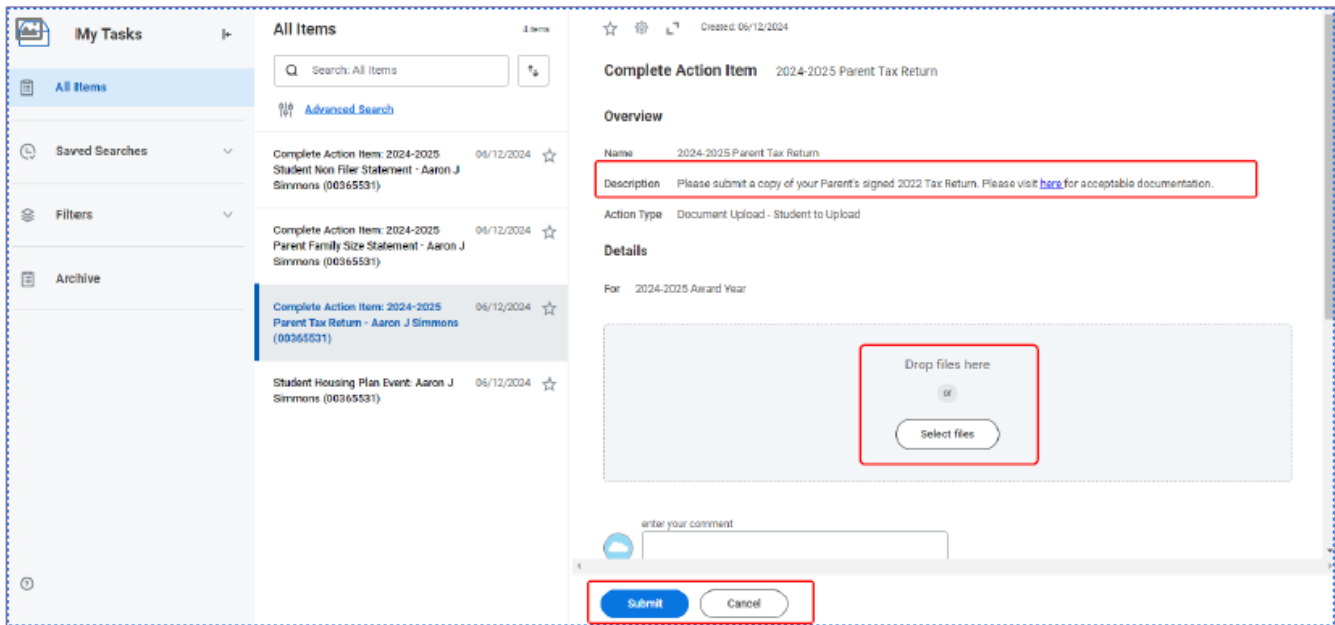
# Complete Financial Aid Action Items in Workday (continued)

3. Within the Complete Action Item inbox task, carefully read the provided description to understand the specific requirements and details of the financial aid action item.

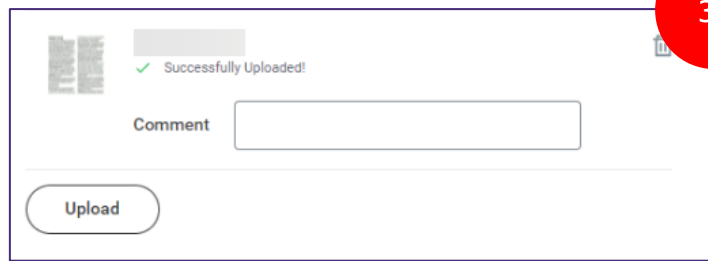
**a) Upload Requested Document via the Workday upload feature.**

- Drag and drop the file(s) or click 'Select files' and select the saved file(s).
- Option to enter comments as needed.
- Click Submit.

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# Complete Financial Aid Action Items in Workday (continued)

4. Once you have submitted the requested documents, an LSUE Financial Aid staff member will review your Financial Aid Action Items. During this period, the status of your action items will be marked as "In Review".
  - If denied, the action item status will revert to "Awaiting Me".
    - You will receive an email notification with the reasons for denial attached to the original document. Please address the reasons for denial and reupload the requested document.
  - If approved, the action item status will update to "Complete".
  
5. To review the status of your financial aid action items in Workday,
  - a. Navigate to your **student profile**.
  - b. Click the **Action Items and Holds**.
  - c. Click the **Action Items** tab.
  - d. Click the **Financial Aid** table.
    - Review the status of your financial aid action items.
    - Option to complete an outstanding action item here – follow steps 2-5.

