

1. Click on e-SERVICES under Current Students

The screenshot shows the Lake Superior College website. The navigation menu at the top includes 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'CONTINUING EDUCATION', and 'SUPPORT LSC'. On the left sidebar, there are buttons for 'D2L e-CAMPUS', 'STUDENT EMAIL', 'EMPLOYEE EMAIL', 'e-SERVICES', and 'OFFICE 365'. A red arrow points to the 'e-SERVICES' button. In the center, there is a banner for 'STEER into a great CAREER' with dates 'October 6-December 5' and times for Career Services. Below the banner are sections for 'About StarID', 'Departments', 'Support', 'Calendars & News', 'LSC Emergency Notification System', 'Information', 'Student Life', and 'Stores/Services'.

2. Login in with your Star ID and Password

The screenshot shows the Lake Superior College login page. The URL is <https://webproc.mnscu.edu/ession/authentication.do?campusId=302&postAuth>. The page features the Lake Superior College logo and contact information on the left. The main content area says 'Please login to continue.' and includes a note: 'The "*" indicates a required field.' The login form has the following fields: '* StarID:' (text input), '* Password:' (password input), 'Institution:' (dropdown menu with 'Lake Superior College' selected), and 'Display Name:' (checkbox for 'Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.'). There is a 'Login' button below the form. A small photo of three people is visible on the right side of the page. At the bottom, it says 'You must **logout** when finished to ensure that nobody else gains access to your records.'

3. Click "Award Letter" under the Financial Aid tab

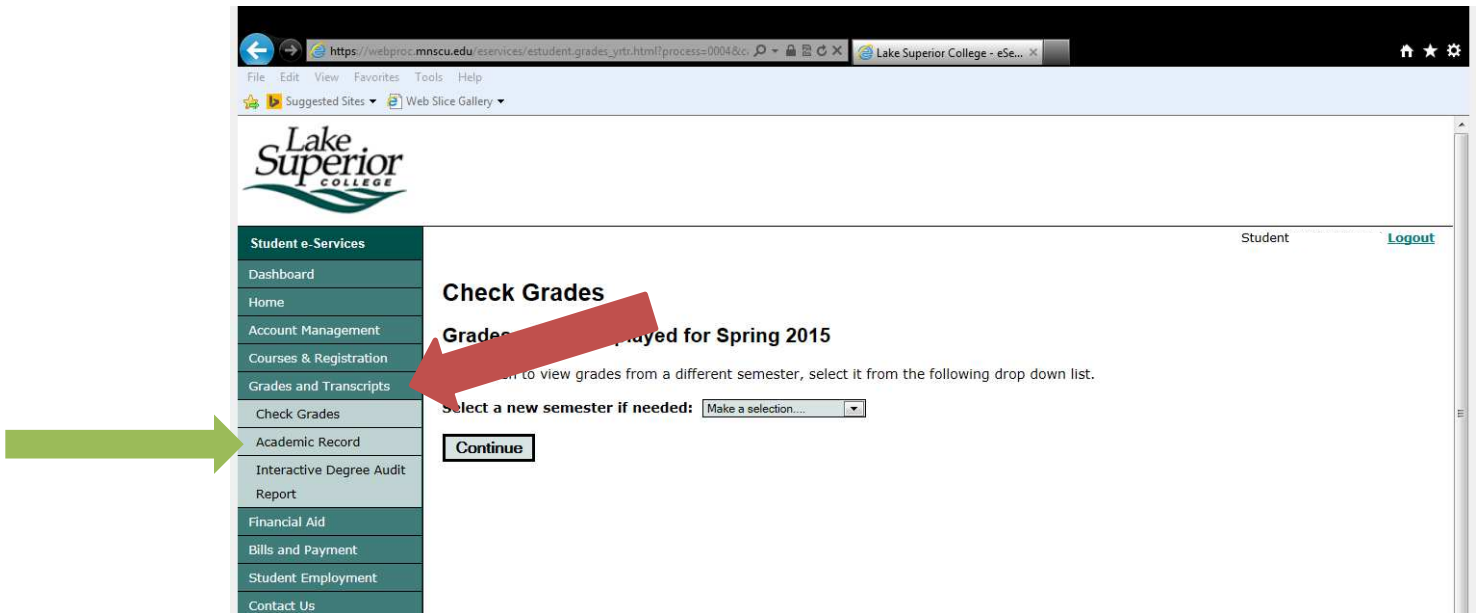
The screenshot shows a web browser window with the URL <https://webproc.mnscu.edu/finaid-general/secure/student/awardletter?campusid:>. The page header features the Lake Superior College logo and navigation links for 'Student ID', 'My Profile', and 'Logout'. A left-hand navigation menu is titled 'Student e-services' and includes categories like 'Financial Aid', 'Bills and Payment', and 'Campus'. The 'Award Letter' link in the 'Financial Aid' section is highlighted with a red arrow. The main content area is titled 'Financial Aid Award Letter' and specifies 'Semester: Spring 2015' with a 'Change semester' link. A large red arrow points downwards from the title area. The main text contains the following information:

This is your official award letter for the 2014-2015 academic year. All awards are considered estimated until disbursed. If you registered for courses after the 5th day of the semester, you will only be eligible for the loans that are listed in this letter.

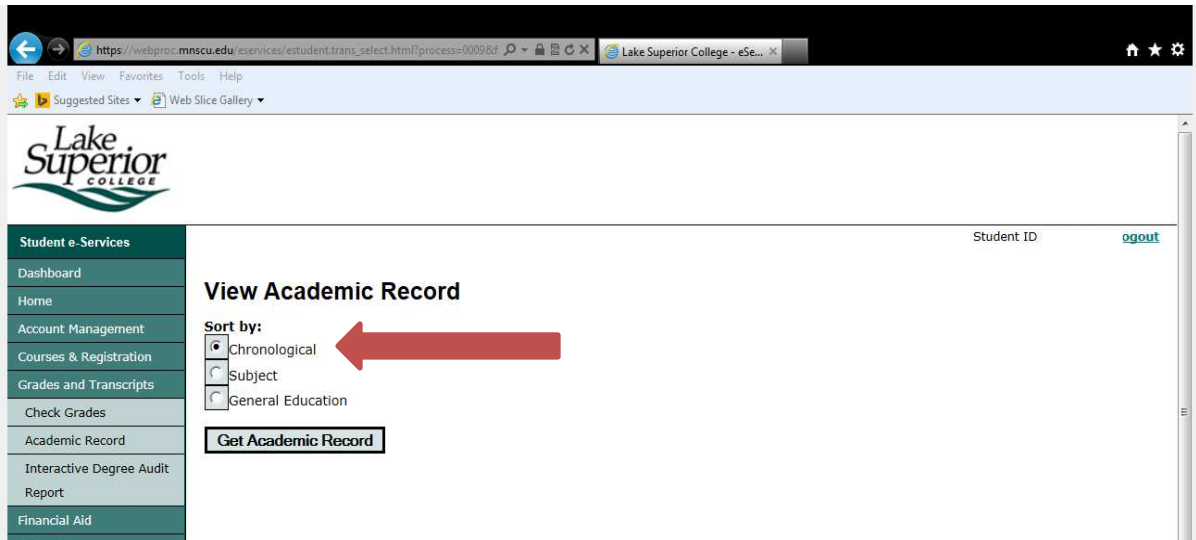
NEW CHANGE FOR THIS YEAR: ENGL 0450, READ 0455 and MATH 0450 are NOT financial aid eligible which means that if you are registered for those courses, they will not be counted in the total number of credits you are enrolled in when calculating your grant eligibility.

Your award information is broken down into the following credit levels: 12-15 credits, 9-11 credits, 6-8 credits, 1-5 credits To determine your aid amounts, look at the information in the appropriate credit level column, based on the number of credits for

4. Click “Grades and Transcripts” tab then “Academic Record”



5. Then click “Chronological”



6. Copy and paste Financial Award Letter and Academic Record into word documents – then, “Save As” PDF documents.