

1. Click on e-SERVICES under Current Students

The screenshot shows the Lake Superior College website. The navigation bar includes 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'CONTINUING EDUCATION', and 'SUPPORT LSC'. Under 'CURRENT STUDENTS', 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. To the right 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 login form with the following fields: '\* StarID:', '\* Password:', 'Institution: Lake Superior College', and 'Display Name:'. There is a 'Login' button and a 'Need Login Help?' link. A small photo of three people is visible on the right. 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 includes the Lake Superior College logo and navigation links for "Student ID", "My Profile", and "Logout". The main content area is titled "Financial Aid Award Letter" and specifies the "Semester: Spring 2015" with a link to "Change semester". A left sidebar contains a menu of services, with "Award Letter" highlighted by a red arrow. A large red arrow points down from the top of the main content area to the text below.

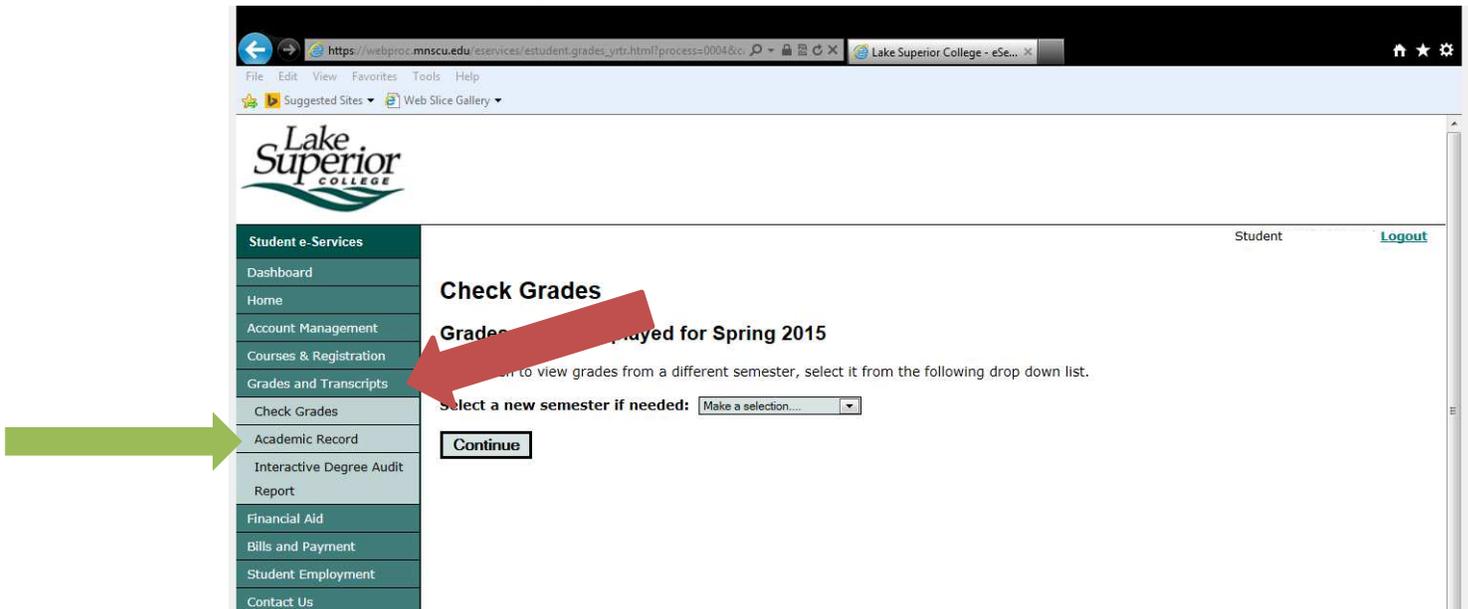
**Financial Aid Award Letter**  
Semester: Spring 2015  
[Change semester](#)

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.

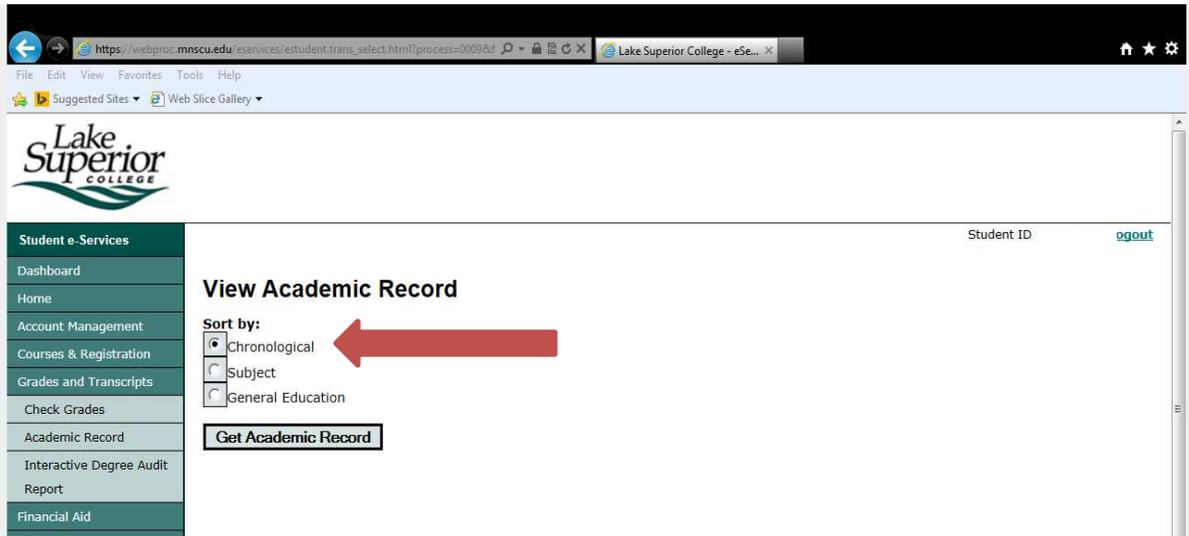
NEW CHANGE FOR THIS YEAR: ENGL 0450, READ 0455 and MATH 0450 are NOT financial aid eligible which means that if you are registered for those courses, they will not be counted in the total number of credits you are enrolled in when calculating your grant eligibility.

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.