



Navigating the Student Portal for Financial Aid

1. Go to <https://mycaldwell.caldwell.edu/ics>
2. Type in your NetID and Password then hit Login
3. You may go to <http://mypassword.caldwell.edu/> to reset your login

Important Registration Information

Important Dates to Remember for the Fall 2014 Semester:

August	25	Evening classes begin (4:15pm)
	26	Day Classes Begin (8:30am)
September	1	Labor Day -No Classes
	3	Last Day to Add/Drop Classes
October	13-14	Mid Semester break -No Classes
	31	Last Day to Withdraw with a "W"
November	1	Deadline to apply for May Graduation
	10	Spring Registration Begins
	19	Last Day to Withdraw with "WP" or "WF"
	26	Thanksgiving Recess beginning at 4:15pm
	27-30	No Classes
December	13	Final Exams Week

Accelerated and Online Program Class Schedule:

August	30	Online Program Classes Begin
	30	Last Day to Add/Drop for an Online Accelerated Session A Course
September	6	Accelerated Program Classes Begin
	13	Last Day to Add/Drop Accelerated Session A Courses
	13	Last Day to Withdraw from Online Session A Courses
	20	Last Day to Withdraw from an Accelerated Session A Course
October	25	Classes begin for Accelerated and Online Courses
	25	Last Day to Add/Drop for an Online Session B Course
November	1	Last Day to Add/Drop for an Accelerated Session B Course
	8	Last Day to Withdraw from an Accelerated and Online Session B Course

[Click here for more information on the Academic Calendar](#)

Important Message from the Bursar's Office

Current Students

Welcome to the MyCaldwell portal! Here you will find important announcements along with information on admissions, registration, advising, and more.

To login, use your **NetID** and **password**.

Caldwell University has implemented a 90 day password expiration policy and requires strong NetID passwords. Passwords will need to be a **minimum of 8 characters** with at least 3 of the 4 characteristics below:

- upper case letters
- lower case letters
- numerals
- symbols

If you have forgotten your password, locked your account, or need to setup security questions, please visit <http://mypassword.caldwell.edu>

If you never received your NetID and have been accepted as a student or are student returning to Caldwell University please fill out the [NetID Request Form](#)

Any questions concerning the Portal can be directed to the [portal administrator](#)

Applicants

If you have applied to Caldwell University you will receive an email with instructions

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4. Next you will choose the “Students” tab and then “Financial Aid and Account Information” Once on this page you can click:

The screenshot shows the Caldwell University website interface. At the top, there is a navigation bar with the following tabs: STUDENTS, CAMPUS COMMUNITY, ACADEMICS, ADVISING, ADMISSIONS, STUDENT LIFE, COURSE SEARCH, and MY PAGES. The 'STUDENTS' tab is selected. Below the navigation bar, a breadcrumb trail reads 'You are here: Students > Financial Aid and Account Information'. On the left side, there is a sidebar menu with a 'Students' section containing links for 'Students Academic Information', 'Undergraduate', 'Graduate Studies', 'Financial Aid and Account Information' (highlighted with a red arrow), 'Unofficial Transcript and Grade Report', 'Unofficial Degree Audit', 'Online Learning', 'Student Resource Forms', and 'The Write Place'. Below this is a 'Quick Links' section with links to 'Caldwell University', 'Cougar Mail', 'Blackboard', 'Moodle', 'Jennings Library', and 'Manning Campus Bookstore'. The main content area is titled 'Financial Aid and Account Information' and includes a 'Printer Friendly' icon. It is divided into several sections: 'Financial Aid Awards' with a link to 'Financial Aid Awards' (pointed to by a blue arrow); 'Financial Aid Document Tracking' with a link to 'View Financial Aid Document Tracking' (pointed to by a blue arrow); 'Financial Aid Information' with a '2014-2015 FASFA Available!' announcement and instructions to go to www.fafsa.ed.gov; 'My Account Info' with links to 'My Account Balances' and 'Course and Fee Statement' (both pointed to by blue arrows); 'Bursar Office Links' with links to 'Business Office Forms', 'Pay Now', and a link to setup or manage a refund method; and 'View 1098-T Information' with a link to view previous years' information.

- “Financial Aid Awards”- Financial aid award letter
- “View Financial Aid Document Tracking”-Missing documents
- “My Account Balances”-Tuition balance
- ‘Course and Fee Statement’- Tuition Bill

5. Once you click on the individual “Red links” you will be sent to various pages for detailed information.