Student Permissions – New Orleans Only

This document gives instructions on how to give permissions for the use of Title IV funds towards other allowable educational related charges other than tuition and required fees.

1. From the Self-Service page, click the Academic Self-Service link.

2. Enter your User ID and Password, then click the Sign In button.

3. Click the Student Center tile.
4. Click the **NavBar** icon.

5. Click the **Navigator** option.

6. Click the **Self Service** link.

7. Click the **Campus Finances** link.
8. Click the View Student Permissions link.

9. Click the Grant Permissions button.

**NOTE: Read the Permission Form.**

10. If you want to grant permission, click the Next button. If you do not want to grant permission after reading the Permission Form, click the Cancel button.
11. Check the **Yes, I have read the agreement**, I have read the agreement checkbox. Click the **Submit** button to grant permission or click the **Cancel** button to cancel the form. You can click the **Previous** button to return to the previous page to review the Permission Form.

The **Student Permission Confirmation** will display.