

*****MySVC EMAIL ACCOUNT REQUIRED FOR FINANCIAL AID*****

The primary means of communication after the initial mailing of the Financial Aid Data Sheet will be through the MySVC email system. You will be responsible for checking your MySVC email account on a regular basis as many items will be sent with a time sensitive date deadline. You must monitor this email account during and after you cease enrollment in regards to your award, satisfactory progress, funds owed and other financial aid issues.

MySVC email account information can be obtained as follows:

1. Go to <http://www.skagit.edu/mysvc>
2. Click Account Tools on left side
3. Click My SVC account Username
4. Enter your Student Identification Number (SID)
5. If you have a SID but do not know it, click Student ID (SID) lookup under Account Tools. If you do not have a SID, you must apply for admission to SVC: <https://admissions.ctc.edu/applicant> After you apply on line for a SID you will receive a response within 3 days.
6. Enter your PIN# (default is birthday in MMDDYY format)
7. After you enter a valid SID and PIN# you will be given your MySVC username and your MySVC email address.

You must enter the MySVC email address on financial aid forms where requested or your form will be returned to you.

Instructions on how to login to your account are available here:

http://www.skagit.edu/mysvc_student_instructions.pdf

Remote access and FORWARDING email instructions for your account can be obtained by going to the following:

<http://tinyurl.com/mysvcemailoptions>

Or to forward email:

1. Sign in to your MySVC E-mail.
2. Click **Settings** at the top of the page.
3. Click **Forwarding and POP/IMAP**.
4. Follow the instructions on the page.
5. Click **Save Changes**

Due to the high volume of students we serve and issues of confidentiality, the Financial Aid Office staff will not be able to go on the WEB for you to access your Student Identification Number or email address. Students are responsible for accessing and printing their own information.

To access a computer on campus you may go to the following:

1. Ford Hall computer lab
2. Library