



## FINANCIAL AID STUDENT SELF SERVICE

Financial Aid Student Self-Service (FASSS) allows students to review their financial aid information on-line. FASSS is a web-based service, which allows students to log into a web portal to view their **own** data in the FINANCIER Portal. The level of security is similar to accessing commercial sites such as your bank and requires secured password access.

FASSS allows students to view:

- Verification status and required documents
- Awards
- Scholarship Information  
Satisfactory Academic Progress - information on financial aid academic progress requirements
- My Loans - status of loans on your account

You can log into the portal by following these steps:

**Step 1:** Please read these important instructions, which will guide you through the process. Your password will expire every 90 days. Visit the Active Directory Self-Service webpage at <https://password.passhe.edu>. Select Cheyney University and select "**Change Your Password.**" Every student will need to have a username and password. Your username is your Cheyney email address and your default password is the last 5 digits of your student ID followed by *Cheyney*; ex. 12345Cheyney. PLEASE NOTE: The 'C' of Cheyney must be Capitalized.

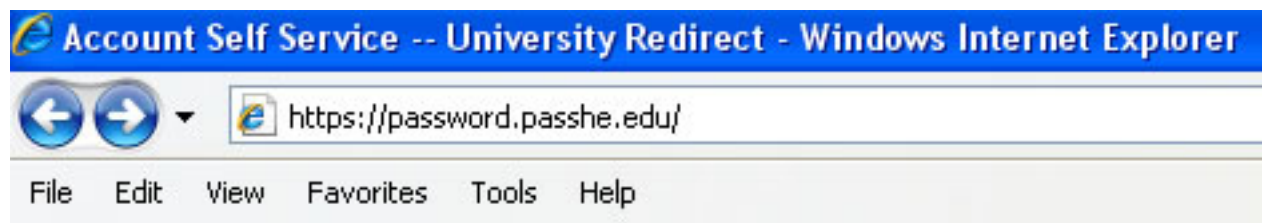


Figure 1: Go To <https://password.passhe.edu>

# ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL

PLEASE SELECT YOUR UNIVERSITY AFFILIATION.

- [Bloomsburg University](#)
- [California University](#)
- [Cheyney University](#)

Figure 2: Select Cheyney University

## YOU MUST FIRST LOG ON TO USE THIS FEATURE

**User name:**  PASSHE Active Directory Account

**Password:**

Click [Here](#) to return to the home page.

Figure 3: username is your full Cheyney Email address (ex. [jdoe@cheyney.edu](mailto:jdoe@cheyney.edu)). Password is the last 5 digits of student ID + 'Cheyney' (ex. 12345Cheyney). **Remember the 'C' in Cheyney is Capitalized.**

# YOU MUST FIRST LOG ON TO USE THIS FEATURE

## YOUR PASSWORD HAS EXPIRED AND MUST BE CHANGED.

**User name:**  PASSHE Active Directory Account

**Old Password:**

**New Password:**

**Confirm Password:**

### Password Change Requirements:

1. Password must be at least 8 characters in length
2. Must be different than your previous 3 passwords
3. Must not contain significant portions of your user account name or full name
4. Must have 3 of the 4 characteristics below:
  - Lowercase character(s)
  - Uppercase character(s)
  - Numeric character(s)
  - Special character(s), such as % \$ #

Click [Here](#) to return to the home page.

Figure 4: Change your password.(Please read Password Change Requirements before change your password)

**Step 2:** After you have changed your password. Please configuring your Self Service Tool. **BE SURE TO MAKE NOTE OF YOUR PASSWORD AND KEEP IT SECURED.**

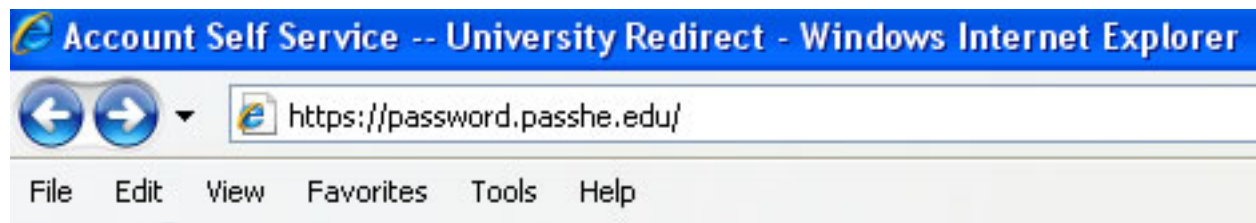


Figure 5: Go to <https://password.passhe.edu>

# ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL

**PLEASE SELECT YOUR UNIVERSITY AFFILIATION.**

- [Bloomsburg University](#)
- [California University](#)
- [Cheyney University](#)

Figure 6: Select Cheyney University

## WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL!

**Please select from the options below:**

- [Change Your Password](#)
- [Configure the Self-Service Tool](#)  
**If you have never used the self-service tool, you must run the configuration first.**
- [Use the Self-Service Tool](#)  
**Use the self-service tool if you are having trouble accessing your account.**

Figure 7: Select 'Configure the Self-Service Tool'

## WELCOME TO THE ACCOUNT SELF-SERVICE CONFIGURATION TOOL

You are logged in as:

[\[Sign Out\]](#)

### Please complete the information requested:

Please enter a 4 digit PIN number:

e.g. last 4 numbers of your employee number or student number

Select a question to be asked when using the tool:

Enter the answer to the selected question

What was the name of your first pet?   
What is/was your mother's maiden name?  
What was the first state you lived in?  
What was the make and model of your first car?  
Where was your first job?  
What was the name of your first pet?

r max

### Additionally, please define a unique question and answer:

Your unique question to be asked:

60 character max

Provide the answer to your unique question:

30 character max

Figure 8: setup your PIN and your questions:

After your setup your PIN number, you can retrieve your password by yourself.

## WELCOME TO THE ACTIVE DIRECTORY ACCOUNT SELF-SERVICE PORTAL!

### Please select from the options below:

- [Change Your Password](#)
- [Configure the Self-Service Tool](#)  
**If you have never used the self-service tool, you must run the configuration first.**
- [Use the Self-Service Tool](#)  
**Use the self-service tool if you are having trouble accessing your account.**

Figure 9: Select 'use the Self-Service Tool' to retrieve your password.

**Step 3:** Log into the Financial Aid Self-Service portal at: <https://portal-chu.passhe.edu/iri/portal>. Once you log on, click on the "**Finances**" tab to reveal the lower Financial Aid tab to access your information. You will need to select the school year you wish to review.

Now that you have accessed your information, continue to check it regularly for updates on your account.