

## How to log into the Aurora system to accept your entrance scholarship

From the main University of Manitoba website <http://umanitoba.ca/>, please follow these steps:

1. Put your mouse/cursor over the 'Current Students' tab and move your cursor over to the right-hand side blue-coloured menu
2. Click on 'Aurora Student' (right underneath the heading "Online Services")
3. Scroll down the page with the heading in blue that has the Aurora logo in blue and green, click on the blue link 'Enter Secure Area'
4. Read everything after the word 'Students' at the top to learn what your user id and PIN number should be and proceed to log in at the bottom. Once you are in Aurora, you will be prompted to create a new PIN and to create security questions (should you ever forget your PIN). **Note:** Students, this will be your permanent PIN for the entire time that you are with the university so choose something that you can remember but is not easy for others to guess (ie. Don't use your birthday, address or pets name, etc.)

**Need Help?** If you need help resetting your PIN, please call the **Registrar's Office at (204) 474-9420** (we cannot reset PIN numbers in Financial Aid & Awards).

**IMPORTANT:** The university will NOT give out information to anyone but the student, even if under 18 years of age. If students wish to grant parental/guardian access to their university information, they must obtain and submit an authorization form from the specific office that they wish to have access to.

5. Once in Aurora, click on the tab at the top of the page that reads 'Student Awards and Financial Aid'
6. Click on 'View my student aid' and complete the acceptance process

### FAQ - Frequently asked questions:

**How can I guarantee that my award money will be disbursed before the tuition fees are due?** For your award to be disbursed into your tuition fee account, you MUST be registered in BOTH Fall & Winter terms in at least an 80% course load (equivalent of 24 credit hours). After you meet these registration conditions, your award will be disbursed at the end of August into your tuition fee account and will be applied against your Fall term tuition that is due in September. You can log into Aurora to check this on your own in August.

**What if my award pays more than what I owe for Fall term tuition?** Should your award be more than your term one tuition, any excess will be applied to your Winter term tuition and reducing what is due in early January. You can view your tuition fee account in Aurora after you have registered (until then, there will be no fees to display).

**What if I decide to drop or VW (voluntarily withdraw) from a course, what happens to my award?** If you drop a class and are below 24 credit hours (or, an 80% course load), the university can take up to the full amount of the award back. If you have questions about whether you will be in jeopardy of losing your award due to course withdrawal, call us at 474-9534 for more information.

If you have questions about how to pay your tuition fees, see the link below:

[http://umanitoba.ca/admin/financial\\_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm)

*Please note that the information contained in this document is subject to change without notice*