

MiSSG for Students How to Update Institution

The <u>MiSSG Student Portal</u> allows students to create an account, complete State financial aid program applications, monitor State financial aid eligibility, and transfer institutions.

For **students** to create an account, they must know their Social Security number (SSN). If the student does not have an SSN, they should contact MI Student Aid at 888-447-2687 for assistance. The MiSSG Student Portal is available at <u>michigan.gov/missg</u>.

Eligibility for State financial aid programs is evaluated based on the first college listed on the FAFSA.

If the student's college choice changes, there are three options to update:

- 1. Create a MiSSG Student Portal account and change their institution.
- 2. Call our Customer Care Center at 1-888-447-2687.
- 3. Make an update to their FAFSA by logging into <u>fafsa.gov</u>.

How to Update the College on File in the MiSSG Student Portal

1.	Log into you	⁻ MiSSG Student Porta	al account

					Login	🔥 Ml.gov
MI Stude Student Sch	nt Aid olarships and	Grants				
	Log In					
	User Name	Üser Name Log In	Create Account	Forgot user name		

2. Once you have landed on the MiSSG Student Portal dashboard. Scroll down to Student Profile and under "Current Institutions" click the "Change Institution" button.



3. Double check you are changing the institution for the appropriate academic year/FAFSA. Then click "Change Institution."

		Home	Contact SSG	Logout	😚 MI.gov
MI Student Aid Student Scholarships and Grants					
MI Aid Programs - Scholarship and Grant Applications Account Management - Document Management					
Change Institution					
Academic Year 2023 - 2024					
Original FAFSA Application Date	11/30/2022				
Current FAFSA Application Date	2/16/2023				
Current Institution	CENTRAL MICHIG	AN UNIVERS	SITY		
				🛱 Chan	ge Institution

4. Select the institution you plan on attending from the "Transfer Institution" drop down menu. Then select the term you will be transferring/starting by utilizing the "Transfer Term" drop down menu.

🐣 Transfer Request				
	Academic Year 2023-2024			
* = Required				
Current Institution	CENTRAL MICHIGAN UNIVERSITY			
Transfer Institution	~ ~			
Transfer Term	~ ~			
• Only non-paid/non-reimbursed terms are available for transfer. The transfer will be initiated from the Transfer Term selected and forward.				
	Save Cancel			

5. Once you have selected the Transfer Institution and the Transfer Term, click "Save."

🚣 Transfer Request				
Academic Year 2023-2024				
* = Required				
Current Institution	CENTRAL MICHIGAN UNIVERSITY			
Transfer Institution	EASTERN MICHIGAN UNIVERSITY ~			
Transfer Term	Fall ~			
• Only non-paid/non-reimbursed terms are available for transfer. The transfer will be initiated from the Transfer Term selected and forward.				
\rightarrow	Save Cancel			

6. A pop-up message will appear stating "Transfer Request: Updates have been processed."



7. Once back on the MiSSG Student Portal dashboard check the Student Profile section, under Current Institutions you should now see the new institution listed.

Student Profile	
	1 Main St. □
	🚟 Change Institution 🗹 Update Profile