Go to [www.usf.edu](http://www.usf.edu), then select the “myUSF” tab at the top right of the webpage. This is the portal to access all of your information at USFSP.

**Net ID:** The NetID is your user ID at the university. Students are automatically eligible to obtain a NetID which allows you access to a variety of online services offered at all campuses. You will need your University NetID to log in to your OASIS account and submit scholarship applications. It is important not to share your NetID and password with anyone and to make sure you personally know your NetID name and password.

**OASIS:** Once you have your Net ID, you can log onto OASIS. OASIS is USF’s Online Access Student Information System. OASIS provides USF applicants and new, current and former students online access to their student records. OASIS is located under the “My Resources” tab at the top of the page. There are 3 tabs in OASIS: Personal information, Student Information and Financial Aid.

**“PERSONAL INFORMATION” tab:**

View and update addresses, phone numbers and email addresses. Change your PIN and security question. Request the level of privacy for your records. **Note:** Become familiar with your official USF email address. All official communications will be sent to this email address, including award notifications and notice of outstanding documents.

**“STUDENT” tab:**

1. **Paying tuition through OASIS**
   
   Student → Tuition & Fees → Student Bill Payment (if you want to view charge detail before making payment, click View Account Summary and Pay My Bill, and then click Student Bill Payment in blue font) → Make a Payment → Select Payment. You can pay by current account balance or pay by term (if paying the amount different from what is showing, enter the amount manually in the box) → Continue → Select Payment Method (2.5% convenience fee for Credit or Debit Card, no fee for Electronic check).
   
   **Note:** We do not accept VISA online. Follow the screen to complete the payment transaction.

2. **Add Authorized User to access student account info (e.g. Parents making tuition payments)**
   
   Student → Tuition & Fees → Student Bill Payment → Click on Authorized Users from the menu options on the top of the page → Enter email address of the authorized user → Continue → Check the box to agree to the terms → Continue. Authorized user will receive the username and password via two automated email messages.
   
   To remove an authorized user, login to MyUSF Portal → My Resources → OASIS → Student → Tuition & Fees → Student Bill Payment → Click on Authorized Users from the menu options on the top of the page → Delete.
3. Reserve textbooks from University Bookstore or lookup textbook ISBN

Student \(\rightarrow\) Reserve Textbooks at start of each semester
\(\rightarrow\) Select a Campus Bookstore \(\rightarrow\) Submit \(\rightarrow\) Select Courses \(\rightarrow\) Order Books. If buying from University Bookstore, you can select format (e.g. new, used, or rental), otherwise, write down the ISBN and buy textbook wherever you prefer.

4. Subscribe to eDeposit

Student \(\rightarrow\) Tuition & Fees \(\rightarrow\) Subscribe to eDeposit
\(\rightarrow\) Enter your Bank Routing Number and Bank Account Number \(\rightarrow\) Submit.

**Note:** eDeposit subscriptions take approximately 10 days to process with your bank. If you are to receive a refund before your eDeposit subscription has been approved, you will receive a printed check via United States Postal Service to the mailing address listed in the “Personal Information” tab.

“FINANCIAL AID” tab:

Be sure to “Select Aid Year” (2021 for Summer 2021, 2022 for Fall 2021)

1. Find out if we’ve received your FAFSA or need to turn in documents

Financial Aid \(\rightarrow\) My Requirements, Bookstore Authorizations and Deferments \(\rightarrow\) Student Requirements \(\rightarrow\) Satisfied (or Completed) Requirements. FAFSA will show up as a completed requirement.

Financial Aid \(\rightarrow\) My Requirements, Bookstore Authorizations and Deferments \(\rightarrow\) Unsatisfied (or Outstanding) Requirements.

Depending upon the type of financial aid, a standard set of actions may be required of you before you can obtain the aid you are qualified to receive. Many forms are online and can be submitted electronically.

2. Find out if you have a Financial Aid or a Housing Deferment

Financial Aid \(\rightarrow\) My Requirements, Bookstore Authorizations and Deferments \(\rightarrow\) Satisfied Requirements. A Deferment prevents cancellation of registration for nonpayment of fees, and temporarily prevents assessment of late payment fees. Deferments are posted after registration begins.

**Note:** If you are receiving a Veteran deferment or a deferment based solely on receiving Florida Prepaid, you will NOT see a Financial Aid deferment. Please contact Student Financial Services to determine your eligibility for these types of deferments.

3. Find out if you have a Bookstore Advance Purchase Program (BAPP)

Financial Aid \(\rightarrow\) My Requirements, Bookstore Authorizations and Deferments \(\rightarrow\) Satisfied Requirements \(\rightarrow\) Bookstore Advance. Allows eligible students to charge books and supplies at any USF campus bookstore using accepted financial aid funds.

This advance can be used through the Thursday of the first week of classes. A BAPP is not additional financial aid. Your purchases will be included as a charge on your student account. Any unused BAPP is returned to you by e-Deposit or refund check after the end of the first week of classes. An email confirming your eligibility for BAPP will be sent to your USF email address before the start of classes each semester.

4. Report funds from other sources

Financial Aid \(\rightarrow\) My Award and Loan Information \(\rightarrow\) Resources/Additional Information \(\rightarrow\) Enter the fund name and the amount. Financial aid may be reduced if aid is received that is not listed on the award notice. Bright Futures and Florida Pre-Paid do not have to be reported, but non-USF scholarships do.

5. Find out what awards you have been offered

Financial Aid \(\rightarrow\) My Award and Loan Information \(\rightarrow\) Award Overview \(\rightarrow\) Provides an overview of the Financial Aid awards offered.

**Note:** You will need to accept the Terms and Conditions prior to being able to accept your awards.
6. Complete your Financial Aid Terms and Conditions

Financial Aid → My Award and Loan Information → Terms and Conditions. Before grant, loan or work study funds can be paid, the student is required to read and accept the Terms & Conditions in OASIS every year. Certain scholarship awards have separate terms and conditions which must also be accepted before these funds can be paid.

7. Accept your Financial Aid Awards

Financial Aid → My Award and Loan Information → Accept Award Offers. Grants and scholarships will automatically pay out. Loans and Federal Work Study require acceptance.

8. Financial Aid Disbursement and Refund

Student → Tuition & Fees → View Account by Term.

On the sixth day of the term, Financial Aid pays to the student account.

To view your refund, login after the sixth day of each semester.

9. Find out your refund or if you will owe

Financial Aid → My Award and Loan Information → General Information

After August 1 – Provides your total charges, incoming financial aid, and Florida Prepaid or other third party payments.

What you are left with is the refund amount or any remaining amount due.