



C-Port and Banner Quick Facts

<http://cport.cord.edu>

Introduction

C-Port is the point of entry to your college information. Once you've logged in, you can easily access the following:

- E-mail
- Special college-related messages/news
- Course management system
- Housing sign-ups
- Dining Services
- Banner – the system used for registration, financial aid information and Business Office accounts

Logging in

Incoming students: The Office of Admissions mailed you your username and password. If you can't find it, call the Solutions Center at 299-3375 to have your username and a new password sent to you.

Current students: Your C-Port login is the same username and password that you use for your Concordia e-mail. If you are having difficulty signing in, call the Solution Center at 299-3375.

Finding what you need in C-Port

C-Port navigates much like any other Web page – browse the tabs and links on each page. One link you'll frequently use is **Banner** at the top left of your C-Port home page. The Banner link will take you to the Financial Aid Office, Registrar Office and Business Office information. Once in Banner, select the Student tab for your personal information at Concordia such as registering, grades/transcripts/account balances, etc.

Customizing your C-Port

Make C-Port your own by adding C-Port channels to your tabs. Add channels for your classes, student organizations and other interests. It's the easiest way to keep up to date on things that interest you at Concordia. You can also create your own channels with RSS.

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Using C-Port and Banner for Financial Aid Matters

Logging in to financial aid

1. Log in to C-Port at <http://cport.cord.edu>.
2. Select the Banner icon at the top left. Banner will open in a new window.
3. Select the Financial Aid tab. From this page you can access your financial aid status, eligibility and award, as well as general financial aid information.

Viewing your financial aid status

1. Select the Financial Aid Status link.
2. Select the aid year you are looking for (such as 2011-12) and hit submit. This page shows the current status of your financial aid account. The items showing may include:
 - Cost of attendance
 - Your award amount and details
 - Your unofficial academic transcript
 - Whether or not you're making satisfactory academic progress – which affects your financial aid
 - Financial aid messages
 - A link to your financial aid history
3. You may need to turn in additional required documents or wait until you've received your financial aid award to see all of the above features.

Viewing your eligibility

Select the Eligibility link to see:

- Hold on your financial aid account
- Requirements for completing your account
- Requirement messages
- Academic progress notice

Viewing your award

Select the Award link to see:

- Account summary by term from the Business Office
- Award for aid year*
- Award payment schedule
- Award history from fall 2009 until present
- Loan application history
- Withdrawal information

*Using the Award for Aid Year page

You'll likely use this page often as it provides:

- **Award overview:** View your current housing status and expected enrollment status as reported on the FAFSA, cumulative loan information as of the date listed, and a list of the aid you were awarded. The cumulative loan information only includes federal loans, not state or private loan funds.
- **Resources and additional information:** Review and report your outside aid, including scholarships and veteran benefits.
- **Accept award offer:** View all of your awarded aid and accept or decline the amounts offered to you. Your scholarships and grants are accepted automatically, but in order to receive loan funds, you must select the amount you want of each. Review each loan carefully. If you accept an amount that you decide you no longer want, contact the Financial Aid Office.
- **Special messages:** Receive messages pertaining to your award package.