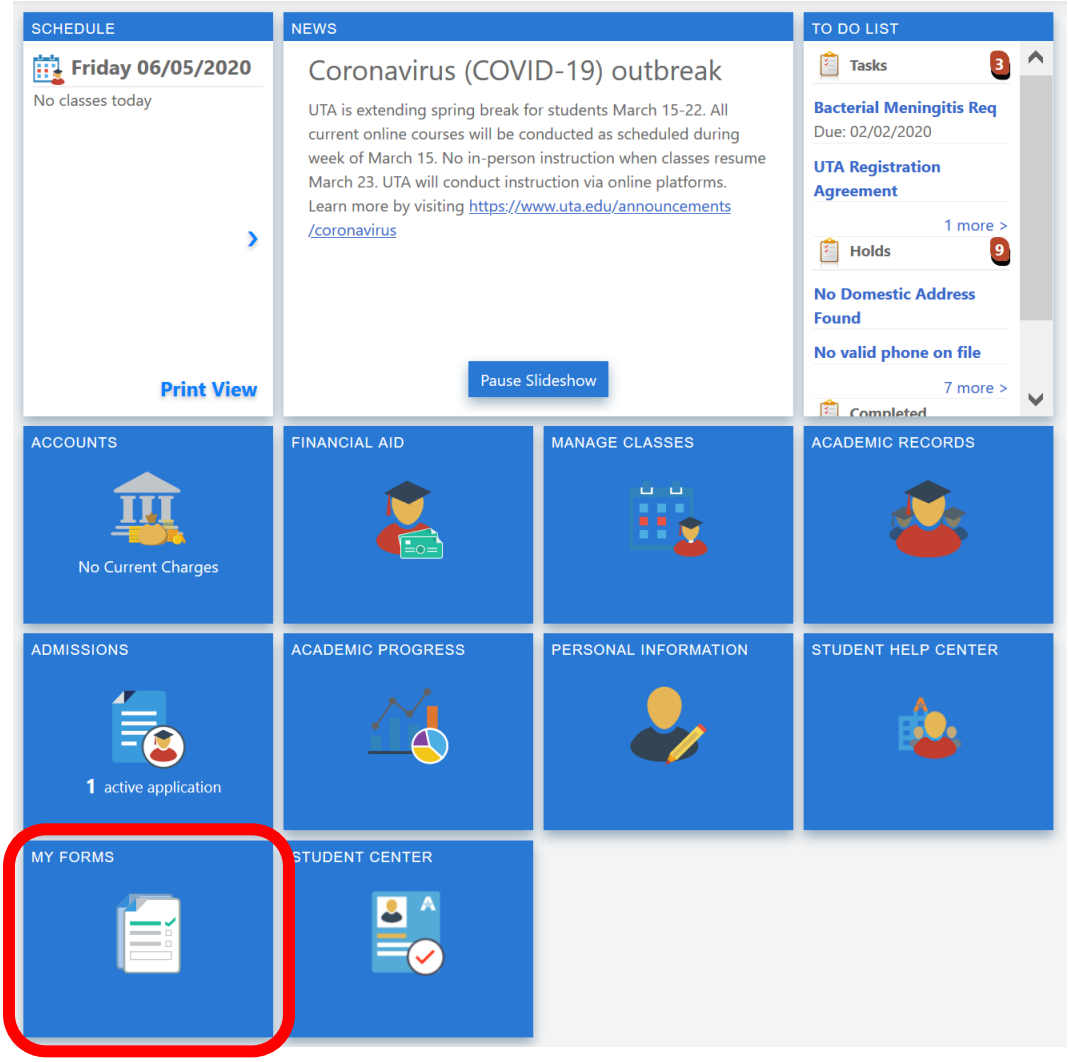
How to Submit a SAP Appeal Form

MyMav Fluid – Students

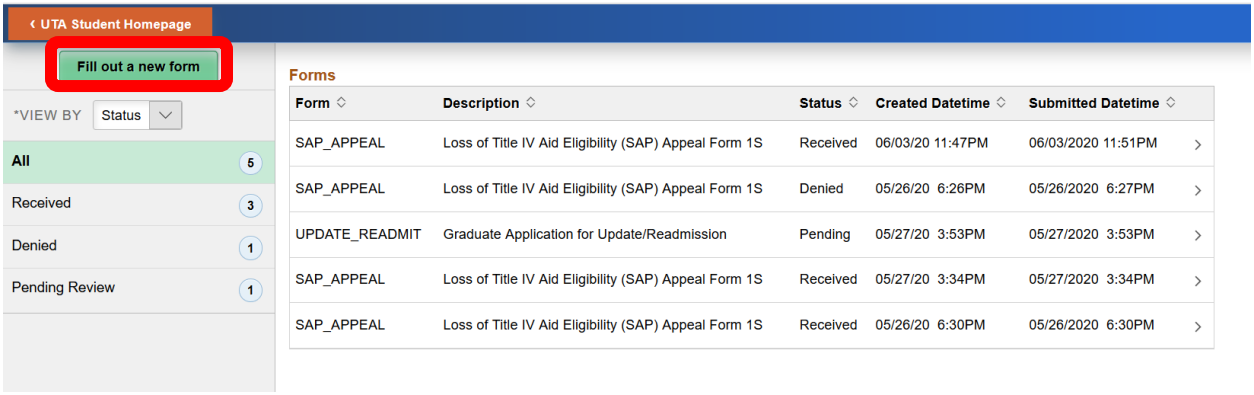
OFF-CAMPUS NOTICE: If you are logging in from off-campus using a web-browser, you will be prompted to sign in with a secondary authentication method, such as a phone call, text message, or the mobile phone app. For more information, please visit the Multi-factor Authentication Resource Guide.

1. Go to https://www.uta.edu/mymav/ and click on "Student Login." Then, click on "Student Login Here." The next screen will prompt you to sign in using your UTA email address. After entering your UTA email address, please click "Next." Then, enter your password and click "Sign In." If you forgot your password, please visit our UTA NetID Self Service page.

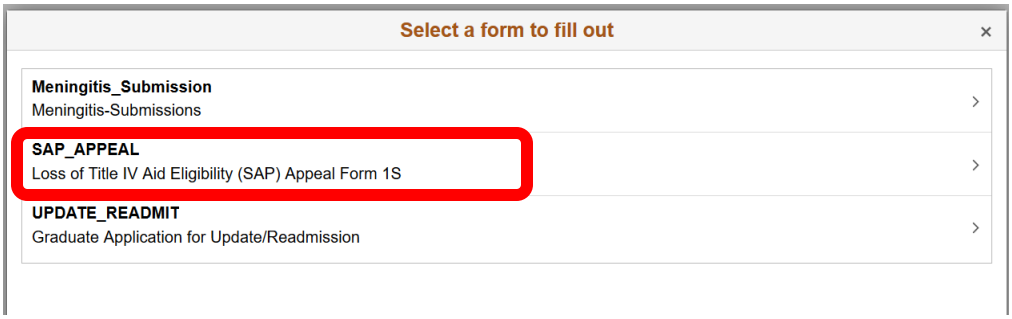
2. Once logged in, select the My Forms Aid tile



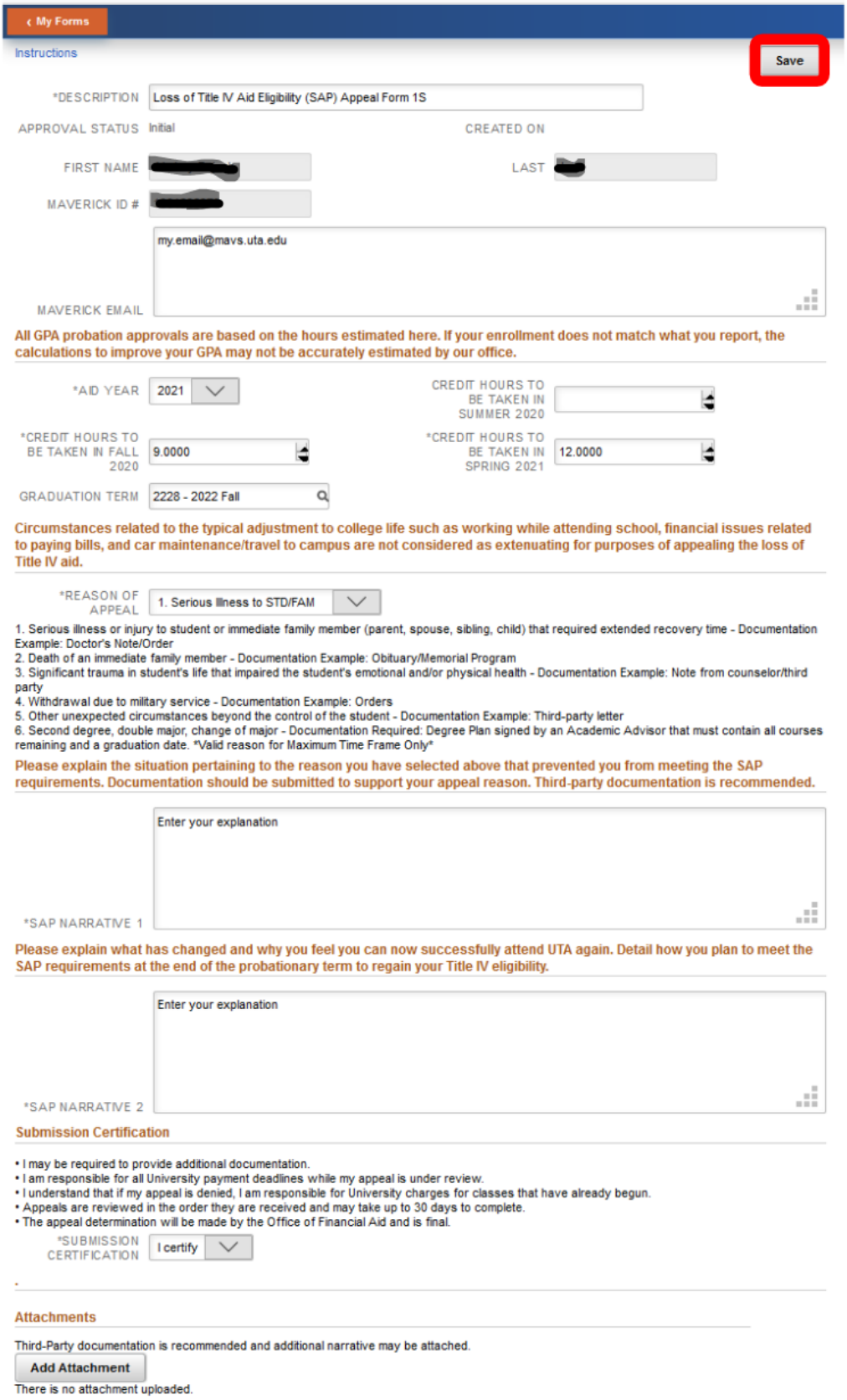
3. Click the Fill out a new form button.



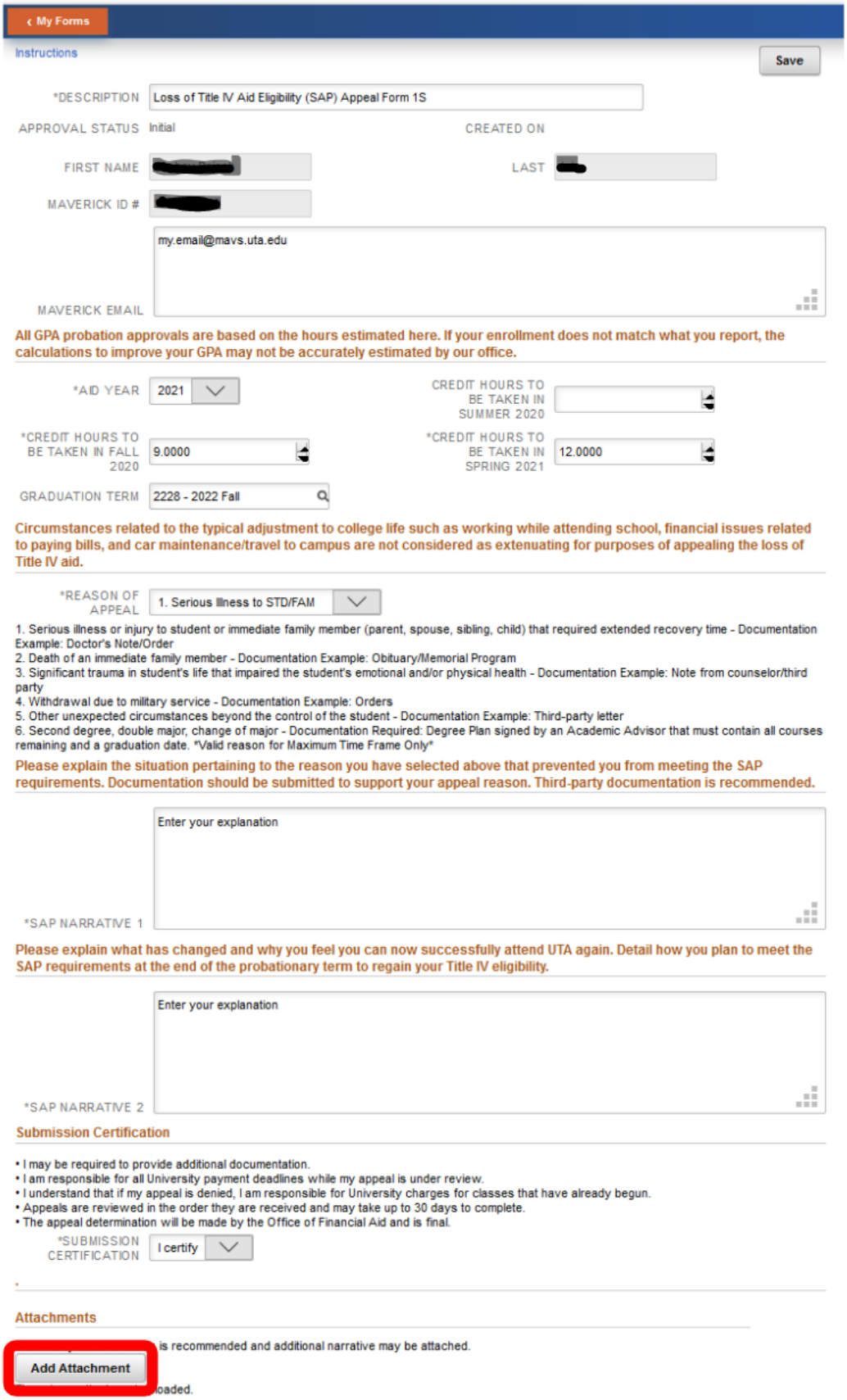
4. Click on the SAP_APPEAL item.



5. Populate the fields on the form. For the *Submission Certification* field, choose *I certify* to agree to the list of bulleted items. The form cannot be saved until you choose *I certify*. Documents can only be attached after the form is saved. Click Save.

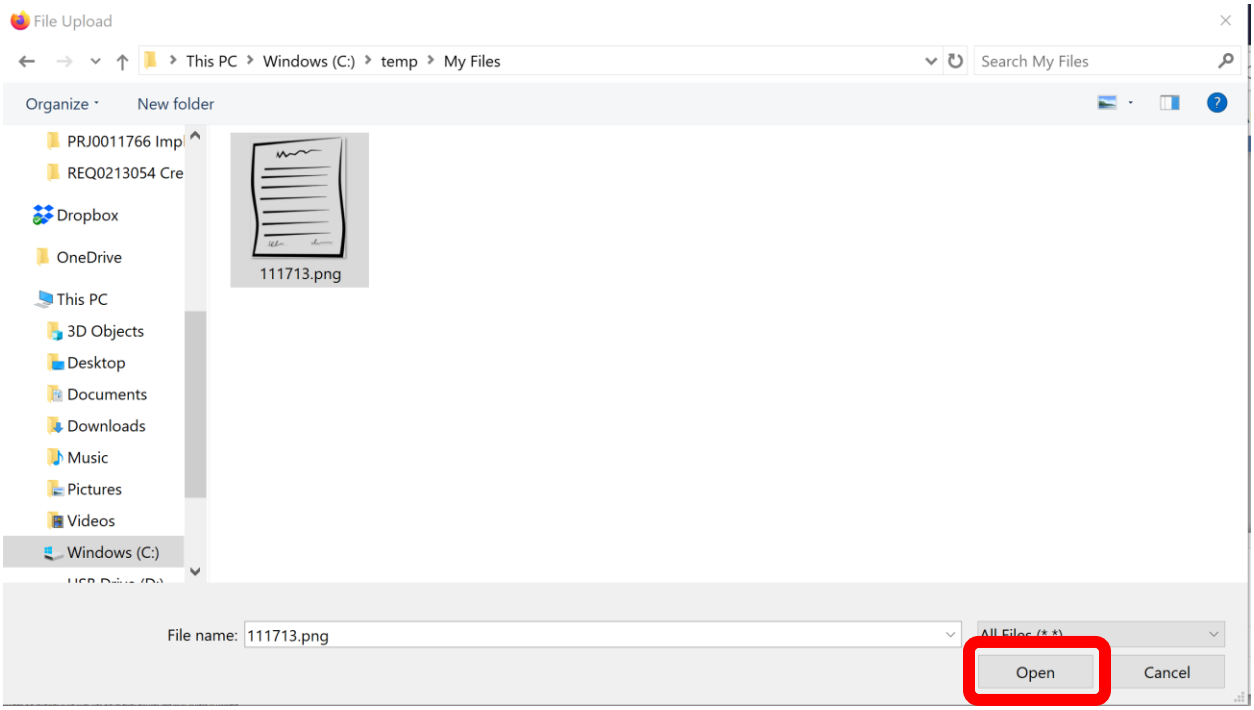


6. Third-Party documentation is required and additional narrative may be attached. Click the **Add Attachment** button at the bottom of the page to attach any documentation.

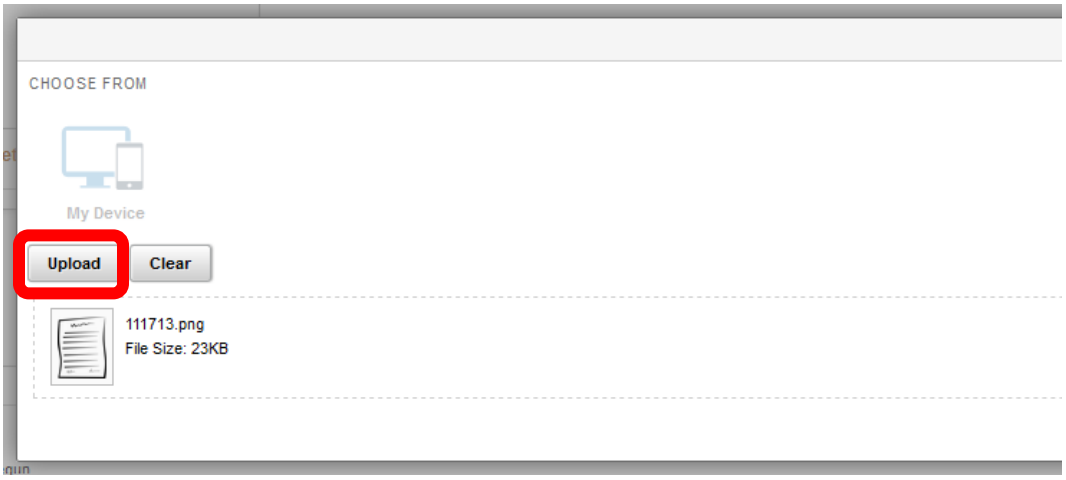


7. Click My Device to choose a file.

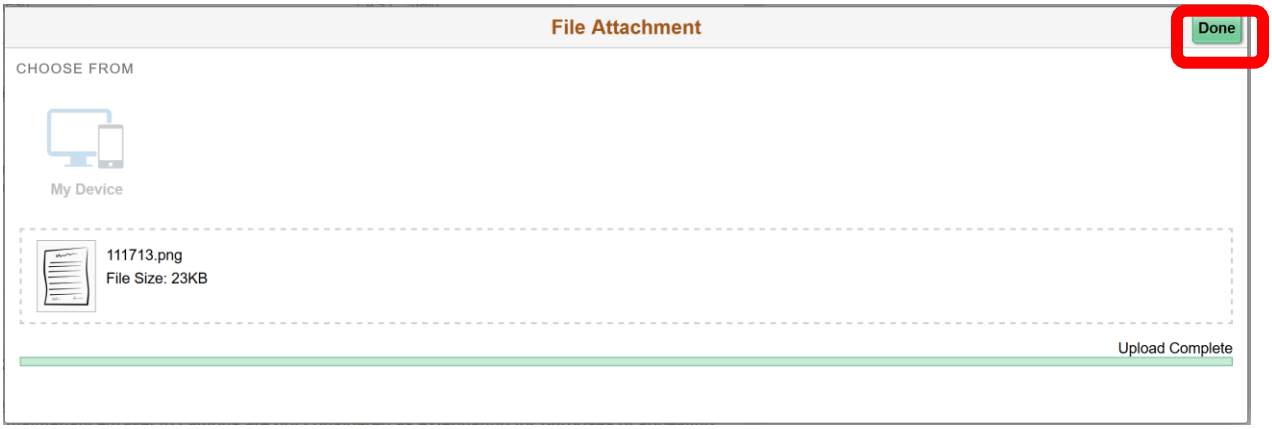
8. Choose the file containing your documentation then click Open.



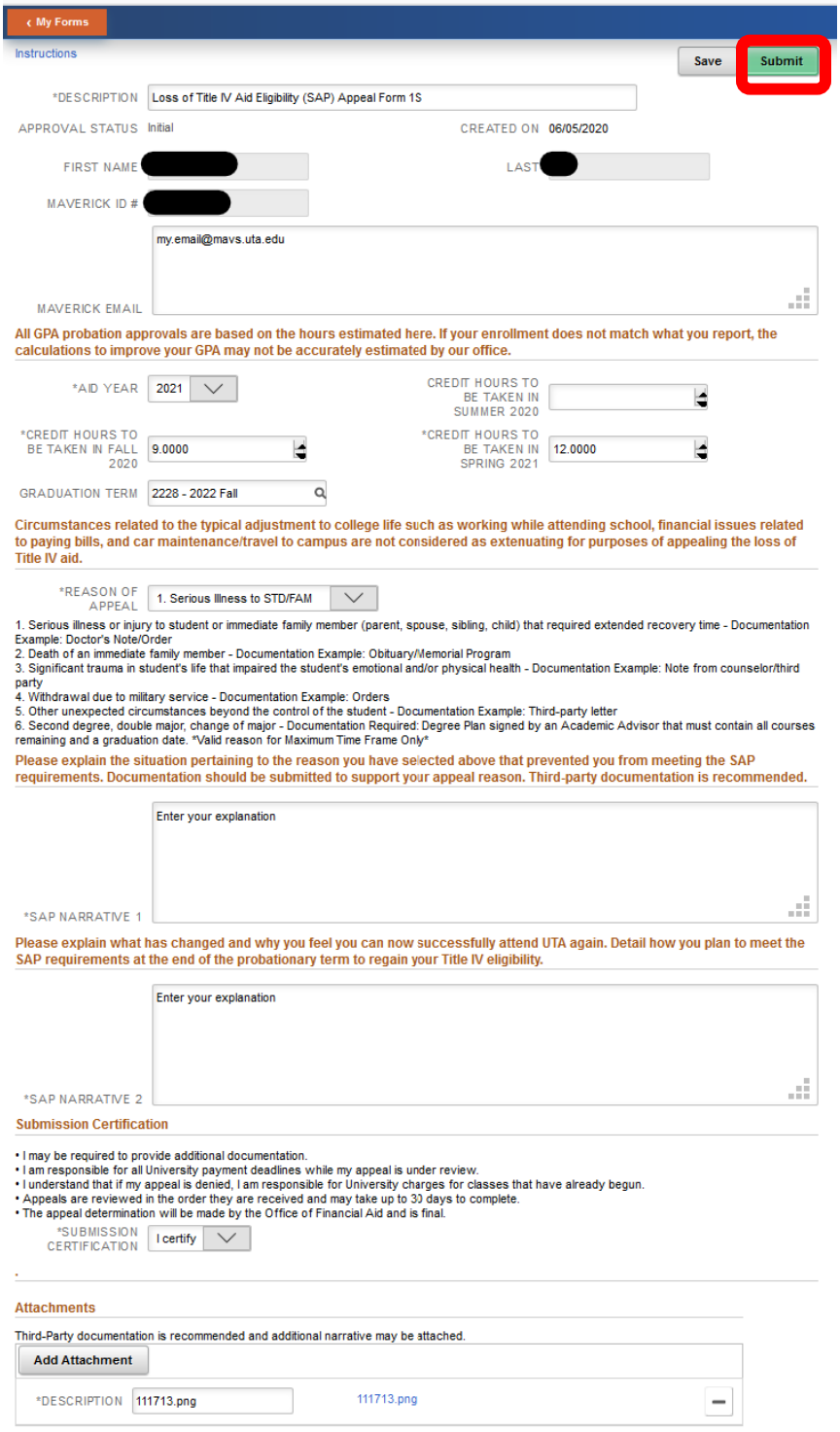
9. Click Upload



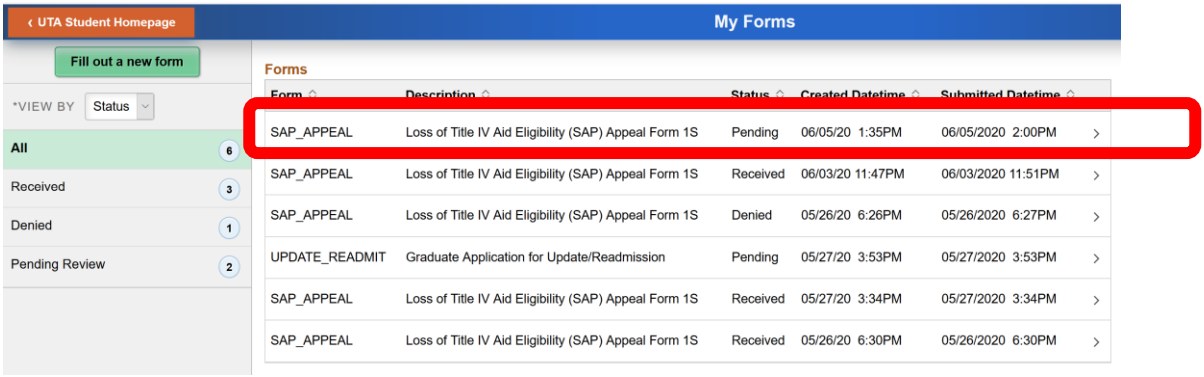
10. Click Done

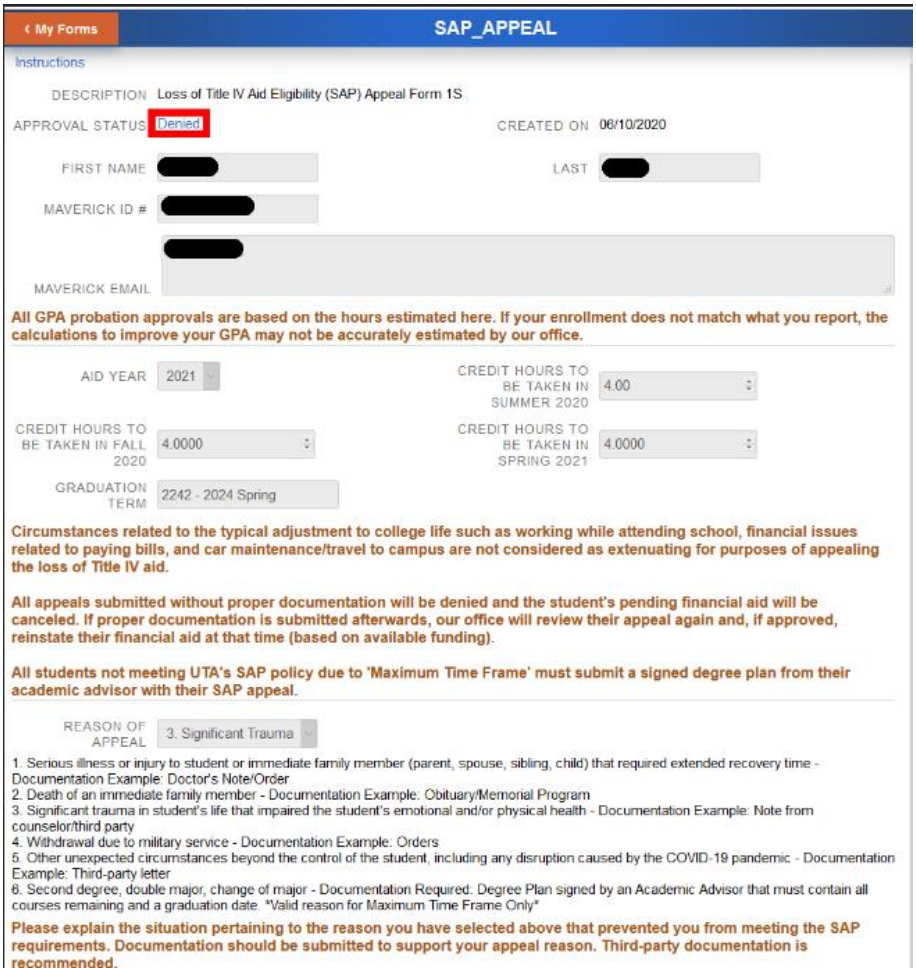


11. Review the form for completeness and accuracy. Once you submit the form, the form cannot be changed. Click Submit.



12. Click ‹ My Forms to return to the My Forms page. The submitted form will be displayed with a status of Pending.



13. The financial aid office will review your appeal and the status shown will change once a decision has been made. At that time, you will receive an email to your UTA email address with additional details regarding the decision.

14. After a decision has been made, the same details that are emailed to you will also be viewable by clicking on your appeal in 'MyForms' and then clicking on the 'Approval Status' link in blue.