

## How to Check Missing/Received Documents

1. **Login to [MyMHCC](#).** Your Username is your MHCC ID# (123456). If you have never logged on to MyMHCC before, your temporary password is your six-digit date of birth (mmddyy format). Otherwise, use the password you created.
2. Click on '**Financial Aid**' link under '**Frequently Used Links**' on Student Home page

### Frequently Used Links

- [Online Orientation](#)
- [Navigate for Students](#)
- [Register for Classes](#)
- [Satisfaction Survey](#)
- [Financial Aid](#)
- [View my Term Schedule and Course/Fee Statement](#)
- [View my Degree Audit](#)
- [View my Unofficial Transcript](#)
- [Pay my Bill](#)

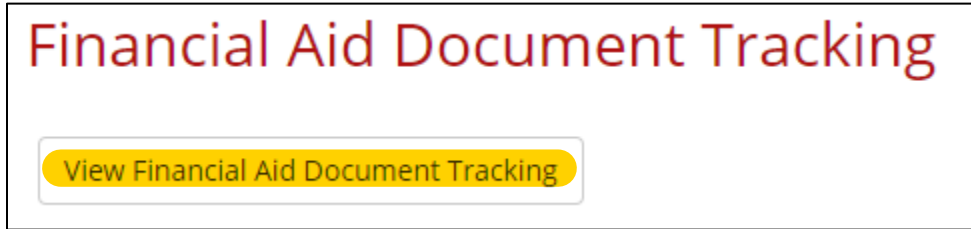
3. Click on '**Check missing/received documents**'.

### Financial Aid Welcome Page

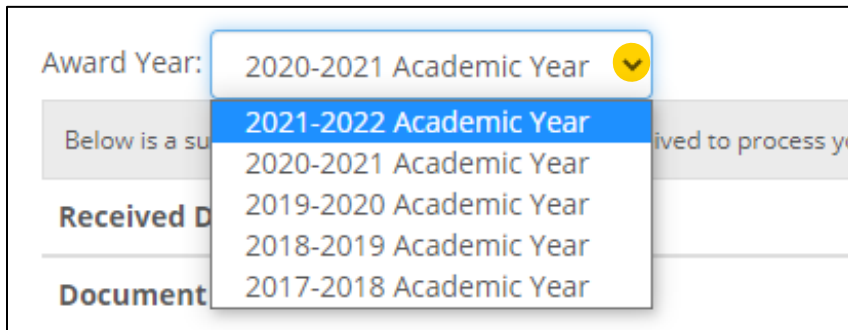
Please click on a link below.

- [Check missing/received documents](#)
- [View Financial Aid responses](#)
- [Credit Revision Form](#)
- [Accept/Decline/View your Financial Aid Offer](#)

- Click on the box labelled 'View Financial Aid Document Tracking'



- Select the appropriate academic year from the drop down.



- At the top of the page, you will see a list of 'Received Documents'. Below that you will see a list of 'Missing Documents'.

On the left hand side is the title of the document that has been received or is missing.

On the right hand side is information about the Source, Status, and Due Date of each document.

**LEFT HAND SIDE**

Received Documents
Document
Admission Form

Missing Documents
Document
Maximum Timeframe Appeal

**RIGHT HAND SIDE**

Source	Status	Due Date
N/A	Awaiting	N/A

- Click on a document title (in red) to access the document or learn more about what is required.