

Name of Process : Message Center

Functional Area: Financial Aid

Overview	This procedure details how to view message on the Message Center. This process shows how students can view and archive their messages in the Message Center.
Created/Revised	January 6, 2016
Version	People 9.0

Navigation: [Main Menu](#) > [Self Service](#)> [Student Center](#) > Click on the [Message Center](#) hyperlink

The screenshot shows the 'Student Center' page with a navigation breadcrumb: 'Main Menu > Self Service > Student Center'. The 'Student Communication Center' section contains a 'Message Center' link with '(2 unread)' next to it, which is highlighted with a red box. Other sections include 'Academics' with links for Search, Plan, Enroll, My Academics, and Apply for Graduation; 'Finances' for Northern Virginia Comm College with an account summary showing a balance of 1,712.50; and a right-hand sidebar with 'SEARCH FOR CLASSES', 'Holds', 'To Do List', 'Milestones', 'Enrollment Dates', 'Advisor', and 'Admission Information'.

The Message Center screen displays as demonstrated below. Click on the message hyperlink to view the message.

Favorites | Main Menu > Self Service > Student Center

Message Center

Include Archived Messages Refresh

Message Center							Personalize	Find	First	1-2 of 2	Last
Department	Regarding	Subject	Sent	Expires	Archived						
1 Financial Aid	Book/Supply Purchase - Spring	Books/Supplies Purchasing Using Financial Aid	01/06/2016 10:15 AM	02/05/2016	<input type="checkbox"/>						
2 Financial Aid	Book/Supply Purchase - Spring	Books/Supply Purchases - Spring 2016	12/21/2015 04:44 PM	03/21/2016	<input type="checkbox"/>						

Un-select All Select All Archive

The message displays as below. Click the Return pushbutton to go back to Message Center screen.

Favorites | Main Menu > Self Service > Student Center

Message Thread

Institution: Northern Virginia Comm College Thread: 2

Department: Financial Aid

Regarding: Book/Supply Purchase - Spring

Subject: Books/Supplies Purchasing Using Financial Aid Thread will expire in 30 days (Feb 05, 2016)

Sent: 01/06/2016 10:15:51AM **Message:** 1

From: [Redacted]

Dear [Redacted],

Spring book purchase using available financial aid begins December 28 on line and January 4 in campus bookstores. The e-form to allow books to be charged against financial aid can be accessed on your Financial Aid Dashboard at <[NOVA Financial Aid Dashboard](#)>. The last day to purchase using financial aid is January 28. A second 8-week purchase period for those who still show anticipated aid will begin two weeks before the start of second 8-week classes.

Have a successful semester!

NOVA Financial Aid Office

Return

After click on the Return pushbutton, the Message Center displays. You can archive the read message by check the box under the Archive column.

Favorites | Main Menu > Self Service > Student Center

Message Center

Include Archived Messages Refresh

Message Center							Personalize	Find	First	1-2 of 2	Last
Department	Regarding	Subject	Sent	Expires	Archived						
1 Financial Aid	Book/Supply Purchase - Spring	Books/Supplies Purchasing Using Financial Aid	01/06/2016 10:15 AM	02/05/2016	<input checked="" type="checkbox"/>						
2 Financial Aid	Book/Supply Purchase - Spring	Books/Supply Purchases - Spring 2016	12/21/2015 04:44 PM	03/21/2016	<input type="checkbox"/>						

Un-select All Select All Archive

To display the archived messages, check the box next to Include Archived Messages.

Favorites | Main Menu > Self Service > Student Center

Message Center

Include Archived Messages

Message Center							Personalize	Find	First	1-4 of 4	Last
Department	Regarding	Subject	Sent	Expires	Archived						
1 Financial Aid	FA Award Adjustment - Spring	Financial Aid Award Adjustment - Spring 2016	01/06/2016 10:36 AM	02/05/2016	<input checked="" type="checkbox"/>	<input type="button" value="x"/>					
2 Financial Aid	Missing DL Requirements	MPN/Loan Entrance Counseling Required	01/06/2016 10:30 AM	01/09/2016	<input checked="" type="checkbox"/>	<input type="button" value="x"/>					
3 Financial Aid	Book/Supply Purchase - Spring	Books/Supplies Purchasing Using Financial Aid	01/06/2016 10:15 AM	02/05/2016	<input type="checkbox"/>	<input type="button" value="x"/>					
4 Financial Aid	Book/Supply Purchase - Spring	Books/Supply Purchases - Spring 2016	12/21/2015 04:44 PM	03/21/2016	<input type="checkbox"/>	<input type="button" value="x"/>					