



# REMOTE SUPPORT

How to submit Student Financial Services  
Forms electronically

# Submitting SFS forms electronically

- Temple staff are currently working remotely and continuing to process financial aid related items. None of our physical offices are available to visit in person.
- During this time, most completed forms (wet or electronic signature is OK) **must be sent via email ([sfs@temple.edu](mailto:sfs@temple.edu)) to our office using TUSafeSend** (in TUportal) which is a secure option for submitting documents.
- Students can also click on the specific form requirement in the SFS channel to upload a requested form.

# TU SAFE SEND



TUsafesend is a resource that makes it easy to securely send and receive files from within and outside the University. Note that files are automatically deleted from TUsafesend **14 days** after you upload them, so you don't have to manually clean up. To get started:

- Log in to TU Portal. On the TU Portal Home tab, students will find the TU Safesend Login Page link under TU Applications on the left side of their screen.
- Log in with your Temple AccessNet account and password and click the *Drop-off* button to send files to anyone.
- If you do not have an AccessNet account, you can send files to Temple community members if you know their email address. Start by clicking the *Drop-off* button.
- If you have a Temple AccessNet account and wish to ask anyone outside the University to send you files, log in and click the *Request a Drop-off* button. This method will make the process a lot easier and quicker for them because they will not have to go through a verification process.
- **[tusafesend.temple.edu](https://tusafesend.temple.edu)**

# TU SAFE SEND - HOW TO FIND LINK ON TU PORTAL



- [Flight](#)
- [Gartner Gateway](#)
- [Gift Fund Request](#)
- [Guest Access Request System](#)
- [Human Resources Training](#)
- [Imaging](#)
- [Knowledge Base \(Login Page\)](#)
- [Lifeworks Employee Assistance Program](#)
- [Microsoft Download](#)
- [MyHousing / Meal Plans](#)
- [Next Steps Admin Panel](#)
- [Organization Chart](#)
- [Owl Connect](#)
- [Performance Development System](#)
- [Protected Data Access Tracking](#)
- [Room Request \(Events and Meetings\)](#)
- [TUSafeSend Login Page](#)
- [TUhelp](#)
- [Tableau](#)
- [Telecom Self Service](#)
- [WebEx](#)
- [Workflow \(Banner\)](#)
- [Zoom](#)



## UNIVERSITY FORMS

SEARCH:

OFFICE / DESCRIPTION	CATEGORY	
Filter by Office	Filter by Category	
1 PURCHASING Accessibility Exception Request	Forms	<a href="#">↗</a>
2 FACULTY AFFAIRS External Reviewers Reporting (WORD)	Forms	<a href="#">↗</a>
3 FACULTY AFFAIRS 2020-2021 Faculty Affairs Important Dates	Guidelines	<a href="#">↗</a>
4 UNDERGRADUATE STUDIES Third Course Attempt Request	Applications	<a href="#">↗</a>
5 HUMAN RESOURCES Employee Return Spreadsheet	Forms	<a href="#">↗</a>
6 HUMAN RESOURCES Return To Campus Approval Form	Forms	<a href="#">↗</a>
7 HUMAN RESOURCES Return To Campus Planning Checklist	Forms	<a href="#">↗</a>
8 UNDERGRADUATE STUDIES	Applications	<a href="#">↗</a>

- [Student Status](#)
- [Advising Sessions](#)
- [DARS](#)
- [Enrollment Verification](#)
- TUCREDENTIALS**  
[Transcript, Diploma](#)
- [Apply to Graduate](#)
- [View Application to Graduate](#)
- [FERPA Waivers Menu](#)
- TEMPLE GRADES**  
[Midterm Progress Ratings, Final Grades](#)
- [Midterm Progress Ratings Key](#)

## STUDENT ACCOUNT

**DISCLAIMER**  
Tuition and fees are set annually each summer, regardless of the method of instruction. For the 2020-21 academic year, some or all instruction may be delivered remotely. Tuition, [↗](#)

# TU SAFE SEND - LOG IN WITH TU ACCESSNET INFO



Username:  Password:  [Login](#)

Log in above with your AccessNet username and password to access all TUsafesend features.

If you do not have an AccessNet account, you can access the following functions:

[Drop-off](#)


Drop-off (*upload*) a file for a Temple TUsafesend user (**email verification required**).

[Pick-up](#)

Pick-up (*download*) a file dropped-off for you.

# TU SAFE SEND - ADD RECIPIENTS






# TEMPLE UNIVERSITY

## TU safesend

~ secure file transfer ~



Home    Inbox    Outbox

This web page will allow you to drop-off (upload) one or more files. The information you enter below and instructions for delivery will be sent to the recipient. The recipient will receive an automated email containing the recipient's name and email address for identity confirmation purposes.

**Add Recipients** [X]

Name:

Email:

From:

Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

To:

Short note to the Recipients

# TU SAFE SEND - ATTACH COMPLETED SFS FORM



To:

Student Financial Services (sfs@temple.edu) 



## Short note to the Recipients

Undergraduate Loan Change Request form for TU ID \*\*\*\*\*

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## Choose the File(s) you would like to upload

File 1:  UG Loan Cha...form TU ID **Description:** Loan Change form for TU ID \*\*\*\*\* (0.25MB)

File 2:  No file chosen **Description:**

File 3:  No file chosen **Description:**

0.25MB / 15680.74MB

# TU SAFE SEND - DROP OFF SUMMARY



## Drop-Off Summary

Filename	Type	Size	Description
 UG Loan Change form TU ID	application/octet-stream	253.3 KB	Loan Change form for TU ID *****
1 file			

### From:

*Temple University* from pool-98-115-233-71.phlapa.fios.verizon.net on 06 Aug 2020 07:39:24 AM

### To:

### Comments:

Undergraduate Loan Change Request form for TU ID  
\*\*\*\*\*

To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: 3yKC2GcBrWYycdZA  
Claim Passcode: C8MXNEamYbS4aYkp

None of the files has been picked-up yet.



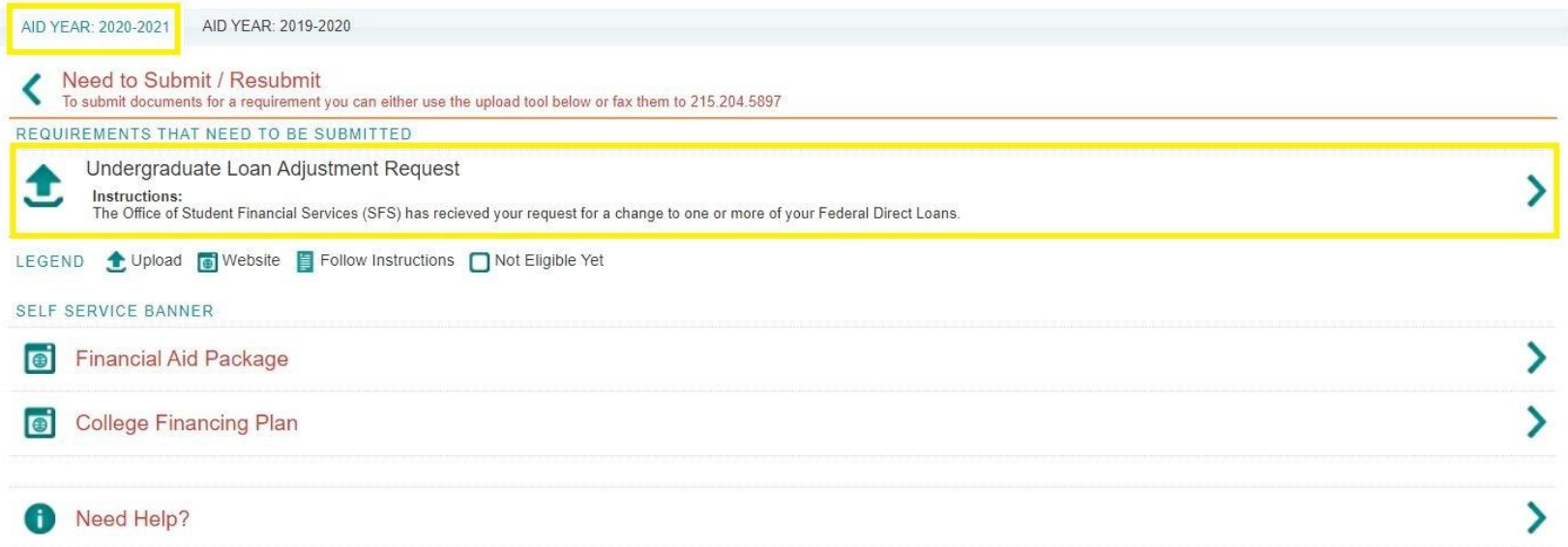
# SFS FORMS



- SFS Forms are located at [sfs.temple.edu/forms](https://sfs.temple.edu/forms).
- If you have a question about what documents are needed for your specific situation, please email SFS at [sfs@temple.edu](mailto:sfs@temple.edu) or schedule an appointment.
  - Information on how to schedule an appointment: <https://sfs.temple.edu/about/appointments>
- Check the Cost and Aid tab on TU Portal for any financial aid requirements. There are certain requirements that request documents are uploaded through the secure Temple Dashboard.
  - Click on the requirement listed under the SFS Channel on the Cost and Aid tab of TU Portal for more information.

# UPLOADING SFS FORM THROUGH TU PORTAL


- Students can also upload requested SFS forms through the specific requirement on TU Portal.
- If a requirement for a form has been officially listed as a requirement on TU Portal, students can:
  - Log into TU Portal.
  - Click on the Cost and Aid tab.
  - Look to the right, where the SFS Channel is located.
  - Click on the correct academic year.
  - Click Need to Submit/Resubmit, then on the requirement to upload the form.







AID YEAR: 2020-2021 AID YEAR: 2019-2020


[← Need to Submit / Resubmit](#)  
To submit documents for a requirement you can either use the upload tool below or fax them to 215.204.5897


REQUIREMENTS THAT NEED TO BE SUBMITTED


 Undergraduate Loan Adjustment Request  
**Instructions:**  
The Office of Student Financial Services (SFS) has received your request for a change to one or more of your Federal Direct Loans. [→](#)

LEGEND  Upload  Website  Follow Instructions  Not Eligible Yet

SELF SERVICE BANNER

 Financial Aid Package [→](#)

 College Financing Plan [→](#)

 Need Help? [→](#)

# QUESTIONS?



## Contact SFS

- Email: [sfs@temple.edu](mailto:sfs@temple.edu)
- Please include your 9 digit TU ID on any email correspondence.
- We utilize a ticketing system when you contact us and will create a ticket at the time of your call or email. We will then have a professional staff member get back in touch.

## Schedule a Phone/Virtual Appointment:

- QLESS
  - Download the QLESS app.
  - Available on both iPhone and Android devices.
  - Schedule an appointment through <https://sfs.temple.edu/about/appointments>.
- Family Education Rights and Protection Act Waiver
  - In order to provide a waiver of FERPA rights to a specific person, students should follow instructions listed on <https://sfs.temple.edu/policies/family-educational-rights-and-privacy-act>.

