



Dear Berkeley City College Financial Aid Students,

These are the steps to create an account for the new CampusLogic system for financial aid. If you are a dependent student, we will provide steps to allow a parent to create an account on the CampusLogic system.

If you have been selected for verification, we will notify you through your student portal that there are items you need to review. Verification and other requirements are completed through the new [CampusLogic website for financial aid](#).

Note: If you have not registered with the CampusLogic website for financial aid, you will need to do that first:

Creating an Account (First Time Users)

- First time users will be instructed to create a campus logic account (screenshot provided)
 - When confirming your student account, your first name, last name, PCCD email, student ID # will be pre-populated based on your campus records. We encourage you to confirm accuracy of this information. If any information is incorrect, please correct and notify the Admissions and Records Office.
 - Please do NOT update your email address from your PCCD student email.
 - After confirming the prepopulated data, you will need to enter your DOB, social security number, and read & check the terms and conditions box prior to selecting *Register Account*.
 - Once completed, you will receive a confirmation notice.

Register Account*Required

This page will automatically close and log you out in 1:43

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

Why do I have to provide this?

* First name

* Last name

* Date of birth

* Social security number

* Preferred email

Error: You must enter your e-mail address in the form of myemail@mydomain.com.

* Confirm email

Student ID

Register Account

This is a one-time process that matches up your personal information with the aid application we have on file for you.

Review the following instructions on how to get started:

1. When you have successfully logged into the CampusLogic website for financial aid, you will be taken to a task list- select anywhere on the task to expand and get additional information about what is needed.
2. Some tasks you will be able to satisfy completely online, while others will require you to download, complete, and upload back to the task.
3. To e-sign an online form, you will need to create a pin that you will use to sign all your online forms on the CampusLogic website for financial aid. You can also opt out of e-signing your documents - it is up to you!
4. Dependent students may have forms that require a parent signature. After you (the student) have e-signed a document, you will have the option to request a parent signature. You will need to:
 - Select the parent you would like to sign the document.
 - Enter the parent's email address.
 - Confirm their email.
 - Select the Send Request button.
 - Detailed registration and e-sign instructions for parents will be sent along with this document.
 - Upload any documents needed to complete your tasks. Once all documents are completed and all additional information uploaded, you can submit your verification for review.

We hope this information will provide you with a smooth transition to this new system, and we are always here to assist you. You can contact us in the following ways:

Option 1: Email bcc-finaid@peralta.edu

Option 2: Call 510-981-2941

Regards,
Berkeley City College Financial Aid Office team