

Viewing Notifications and Letters in the Bruin Financial Aid Portal

Overview

This guide informs you how to view notifications and letters in the Bruin Financial Aid Portal. It is important to frequently check notifications and letters as many of them require specific actions to be taken to complete the financial aid process.

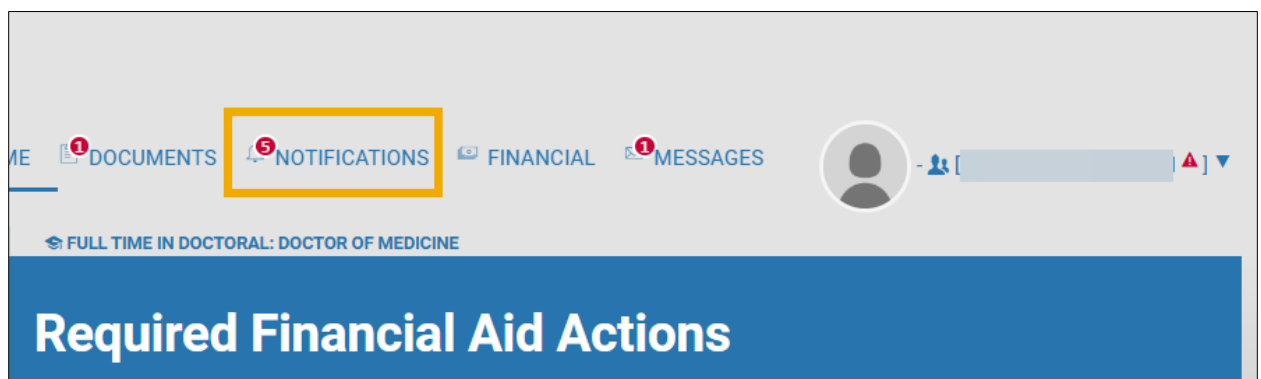
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View Notifications

1. Select the **Notifications** tab from the homepage to view any pending actions that need to be completed for financial aid processing. Pending actions will be displayed in front of each menu tab with a **red dot** icon containing a **numerical value**.

In this example, there are **five** notifications that require action.



2. A list of notifications will display with a **Notification Type**, **Status**, and the **Action** that must be completed.

Notifications

These notifications describe actions that are necessary to complete your financial aid. Please review any [open notifications requiring your attention](#). You can also review [prior notifications](#) that were closed in the notifications history.

Open Notifications

The following notifications need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

Notification Type	Status	Action
Grad PLUS Entrance Counseling	Open	Complete Grad PLUS Entrance Counseling
Subsidized/Unsubsidized Entrance Counseling	Open	Complete Subsidized/Unsubsidized Entrance Counseling
Grad PLUS Application/Credit Decision	Open	Complete Grad PLUS Application
Direct Subsidized/Unsubsidized MPN	Open	Sign your Direct Subsidized/Unsubsidized MPN
Direct Grad PLUS MPN	Open	Sign your Direct Grad PLUS MPN

3. You can also view the **Notifications History** section by scrolling to the bottom of the Notifications screen.

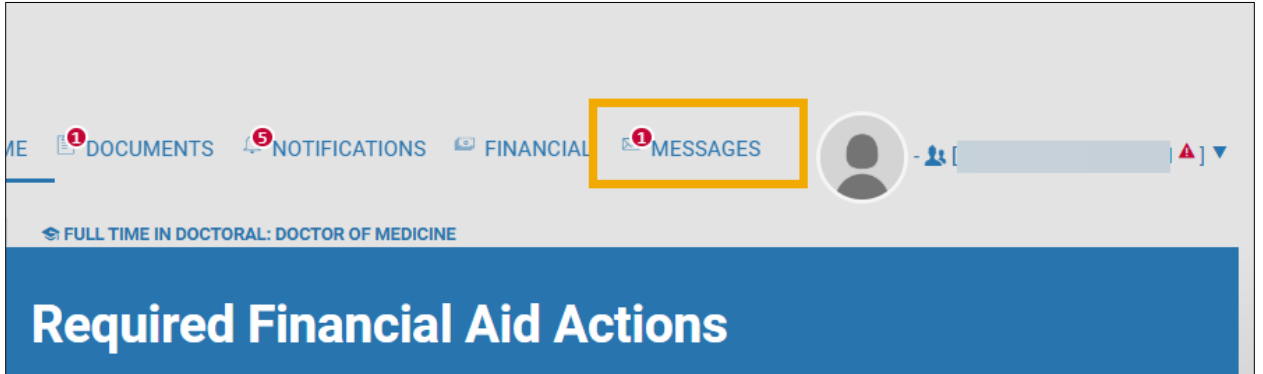
Notifications History

COMPLETED

Notification Type	Status	Description	Status Date
FAFSA	Completed	Complete 2025-2026 FAFSA	



View Letters

1. Select the **Messages** tab from the homepage to access student letters. In this example there is **one** message that requires action.



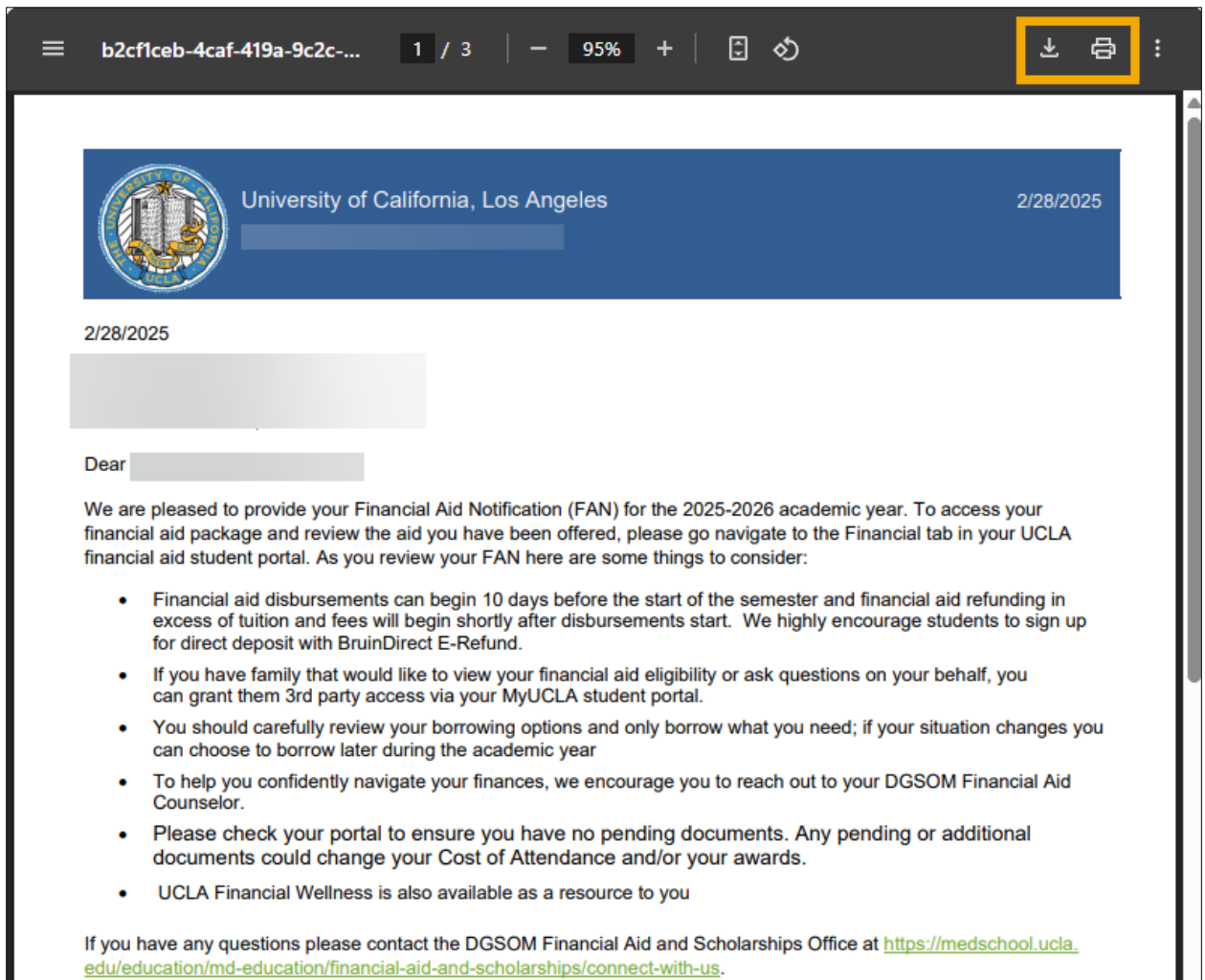
2. Click the **Envelope** icon in the Message Status column to preview the letter.

The screenshot shows a table titled 'Messages'. The table has four columns: Message Status, Message Name, Date Created, and Update Status. The first row contains the following data:

Message Status	Message Name	Date Created	Update Status
	2025-2026 Aid Letter	2/28/25, 12:01 AM	

The envelope icon in the Message Status column is highlighted with a yellow box.

3. If needed, click the **Download** icon to download the letter, or the **Print** icon to print the letter.



Obtain Help

To obtain help please contact your [financial aid office](#) for assistance.