USA Funds Life Skills Student Guide -
University of Hawaii West O'ahu, Financial Aid

Through your school, you now have access to USA Funds® Life Skills®, a free online learning program that offers you advice for managing your time and money wisely while on campus and after graduation. This Student Guide provides basic information about the tool and outlines the steps necessary to access and complete the lesson(s) that your school has assigned to you.

**Log in.**
New users are required to complete a simple, one-time registration process. Once you complete the initial registration process, only your username and password are required for future visits.

1. Open your browser and go to [www.lifeskills.org](http://www.lifeskills.org).
   - Helpful hint: Save this address as a favorite to simplify access for future visits.
2. Click “Request a new account” in the Login box to create your account.
3. Complete all of the information on the Request Account page. Some fields require the school defined information listed below.
   - Enter your school e-mail address as your username.
   - Enter the student ID number assigned to you by your institution as your school-assigned student ID.
   - Enter 02107800 as your School Code. Note: This code must be entered exactly as shown here.
   - Enter 02107800-01 as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click “Create Account” in the lower right corner to create your account.
   - Note: If you forget your password on future visits, click “Forgot your password?” in the Login box to receive an email containing your password to the email address you provided when you created your account.

**Get started.**
To access and complete the lessons, follow these steps:

1. Select “My Catalog” from the left navigation menu or select the “My Catalog” tab at the top of the page.
2. Click on the name of a lesson and click “Enroll” on the right side of the screen.
   - Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under “My Learning” on your Home page to return to the in-progress lesson.
3. Click on the name of the lesson again under “OLT Lessons” to begin the lesson.
   - Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.
4. Click “Next” to advance through the lesson.
5. Complete the Lesson Challenge quiz at the end of the lesson. You must achieve 70 percent or higher to pass the lesson. Once achieved, your score will be recorded on your transcript as well as your school’s weekly report. (See next section for transcript information.)
   - Scroll to the bottom of the Lesson Challenge results and click “Print” to print your quiz results.
6. Click “Ok” to close your quiz results and click “Close Window” to exit the lesson.
7. Click USA Funds Life Skills Survey under “Course Activities” to complete a brief survey about the lesson.
8. Click the “Home” tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

You can review the lessons and retake the Lesson Challenges to improve your score at any time by navigating to the lesson through the course catalog.
Students who have ACCEPTED a Federal Student Loan:

If you had been awarded and had accepted a Federal Direct Subsidized and/or Unsubsidized Stafford loan, you must complete 1 of the 5 following lessons and print out a copy of your transcript by clicking on "My transcript" within the Life Skills tool. Submit a copy of your transcript showing lesson completion to the Financial Aid Office. Failure to do so will result in the non-disbursement of your loan funds.

- 101 How Will I pay for My Higher Education?
- 103 What Do I Need to Know About Repaying My Student Loans?
- 203 How Do I Live on a Budget While I’m in School?
- 304 Where Does My Paycheck Go?
- 403 What Do Credit Reports Mean to Me?

Students submitting a Satisfactory Academic Progress Appeal:

If you are submitting a Satisfactory Academic Progress Appeal, you must complete 2 of the 3 following lessons and print out a copy of your transcript by clicking on "My transcript" within the Life Skills tool. Submit a copy of your transcript showing lesson completion with your appeal paperwork.

- 201 How Do I Achieve My Goals?
- 204 How Do I Manage My School Life?
- 205 How Do I Manage My Personal Life While I Am in School?

See your results.
A printable transcript of your lesson activity is available at any time.

1. Click “My Transcripts” in the left navigation menu.
   - Your transcript will provide details about any lesson in which you have enrolled, including completion status, registration date, completion date and final assessment score.
2. You have the option to print or export your transcript.
   - Click “Print” in the upper right corner to print your transcript.
   - Click “Export” in the upper right corner, choose an export format and click “Export” to create an electronic version of your transcript.

Get help.
For assistance, use the “Contact Us” link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.