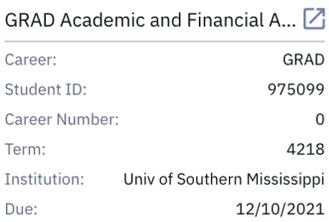
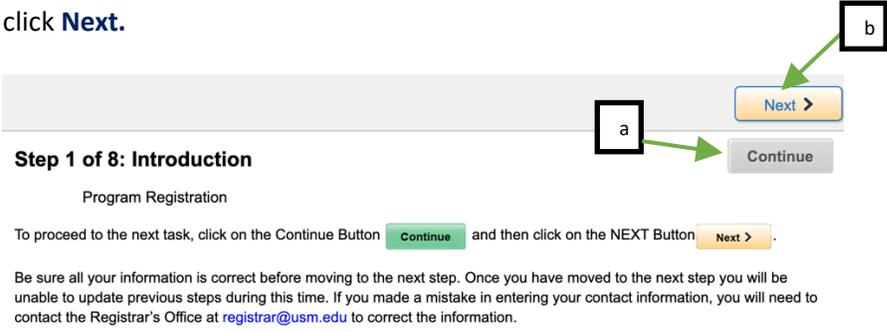
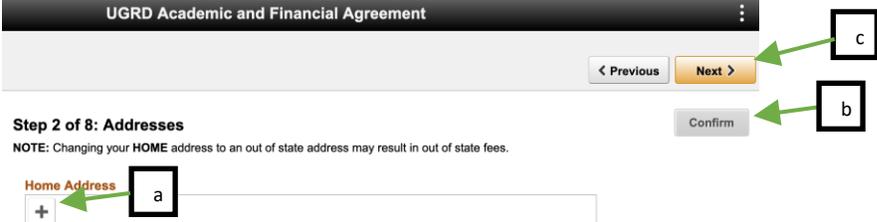


## Completing the Academic / Financial Agreement

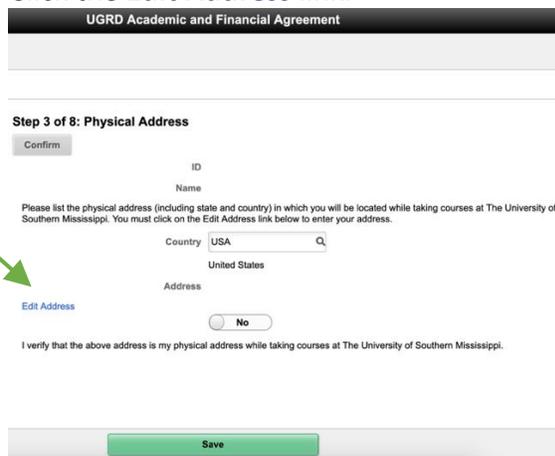


Step	Action
1.	<p>After logging into SOAR, click the <b>My Information</b> header.</p> 
2.	<p>Click the <b>Tasks</b> option.</p> 
3.	<p>Click the <b>Block All Enrollment</b> option.</p> 
4.	<p>Click the <b>*XYZ Academic and Financial</b> Agreement header.</p>  <p><i>*This verbiage is dependent on your student / employee status and may look different than the picture.</i></p>
5.	<p>NOTE: Turn off pop-up blockers because the next step may be displayed in a new window or tab.</p>

Step	Action
6.	<p>Once you've read the introduction:</p> <ol style="list-style-type: none"> <li>click the <b>Continue</b> button.</li> <li>click <b>Next</b>.</li> </ol> 
7.	<p>Review the address information:</p> <ol style="list-style-type: none"> <li>To add an address, click the <b>+</b> button.</li> <li>Otherwise, click the <b>Confirm</b> button.</li> <li>Click the <b>Next &gt;</b> button.</li> </ol> 

8. Review the physical address

- a. Click the **Edit Address** link.



UGRD Academic and Financial Agreement

**Step 3 of 8: Physical Address**

Confirm

ID

Name

Please list the physical address (including state and country) in which you will be located while taking courses at The University of Southern Mississippi. You must click on the Edit Address link below to enter your address.

Country USA

United States

Address

[Edit Address](#)

No

I verify that the above address is my physical address while taking courses at The University of Southern Mississippi.

Save

- b. Enter the correct physical address.
- c. Click the OK button.



**Edit Address**

Country United States

Change Country

Address 1 123 Main Street

Address 2 Suite 2D

Address 3

City Sumrall

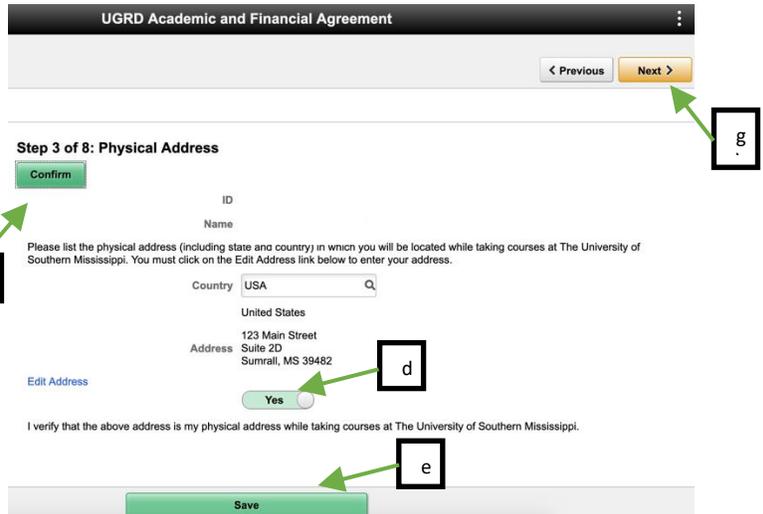
State MS

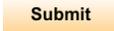
Postal 39482

County

OK Cancel

{process continues on next page}

Step	Action
	<p>d. Slide the bar to “Yes.” e. Click the “Save” button. f. Click the “Confirm” button. g. Click the “Next” button.</p> 
9.	<p>Review the email and phone information: a. To add an email or phone, click the + button. b. Otherwise, click the <b>Confirm</b> button. c. Click the <b>Next &gt;</b> button.</p> 
10.	<p>Review the emergency information: a. To add an emergency contact, click the + button. b. Otherwise, click the <b>Confirm</b> button. c. Click the <b>Next &gt;</b> button.</p> 

Step	Action
11.	<p>Once you have read the Academic Agreement:</p> <ol style="list-style-type: none"> <li>Click the  button.</li> <li>Click the  button.</li> </ol> 
12.	<p>Once you have read the Financial Responsibility Agreement:</p> <ol style="list-style-type: none"> <li>Click the  button.</li> <li>Click the  button.</li> </ol> 
13.	<p>Click the  button.</p>  to finalize your changes. Click the Exit button  in the upper left to exit the form.'" data-bbox="234 591 766 668"/>
14.	<p>Click the  button.</p> 