



MappingXpress Student Instructions MSU Financial Aid Office

You will need the following information:

- MappingXpress URL and passcode (provided in the instructions on page 2 below)
- First Name
- Middle Initial
- Last Name
- Birth Date
- Email
- Telephone
- Comments
- Mustangs ID
- Electronic copies of the following documents if requested by MSU Financial Aid:
 - 150 Percent Appeal Form
 - DD214
 - Drivers License
 - Guardianship Documentation
 - High School Completion Status
 - Homeless Documentation
 - IRS Form W-2
 - IRS Tax Transcript
 - IRS Verification of Non-Filing
 - Proof of Citizenship or Permanent Resident Card
 - SAP Appeal
 - Selective Service Verification
 - Signed Statement
 - Social Security Card
 - Special Circumstances Form/Letter
 - Statement of Educational Purpose
 - TEXAS Grant Statement of Eligibility
 - Unusual Enrollment History
 - Verification Worksheet
 - Other _____

The following file types are accepted by MappingXpress:

.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

(continued)

Instructions:

1. Visit <https://mappingyourfuture.org/MappingXpress/MSUTexas/>.
2. Enter the passcode P@63_[m!, enter the CAPTCHA code displayed, and click "Submit". Please note the passcode is case sensitive.
3. Complete the form and click "Submit".
4. Confirm the information you entered is correct and click "Submit".
5. Select the total number of documents you would like to upload. You can select up to 12 documents for each upload. You will have the opportunity to add additional documents after your initial upload. We recommend the total size of the file(s) you upload be less than 25MB. Uploading files totaling more than 25MB may cause your session to time-out or cause the individual retrieving your file(s) experience a time-out issue.
6. Select the type of document and choose the file.
7. Click the "Upload" button.
8. Select whether or not you have additional documents to upload.
9. If yes, select yes and click "Submit". Repeat steps 5-7.
10. If no, select no and click "Submit".
11. Print out the confirmation page for your records or make a note of your confirmation number.
12. Click the "Exit" button.