



Sending a Secure/Encrypted Email

Student Financial Assistance
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Evansville, IN 47712
Phone: 812-464-1767 or 800-467-1965
Fax: 812-461-5305 / Email: finaid@usi.edu

The University of Southern Indiana Financial Assistance Office makes every effort to protect the confidential information of their students and parents according to federal privacy regulations. To do so, all external communications that contain confidential, personal identifiable information (Social Security Number, Driver's License or State ID Number, Alien Registration Number, Date of Birth, etc.), must be encrypted. **Confidential documents must be sent through a student's myUSI email account.**

Social Security Numbers should be redacted / blackened out and the message you are sending should be encrypted. Be sure that the student's name and student ID number is on all documents.

There are 2 ways to send an encrypted email via your myUSI.

Option #1:

1. Click on "New Message" to begin a new email
2. At the top, pull down the "Sensitivity" tag/menu
3. Click on "USI Critical"
4. Type finaid@usi.edu in the To: field
5. Continue with email as normal

Option #2:

1. Click on "New Message" to begin a new email
2. Type finaid@usi.edu in the To: field
3. Type "(Secure)" (does not have to have the quotes, but **MUST** have the parenthesis)
4. Continue with email as normal

Note: You are not required to email documentation. However, please keep in mind, during the campus closure due to the COVID-19 pandemic, we do not have access to our mail or fax machine. You may still choose to mail documents if that is your preferred method. Our mail is being held and will be delivered once we return to campus.