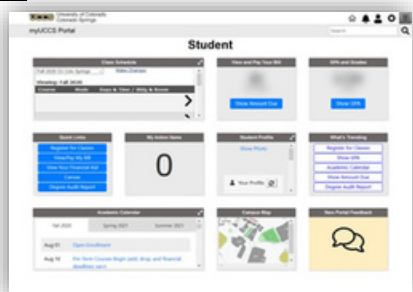




HOW TO?

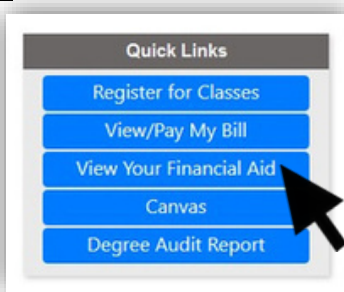
Accept, reduce, or decline financial aid awards

1



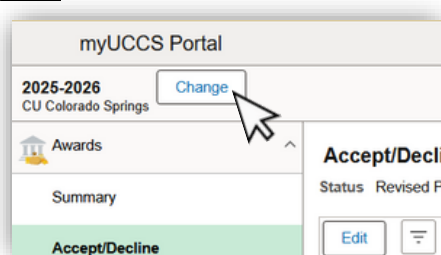
LOG IN to the student portal at www.uccs.edu/portal.

2



Click on **View Your Financial Aid**.

3



Select the aid year.

NOTE: If the aid year or school is not correct select change and then the proper year.

4

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Chancellor's Award Grant	Accept	<input type="checkbox"/>	2,500.00	2,500.00
Colo Workstudy On Campus Work/Study	Accept	<input type="checkbox"/>	8,000.00	8,000.00
Direct Subsidized Loan	Select	<input type="checkbox"/>	4,500.00	0.00
Direct Unsubsidized Loan	Select	<input type="checkbox"/>	2,000.00	0.00
Totals			17,000.00	10,500.00

Here you will see a summary of your aid for the academic year. **It is important to review this information thoroughly**, and understand how your financial aid offers **will be split between semesters** of the academic year. Once reviewed, click on **Select** for the aid you choose to edit under **Award Decision** to accept, reduce, or decline these offers.

5

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Chancellor's Award Grant	Accept	<input type="checkbox"/>	2,500.00	2,500.00
Direct Subsidized Loan	Accept	<input type="checkbox"/>	5,500.00	5,500.00
Direct Unsubsidized Loan	Select	<input type="checkbox"/>	2,000.00	0.00
Totals			10,000.00	2,500.00

Turn the page for additional important information.



On this page you can click the **"Accept"** button next to the aid you wish to accept or the **"Decline"** button next to awards you do not wish to accept. If you wish to accept a lower amount than what was offered, you can also click the **"Accept"** button next to the aid you wish to accept, then type a lowered amount in the **"Accepted"** box. Once your selections are finalized, click **Submit**.



ADDITIONAL INFORMATION

Most financial aid offers are split between the fall and spring semesters! It is **VERY IMPORTANT** to review your financial aid offers thoroughly, and note the semester breakdown of your financial aid in **STEP 4** of this guide!

Because most aid is split between the fall and spring semester, **please be sure to accept enough aid** if you are accepting a lower amount than offered. For example, if you wish to accept a \$1000 loan for the fall semester, you would need to accept \$2000, allowing \$1000 to be paid to you each semester.

Each award can be clicked on to view more information and eligibility details about that type of financial program. This information will help you to understand common questions (i.e., the difference between subsidized and unsubsidized loans, grant and scholarship details, work study information, and more).

If you wish to accept all the financial aid offers given to you, you can do so by clicking the green "Accept All" button at the bottom of the page in **STEP 5** of this guide. **Please review your financial aid, understand your billing, and have a plan for your financial aid before accepting all offers.** Make sure to click the submit button after accepting your awards.

Grants and scholarships are automatically accepted on a student's behalf.

PLUS loans can never be accepted in the student portal. PLUS loans must be applied for by the parent of an undergraduate student or by a graduate student (we offer a How-To guide on this process in the "Resources" section of our website). The approved application serves as acceptance of the PLUS loan and will be **automatically offered and accepted** in the portal once the application is received.

Financial aid for the summer semester is not displayed in the portal until late spring, after a student is registered for summer courses.

Adjusting your financial aid awards after accepting them in the portal may be possible by completing the financial aid adjustment form, found in the "Forms" section of our website.

Students and families can find more information about financial aid on our website: **finaid.uccs.edu**.



Financial Aid and
Student Employment

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