

Steps to Accept/Decline/Reduce Financial Aid Awards

- 1) Log onto the **MyWestern Portal** from westerntc.edu (link in upper right corner)
 - If this is your first time ever to use the **MyWestern Portal**, you must first Activate/Reactivate Account, and follow the activation steps
 - 2) Click on the '**Student Center**' link located in the far left 'Enterprise Menu'
 - 3) Click on '**View Financial Aid**' link under 'Finances'
 - 4) Click on the **2011** Aid Year link
 - 5) Review your Federal Aid Year 2010-11 Awards by Academic Year or by Term
 - 6) Click on '**Accept/Decline Awards**'
 - Note: Awards showing the Accept/Decline as grayed out are Accepted automatically & do NOT require further action. (For example: Grants, Scholarships, Other Aid, etc.)
 - 7) **Subsidized/Unsubsidized Stafford Loans, and Federal College Work Study Awards** require you to either:
 - **Accept a Lower Amount than Displayed** - Enter the reduced amount in the 'Accepted' column for the award type you would like to reduce, then click on the box under the 'Accept' column for the same award type
 - **Accept Amount Displayed** - Click on the box under 'Accept' column for the award type you would like to accept
 - **Decline Amount Displayed** - Click on the box under 'Decline' column for the award type you would like to decline (cancel)
- *Awards NOT checked as Accepted or Declined will automatically Accept*
- 8) After you have Accepted/Reduced/Declined your awards, click on '**Submit**'
 - You will then have the option to continue with the submit by clicking on '**Yes**'; if you wish to cancel your submission, click on '**No**'
 - 9) Submit Confirmation – click '**OK**'
 - 10) Your awards have now been accepted! **If you are borrowing student loans, you MUST complete a Direct Loan Master Promissory Note at studentloans.gov**
 - If you have **never received student loans through Western** in the past, you must **ALSO complete Entrance Loan Counseling** at studentloans.gov
 - 11) Please visit our website for all **your essential financial aid information and responsibilities:**
www.westerntc.edu/financialaid