

HOW TO ACCEPT YOUR FINANCIAL AID AWARD PACKAGE

1. Log in to your YSU Portal
2. Click on Financial Aid in Left Hand Column

The screenshot shows the YSU Portal home page. At the top, there is a navigation bar with links: Home, Banner Access, Student, Library, Faculty/Staff, My Tab, My Tab 2. The date is September 27, 2017. The main content area is divided into several sections:

- e-Services for Students:** A list of links including Register for Orientation, Register for IGNITE, Financial Aid, Register for Classes, Final Exam Schedule, Student Records, University Bursar, and Request Parking Pass.
- Campus Announcements:** A section stating "There are no announcements".
- Personal Announcements:** A section stating "There are no announcements".
- Microsoft Office 365:** A central graphic with the text "Access New E-mail System".
- Emergency Alert Notification System:** A section with a smartphone icon and text: "YSU students and employees: Sign up today for Dornier Alert, a new campus-wide text messaging".
- Search:** A search box with a dropdown menu showing options: YSU website, Google, Faculty/Staff, and Students. Below the search box are links for Faculty/Staff (Legacy) Directory, Faculty/Staff (Website) Directory, Student E-mail Directory, and A-Z Index.
- Campus News & Events:** A section with links for YSU News Center, The Jambar, Cancellation of Classes and Closing Procedures, and WYSU 88.5 FM.
- View YSU Events Here:** A red graphic with a keyboard icon and text: "Request Form to Schedule a Campus Event".

A red arrow points to the "Financial Aid" link in the "Access My Student Information" section.

3. Click on View and Accept Awards

The screenshot shows the YSU Portal Financial Aid page. At the top, there is a navigation bar with links: Personal Information, Alumni and Friends, Volunteer, Student, Financial Aid, Faculty Services, Employee. The date is September 27, 2017. The main content area is divided into several sections:

- RETURN TO MENU SITE MAP HELP:** A row of links.
- Financial Aid:** A section with a red arrow pointing to the "View and Accept Awards" link.
- View and Accept Awards:** A section with text: "View account summary, review awards, accept award offers and view loan applications."
- Eligibility:** A section with text: "Review all outstanding requirements, financial aid holds and satisfactory academic progress history (SAP)."
- Financial Aid Overview:** A section with text: "Summary of overall status; Including cost of attendance, financial aid awards, and messages."
- E-mail the Office of Financial Aid and Scholarships:** A section with text: "Click to send an email to our office."
- General Financial Aid:** A section with text: "Links to external financial aid information including the FAFSA, Federal PIN site, and Direct Loans."
- Federal Shopping Sheet:** A section with text: "Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions."

A red arrow points to the "View and Accept Awards" link.

4. Click on Accept your Financial Aid Award Offer

The screenshot shows the YSU Portal Financial Aid page. At the top, there is a navigation bar with links: Personal Information, Alumni and Friends, Volunteer, Student, Financial Aid, Faculty Services, Employee. The date is September 27, 2017. The main content area is divided into several sections:

- RETURN TO MENU SITE MAP HELP:** A row of links.
- Award:** A section with a red arrow pointing to the "Accept Your Financial Aid Award Offer" link.
- Accept Your Financial Aid Award Offer:** A section with text: "View Awards for Aid Year", "View Disbursement Schedule", "View Award History", "View Loan Application History".

A red arrow points to the "Accept Your Financial Aid Award Offer" link.

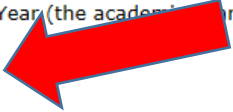
5. Choose Award Year:

[Personal Information](#) [Alumni and Friends](#) [Volunteer](#) [Student](#) **[Financial Aid](#)** [Faculty Services](#) [Employee](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year 

RELEASE: 8.21.1

6. Select the Accept Award Offer Tab. Check all of the Awards you wish to accept and choose accept at the bottom of the screen.

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Award Package for 2017-2018 Aid Year

[General Information](#) [Award Overview](#) [Terms and Conditions](#) **[Accept Award Offer](#)** [Special Messages](#)

[Print](#)

Options for Accept Award Offers include:

1. To choose to Decline or Accept a fund, select an award decision and then click 'Submit Decision'.
2. To accept a partial amount select Accept for the fund, enter the amount in the 'Accept Partial Amount' field, and click 'Submit Decision'.

Award Decision

Fund	Status	Term	Amount
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