



## Online Award Acceptance Directions 2024-2025

In order to accept your financial aid award, you must complete the following steps. Certain awards are automatically accepted (grants and scholarships) for you, others, like federal loans, require you to accept them.

### **Web Version**

1. Log onto your CUW/CUAA Portal account at <http://my.cuw.edu> or <http://my.cuaa.edu>
  - a. If you have forgotten your password, click on “for students” under the forgot password section on the portal login page
1. Click on “**Student Links**”
2. Scroll down five links to “**Financial Aid**”
3. Select **Offer** at the top of the page.
4. Select the correct aid year from the drop-down menu.
5. Scroll Down to the “Loans” box at the bottom of the page. Here you will be able to Select accept, decline, or modify for loan amounts.
6. Once you have selected your decision, press **submit**.
7. Then accept the terms and conditions and press **Submit** again.

**If you do not accept the terms and conditions, your loan decision will not be processed by the financial aid system.**

If you are accepting the full amount of all awards, simply select that option at the bottom. For anything else, make your selection on each fund then select the **Submit Decision** button. Once you have made your decision you cannot alter it, you will need to contact the Financial Aid Office to make changes at that time.

If you would like a paper copy of your award letter select the **Award Overview** tab, then select the text right below the General Information Tab which states “**Print**”. This will open a new window that you can print off. You are also able to check next to what you would like to accept/decline and submit it to our office.