
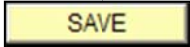

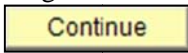



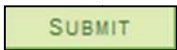




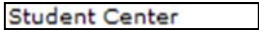



## Using the Student Center - Accept/Decline Financial Aid Awards

Step	Action
1.	<p>The <b>Student Center</b> is a self-service page that provides students an entry to the <b>Hub</b>. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the <b>Student Center</b>, click the <b>Student Center</b> tab from MyUB.</p> <p>In this tutorial we will review how to accept and decline Financial Aid Awards.</p>
2.	<p>In the <b>Finances</b> group box, under the <b>Financial Aid</b> heading, click the <b>Accept/Decline Awards</b> link.</p> <p>Click the <b>Accept/Decline Awards</b> link.</p> 
3.	<p>The first time you access your <b>Financial Aid</b> information through the <b>Student Center</b> using either the <b>View Financial Aid</b> or <b>Accept/Decline Awards</b> links, a <b>Financial Aid Consent to Electronic Communications</b> screen will appear. Read the information on the screen, and select the radio button to the left of your designation.</p> <p>* If you select 'I DO NOT AGREE to electronic communications' follow the instructions on the screen and contact the appropriate office. After you click <b>SAVE</b> you will be brought to the <b>Student Center</b> main page.</p> <p>* If you select 'I AGREE to electronic communications' and click <b>SAVE</b> you will be brought to the <b>Terms and Conditions</b> screen.</p> <p>Note: For privacy reasons, all of the sensitive student information has been masked from these screens.</p> <p>Click the <b>SAVE</b> button.</p> 
4.	<p>Read the <b>Terms and Conditions</b>.</p> <p>Every time you access Accept/Decline Financial Aid awards, you will need to complete the <b>Terms and Conditions</b> steps.</p> <p>Click the <b>scrollbar</b>.</p>
5.	<p>Click the <b>radio button</b> indicating that you have read and understand these award terms and conditions.</p> <p>Click the <b>radio button</b>.</p> 

Step	Action
6.	<p>To go to the <b>Financial Aid, Select Aid Year to View</b> screen click the <b>Continue</b> button.</p> 
7.	<p>On the <b>Financial Aid</b> page select the <b>Aid Year</b> that you would like to view.</p> <p>To demonstrate this process, we will choose the 2011 <b>Aid Year</b>.</p> <p>Click the <b>2011</b> link.</p> 
8.	<p>The first time you select the <b>Aid Year</b>, the <b>Student Permissions Select Permission Form</b> page will display. Read the information on the screen (be sure to scroll to the end).</p> <p>Click the <b>scrollbar</b>.</p>
9.	<p>After reading the information select the radio button to the left of your designation.</p> <p>Select the <b>YES</b> button to continue with the agreement process.</p> <p>Click the <b>Next</b> button to proceed.</p> 
10.	<p>On the <b>Student Permissions/Permission Form Agreement</b> page, check the box to the left of 'Yes, I have read the agreement'.</p> <p>Click the <b>Yes, I have read the agreement</b> option.</p> 
11.	<p>Click the <b>Submit</b> button to proceed.</p> 
12.	<p>Use the <b>Financial Aid/Award Package</b> page to <b>Accept</b> or <b>Decline</b> your awards. To accept your award(s) click the <b>accept all</b> button or check the box in the <b>Accept</b> column next to the individual Award. To decline, click the <b>decline all</b> button or check the box in the <b>Decline</b> column next to the individual Award.</p> <p>If you would like to accept a lesser amount of your award for the year, click in the box in the <b>Accept</b> column for the correct financial aid type. Next, to the left of the <b>Accept</b> column, in the <b>Accepted</b> column, change the award amount to the amount you would like for the year.</p> <p>The <b>update totals</b> button will display your totals based on what you have accepted or declined.</p> <p>When you have made your selections click the <b>Submit</b> button.</p> 

Step	Action
13.	<p>On the <b>Accept/Decline</b> affirmation page click the <b>YES</b> button, this will bring you to the <b>Accept/Decline Submit Confirmation</b> page.</p> <p>If you click on <b>NO</b>, you will return to the <b>Financial Aid Award</b> page.</p> <p>Click the <b>Yes</b> button.</p> 
14.	<p>On the <b>Accept/Decline Submit Confirmation</b> page click <b>OK</b>. You will then return to the <b>Financial Aid Award Package</b> page.</p> <p>Click the <b>OK</b> button.</p> 
15.	<p>To return to the <b>Student Center</b> main page click the <b>go to...</b> list.</p> 
16.	<p>Click the <b>Student Center</b> list item.</p> 
17.	<p>Click the <b>GO!</b> button.</p> 
18.	<p>You have successfully viewed how to accept and/or decline Financial Aid awards. <b>End of Procedure.</b></p>