How to View Accept/Reduce/Decline Graduate Loan Offer

Note: If you are registered for at <u>least 6 credits</u> in a summer session, you must submit the 'Direct Loan Processing Form' to include a summer loan payment.

• Login in to CUNYfirst:

CUNY Login

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Log in with ye	our <u>CUNY Login credentials</u>
If you do not hav	e a CUNYfirst account, see the <u>FAQs</u> .
	Username
	Password
	Log III
	Log in

• Bring down the drop-down menu and click on 'Student Center'

	✓ CUNYfirst Home	
t C	CUNYfirst Home	
	Employee Self Service	
	Student Center	
-	Campus Solutions Administrator	
	Advisor Center	
	ELEHMAN MAN	01

- Click on the Financial Aid Tile Use the 'Change' button if current aid year is not the default
- Then select 'Awards'

\sim	*	
	2021-2022 Change	
Financial Aid	Financial Aid Summary	\sim
*	Awards	\sim
	Direct Loan Processing Form	
	Supplement Form	

• CSelect Accept/Decline from the side menu.

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Need Summary	Submit Actions		-		
Cost of Attendance	Award Description/Category	Award Decision	Reduce	Offered	Accepted
Expected Family Contribution	Loan	Select		20,500.00	0.00
Awards ^	Totals Currency used is US Dollar			20,500.00	0.00
Accept/Decline 1 You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.					
Disbursements					

- Select the pencil icon in the top left corner above the award description to activate the Submit and Actions buttons
- To <u>Accept/Decline</u> the <u>full amount</u> offered to you, choose the option in the dropdown under 'Award Decision'.
- Select **'Submit'** to complete transaction.
- To <u>Reduce</u> the offer: select 'Accept' This will activate the reduce checkbox check the box to reduce.
 - This will open up the accepted column and allow you to enter the amount desired. *Keep in mind this amount will be <u>split evenly among the Fall & Spring semesters only</u>. If you are taking at least 6 credits in the Summer semester you must submit the direct loan processing form.

Change				
Summary ~	Financial Aid			
ne 3	Submit Actio	ons	Reducing an offer	3 rows
ts	Award Description/Category	Decision Reduce	e Offered	Accepted
	2 Unsubsidized Direct Loan	Accept V	20,500.00	18000
Click 'SUBMIT' to fi	nalize your decision.	Decline Reset Select		