How to View Accept/Reduce/Decline Graduate Loan Offer

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

- Login in to CUNYfirst:

  ![CUNY first Login screen](image)

- Bring down the drop-down menu and click on ‘Student Center’

  ![CUNY first Home screen](image)

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

  ![Financial Aid screen](image)
- Select **Accept/Decline** from the side menu.

- Select the pencil icon in the top left corner above the award description to activate the Submit and Actions buttons.

- To **Accept/Decline** the full amount offered to you, choose the option in the dropdown under ‘Award Decision’.

- Select ‘Submit’ to complete transaction.

- To **Reduce** 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 split evenly among the Fall & Spring semesters only.* If you are taking at least 6 credits in the Summer semester you must submit the direct loan processing form.

- Click ‘**SUBMIT**’ to finalize your decision.