



# My Financial Aid Portal

## How do I create a FERPA release authorization?

Accepting awards is only required for Federal Direct Student Loans. You are not required to accept, adjust or decline any other funds in your financial aid package.

**STEP 1:** Log in to the My Financial Aid student portal.

**STEP 2:** If you have any pending actions on your home page, click on “Financial” in the navigation bar at the top of the homepage to see your financial aid summary.

**STEP 3:** Select the relevant academic year from the tabs under “Financial Information.”

**STEP 4:** Click the pencil icon next to the loan you would like to accept.

**STEP 5:** Awards Summary

- Select “Start Loan Acceptance.”

**STEP 6:** Accept Your Awards

- During this step, you can select one of three options.
  - The amount to maximize my remaining tuition and fees: This option indicates that you are accepting the total loan amount offered to you.
  - Another amount: This option allows you to enter the amount you wish to borrow for the academic year. This option also allows you to calculate your living expenses by clicking on the link.
  - I would like to decline my funds: This option indicates that you are declining your loan funds for the academic year.
- Select “Continue” after choosing one of the options.

**STEP 7:** Confirm Your Awards Selection

- Review the summary of your loan acceptance.
- If you are a first-time borrower, you must sign your Master Promissory Note (MPN) and complete the Loan Entrance Counseling by selecting “Complete Loan Entrance Counseling.” You will automatically be redirected to **Complete Your Student Loan Entrance Counseling Requirement**.
- Click “Continue.”

**STEP 8:** E-Sign Your Awards Letter

- During this step, you can view an updated copy of your award letter and fully accept your financial aid award.
- Complete the step by indicating “I accept” and sign by entering your student ID and last name.
- Select “Sign & Finish.”