# Viewing/Accepting/Declining Financial Aid

1. After logging into the MaineStreet portal, click the **Student Self-Service** link to select it.

2. Click the **Student Center** link.

3. To view the status of a submitted Free Application for Federal Student Aid (FAFSA), from the **Finances** section of the Student Center, click the **FAFSA Status** link.

4. This page lists the Institution/s that have received your FAFSA. The date it was received will also display.

   To return to the Student Center, click the **Return to Student Center** link.

5. To view your Financial Aid information, from the **Finances** section of the Student Center, click the **View Financial Aid** link.

6. On the **Select Aid Year to View** page, click on the link for the Aid Year and Institution you wish to view information for. If an aid Year link is not active, it means the Financial Aid Office has not activated self-service access for that aid year yet.

7. The **Award Summary** page displays a summary of your awards for the selected aid year.

   For each term, the award **Category**, amount **Offered** and amount **Accepted** displays:

   - **Category** - Indicates the type of award.
   - **Offered** - Amount of award offered.
   - **Accepted** - Amount of award accepted. If zero displays, you have not yet accepted the award.

   For additional information about a loan, click on the **Loan Detail** link.

8. The **Loan Application Information** page displays the estimated loan amount and the loan status.

   Click the **Return to Award Summary** link.

9. If the **Accept/Decline Awards** button is active, your financial aid package is available for review. Click the **Accept/Decline Awards** button to take action on the awards you have been offered.

   You may also access the **Award Package** page directly from the Student Center by clicking the **Accept/Decline Awards** link.
10. On the **Award Package** page, you can accept, reduce or decline each award listed by marking the corresponding **Accept** or **Decline** check box for each award. Grants and scholarships are typically accepted for you.

**Please note**: Your ability to accept/reduce/decline awards may vary by campus and award. If you find you are unable to update a field then that action is not allowed.

To accept an award, select the checkbox adjacent to the award in the **Accept** column.

11. After you accept an award, the offered amount for that award displays in the **Accepted** column and the amount is editable. If you wish to reduce the amount of the award, enter the reduced amount in the **Accepted** field.

12. After adjusting the award amount, click the **Update Totals** button.

13. Next, click the **Submit** button.

14. At the top of the **Student Enrollment** page it will state the enrollment status your Fall/Spring financial aid package was based on. If the reported enrollment status is accurate click ‘**The above enrollment information is accurate**’.

If the reported enrollment status does not reflect your enrollment plans click ‘**I need to report a change in enrollment plans**’. This will open a grid where you can report your anticipated enrollment for fall and spring.

15. Check the boxes that appropriately reflect your Anticipated Fall and Spring Enrollment. If a section for **Summer Enrollment** is not displayed, click **Next**.

16. Some campuses will display an area for you to report summer enrollment plans.

If you are not taking summer courses, or are not sure, click ‘**I am not taking courses this summer, or have not decided**’.

If you do plan to take summer courses click ‘**I plan to take courses during the summer term**’. This will open a grid where you can report your anticipated enrollment for summer.

17. Check the box that reflects your Anticipated Summer Enrollment.

18. Below the grid, respond to the statement ‘**I am interested in being considered for Summer Work Study**’ by clicking ‘Yes’ or ‘No’.

19. When finished, click the **Next** button.

20. On the **Student Housing and Graduation** page, the **Housing** section will state the living arrangements your financial aid package was based on.

If the reported living arrangements are accurate, click ‘**The Housing information is accurate**’.

If the reported living arrangements do not reflect your plans, click ‘**I need to report a change in Housing**’. This will open a grid where you can report your intended housing plans.
21. Check the box that reflects your Anticipated Housing plans.

22. In the *Anticipated Graduation* section, indicate whether or not you will graduate within the current aid year by choosing the appropriate option.

23. When finished, click the **Next** button.

24. On the *Report Outside Aid* page, indicate whether or not you have outside aid to report. To report outside aid, click the **I need to report outside aid** radio button.

25. A new section will display on the page where you can report your outside aid. Click the + sign to add additional rows, if necessary.

When finished, click the **Next** button.

26. On the *Scholarship Release* page, indicate whether or not you authorize the Institution to release your directory information to scholarship donors.

27. Click the **Next Step** button.

28. This page indicates you have completed the Accept/Decline Award process.

Click the **Submit** button.

29. On this page, click **Yes** or **No** to save your submission.

30. First time borrowers of a Direct Stafford loan may use the links on this page to complete an *Entrance Interview* and/or *Master Promissory Note*. The links will open a new browser window.

Click the **OK** button to confirm and return to the Award Package page.

**Note:** If you accepted a Perkins Loan as part of your award package, you will be prompted to complete a Perkins Promissory note. The promissory note must be completed before you will receive any Perkins Loan funds (see topic on Completing a Perkins Promissory Note).

31. On the *Award Package* page, Click the drop-down arrow to navigate back to the Student Center.

32. Click on **Student Center** to select it.

33. Click the **GO!** button.

34. **End of Procedure.**