



Instructions for Navigating Your PAWS Financial Aid Account

Unsatisfied/Outstanding Requirements for 2011-2012

1. Log in to **PAWS** at <http://www.eiu.edu/pawslogin/> using your EIU Net ID and password. If you do not know your Net ID or password, please contact the EIU Help Desk at 217-581-HELP.
2. Once you are logged into PAWS, click **Financial Aid**.
3. On the Financial Aid menu, click **Eligibility**.
4. Select the **2011-2012** aid year.
5. On the Eligibility menu, click **Student Requirements — Unsatisfied/Outstanding Requirements** are listed at the top.
6. Click the **Instructions** box for each **Requirement** to view descriptions and instructions for your outstanding requirements.
7. Forms that are available for downloading and printing will be hyperlinked. Click on the form, then print, complete and return the form according to the instructions listed.
8. Click on **Financial Aid** tab at top to go back to the main **Financial Aid** menu.

Reviewing and Accepting Awards for 2011-2012

1. Log in to **PAWS** at <http://www.eiu.edu/pawslogin/> per instructions above and click on **Financial Aid**.
2. On the Financial Aid menu, click **Award**.
3. Click on **Award for Aid Year**.
4. Select the **2011-2012** aid year.
5. You can review your awards on the **Award Overview** tab.
6. You must click on the **Term and Conditions** tab and follow the instructions provided before you are able to accept your awards.
7. Once Terms and Conditions are satisfied, click on **Accept Award Offer** and you may **Accept Full Amount All Awards** if you would like to accept all aid as it appears. You may also individually **Accept** or **Decline** each award offered and **Submit Decision**.