To accept offered financial aid awards (MUST complete all 3 steps in order):

1. Complete “WEBTIV” or Disbursement Authorization first
   - Financial Aid tab
   - Award link
   - Award for Aid year link
   - Resources/Additional Information tab
   - MUST read and make a decision before sending (Tip: You do not have to submit anything in the Optional: Loan Change Request box before submitting your WEBTIV)

2. Accept “Terms and Conditions” next
   - Terms and Conditions tab
   - MUST read and “accept”

3. Once step 1 and 2 are complete, awards offers can be viewed/accepted by the next tab:
   - Accept Award Offer tab
   - Read and closely follow the instructions to make award decisions

To see requested verification documents:

- Financial Aid tab
- Eligibility link
- Select Aid Year
- Student Requirements tab

To request changes to Subsidized and/or Unsubsidized Loans:

- Financial Aid tab
- Award link
- Award for Aid Year link
- Resources/Additional Information tab
- Enter request in text box and submit (TIP: Be specific with your request)

To see if financial aid has disbursed:

- Financial Aid tab
- Award link
- Award History link
  - If amount shows in the “paid” column, it has posted to your student account