



## Online Financial Aid Awards

How to accept, decline, and modify your Financial Aid Award online.

Complete the following steps to accept, decline, or modify your Financial Aid Award. Certain awards are automatically accepted for you and others, like federal loans, require a decision from you.

1. Log onto your CUW Portal account at <https://my.cuw.edu>
2. Select the **Student Ser**
3. Select the **Financial Aid** tab
4. Select the correct aid year from the drop down menu and then select **Submit**
5. Select the **Terms and Conditions** tab
6. Review the Terms and Conditions, select the link and review the associated document by selecting the "**TERMS**" text. Once completed hit the back button on your browser and select **Accept**.
7. After you have selected **Accept**, you will be able to access the **Accept Award Offer** tab. You might need to **Accepted Award Offer** tab you have the following options:
  - a. **Accept All Awards**
    - Accepting the full amount of all awards
    - Declining a single award
    - Accepting a single award
    - Accepting an award partially
  - b. If you are accepting the full amount of all awards simply select that option. For anything else, make your selection on each fund then select the **Submit Decision** button. Once you have made your decision you cannot alter it, you will need to contact the Financial Aid Office to make changes at that time.
9. Click **Submit Decision** to send your decision to our office.

### Printing a paper copy of your award

If you would like a paper copy of your award letter select the **Award Overview** tab, then select the text right below the General Information Tab with states "**Print**." This will open a new window that you can print off and consider it a paper copy of your financial aid award letter.