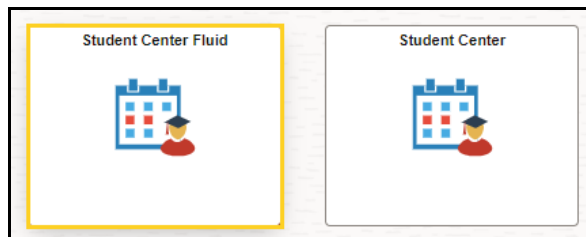


Accept/Decline Financial Aid Awards

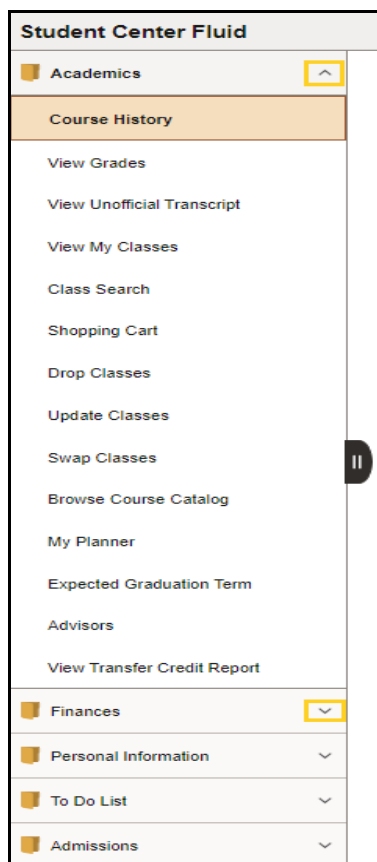
1. Click the **Student Center Fluid** tile.



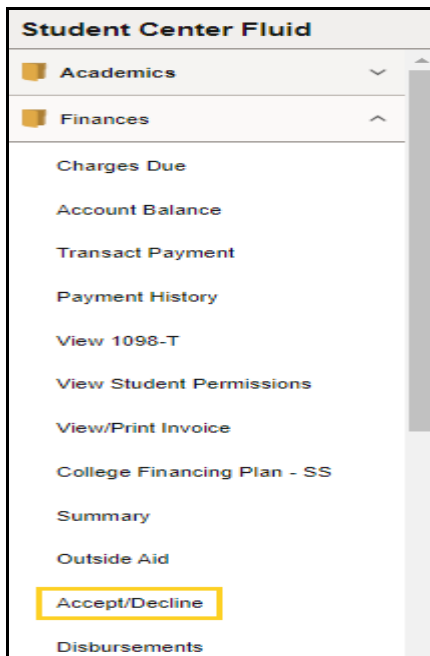
2. The system defaults you into the **Academics Course History** option.

Click the drop-down button to the right of the **Academics** button to close the menu.

Click the drop-down button to the right of the **Finances** button to open the menu.



3. Click the **Accept/Decline** menu option located in **Finances** section of the **Student Center** page.



4. For this example, the **Accept/Decline** panel displays financial aid already accepted by the student, as well as scholarships or grants available, but not accepted, to the student. Award information is listed by *Aid Year* and *Term*. Students can change the **Aid Year** by clicking the **Change** button in the upper left corner of the panel.

The screenshot shows the 'Student Center Fluid' 'Accept/Decline' panel. The 'Change' button is highlighted. The table displays award information for 2023-2024. The 'Accepted' column shows 0.00 for the first three items and 25,083.00 and 53,365.00 for the last two. The 'Totals' row shows 89,448.00 offered and 78,448.00 accepted.

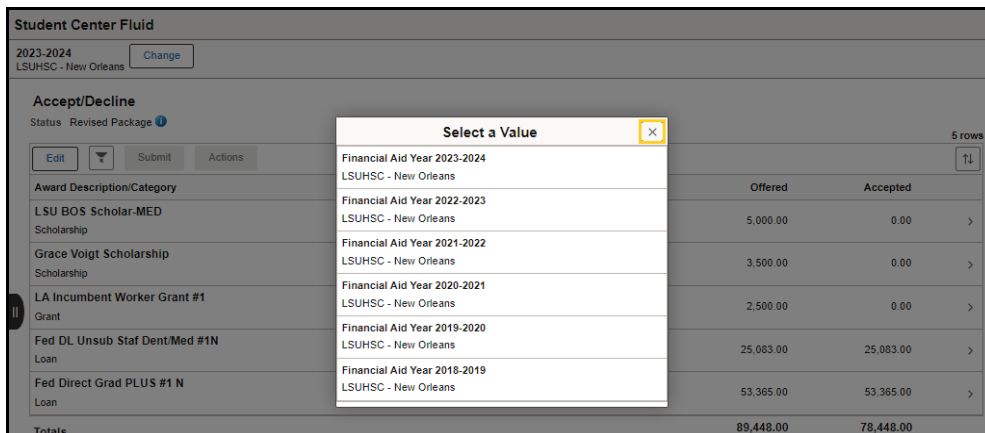
Award Description/Category	Award Decision	Reduce	Offered	Accepted	
LSU BOS Scholar-MED Scholarship	Select	<input type="checkbox"/>	5,000.00	0.00	>
Grace Voigt Scholarship	Select	<input type="checkbox"/>	3,500.00	0.00	>
LA Incumbent Worker Grant #1 Grant	Select	<input type="checkbox"/>	2,500.00	0.00	>
Fed DL Unsub Staf Dent/Med #1N Loan	Accept	<input type="checkbox"/>	25,083.00	25,083.00	>
Fed Direct Grad PLUS #1 N Loan	Accept	<input type="checkbox"/>	53,365.00	53,365.00	>
Totals			89,448.00	78,448.00	

Currency used is US Dollar
You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

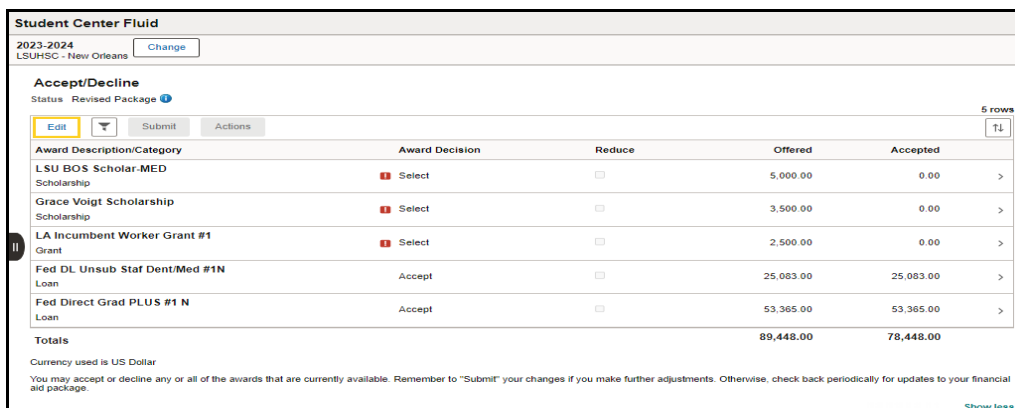
Show less

- A pop-up window displays available **Aid Years** the student can view.

Click the **Close** button to exit the pop-up window.

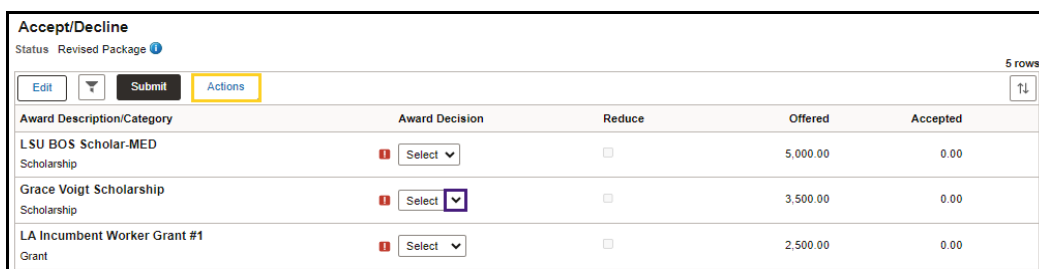


- A student can *Accept, reduce* or *decline* an individual award listed by clicking the **Edit** button directly above the *Award Description/Category*, When the **Edit** button is selected, the **Submit** and **Actions** buttons activate.



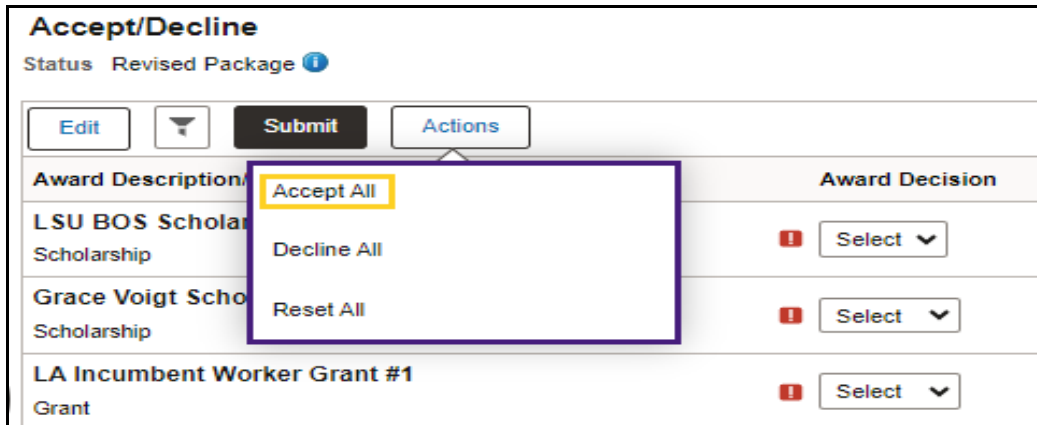
- The *Award Decision* defaults to **Select**. It can be changed from **Select** to **Accept**, **Decline** or **Reset** by clicking the drop-down button to the right of the field.

Click the **Actions** button.



- The **Actions** drop-down list displays listing three (3) options: **Accept All**, **Decline All**, and **Reset All**.

Click the **Accept All** button to accept all awards offered. This action will change the **Award Decision** from **Select** to **Accept**.



- Once the *Award Decision* changes to *Accept*, the student will simply click **Submit** to complete the acceptance process.

The checkboxes in the **Reduce** column may activate when the *Award Decision* is *Accept*..

NOTE: *In this example the Accepted amount can be adjusted for lines 2 and 3. However, not all awards are adjustable. If the award amount cannot be adjusted, the field will populate with the Offered Amount and the Reduce field remains greyed out to prevent editing as seen on line 1.*

The screenshot shows the 'Accept/Decline' interface with a table. The table has columns for 'Award Description/Category', 'Award Decision', 'Reduce', 'Offered', and 'Accepted'. The 'Award Decision' column contains 'Select' or 'Accept' dropdown menus. The 'Reduce' column contains checkboxes. The 'Offered' and 'Accepted' columns contain numerical values. The 'Reduce' column is highlighted with a purple box. The table rows include 'LSU BOS Scholar-MED Scholarship', 'Grace Voigt Scholarship Scholarship', 'LA Incumbent Worker Grant #1 Grant', 'Fed DL Unsub Staf Dent/Med #1N Loan', and 'Fed Direct Grad PLUS #1 N Loan'. A 'Totals' row is at the bottom. The interface also includes buttons for 'Edit', a dropdown arrow, 'Submit', and 'Actions'. The status is 'Revised Package'.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
LSU BOS Scholar-MED Scholarship	Select	<input type="checkbox"/>	5,000.00	0.00
Grace Voigt Scholarship Scholarship	Accept	<input type="checkbox"/>	3,500.00	3,500.00
LA Incumbent Worker Grant #1 Grant	Accept	<input type="checkbox"/>	2,500.00	2,500.00
Fed DL Unsub Staf Dent/Med #1N Loan	Accept	<input type="checkbox"/>	25,083.00	25,083.00
Fed Direct Grad PLUS #1 N Loan	Accept	<input type="checkbox"/>	53,365.00	53,365.00
Totals			89,448.00	78,448.00

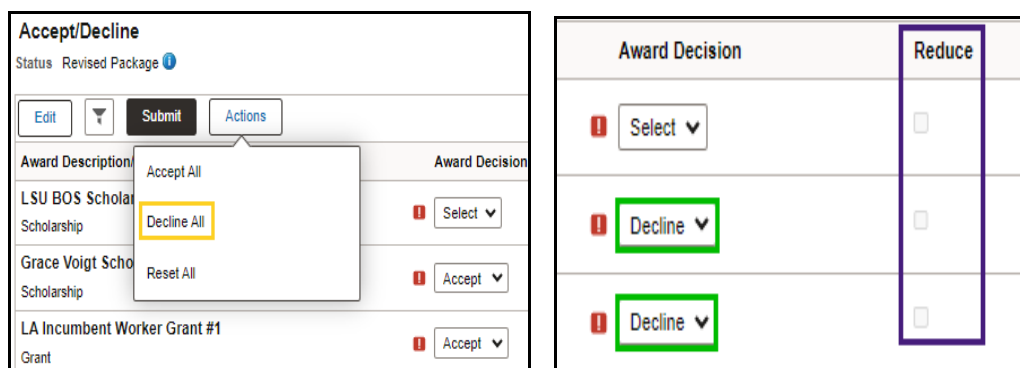
Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

- If the **Decline All** option is selected from the *Actions* list, all available award offers will be declined.

The *Award Decision* will change from *Select* to *Decline*.

The *Reduce* column checkboxes remain greyed out.



- To **Reduce** an award, the student must first accept the award.

Click the **checkbox** in the **Reduce** column for the award you wish to reduce. In this example, select the line 2 checkbox.

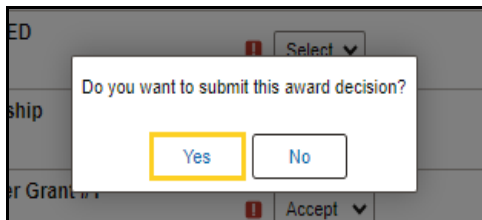
Edit the **amount** in the **Accepted** box from \$3,500 to \$2,000.

Accept/Decline				
Status Revised Package ⓘ				
Edit ▼ Submit Actions				
Award Description/Category	Award Decision	Reduce	Offered	Accepted
LSU BOS Scholar-MED Scholarship	ⓘ Select ▼	<input type="checkbox"/>	5,000.00	0.00
Grace Voigt Scholarship Scholarship	ⓘ Accept ▼	<input checked="" type="checkbox"/>	3,500.00	2000.00
LA Incumbent Worker Grant #1 Grant	ⓘ Accept ▼	<input type="checkbox"/>	2,500.00	2,500.00

- Click the **Submit** button to recalculate award totals and accept awards.

A warning message will display asking if you want to submit the award decision
Click **Yes**.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
LSU BOS Scholar-MED Scholarship	Select	<input type="checkbox"/>	5,000.00	0.00
Grace Voigt Scholarship Scholarship	Accept	<input checked="" type="checkbox"/>	3,500.00	2,000.00
LA Incumbent Worker Grant #1 Grant	Accept	<input type="checkbox"/>	2,500.00	2,500.00



- The **Accept/Decline** panel has been updated with the updated **Accepted** award amounts and total.

Click the **right arrow** at the end of line 1.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
LA Incumbent Worker Grant #1 Grant	Accept	<input type="checkbox"/>	2,500.00	2,500.00
LSU BOS Scholar-MED Scholarship	Select	<input type="checkbox"/>	5,000.00	0.00
Grace Voigt Scholarship Scholarship	Accept	<input type="checkbox"/>	3,500.00	2,000.00
Fed DL Unsub Staf Dent/Med #1N Loan	Accept	<input type="checkbox"/>	25,083.00	25,083.00
Fed Direct Grad PLUS #1 N Loan	Accept	<input type="checkbox"/>	53,365.00	53,365.00
Totals			89,448.00	82,948.00

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

14. A pop-up window displays showing **Award Details** by **Term**. Click the **Close** button at the top right of the window.

Award Details		
General	Amount	
<u>LA Incumbent Worker Grant #1</u>		
Term	Disbursement	Net Award
Spring-New Orleans 2024	1	1,250.00
Fall-New Orleans 2023	1	1,250.00
Totals		2,500.00
Currency used is US Dollar		
This is a breakdown of how the award will be disbursed across the academic year.		

15. This completes *Accept/Decline Financial Aid*.