Many of your financial aid awards can be accepted, reduced, or declined within the myUCCS Student Portal. Here’s how:

1 **LOG INTO** your MyUCCS Student Portal.

2 **CLICK** the Financial Aid link on the left-hand side navigation.

3 **SELECT** “Accept/Decline Awards” from the dropdown menu.

4 **SELECT** the appropriate aid year (e.g. click 2016 for the Fall 2015-Spring 2016 school year).
Now you will see your awards. You can either:

- Click the green **accept all** button to accept all of your offered aid.

  **NOTE:** Grant and scholarship aid are automatically accepted for your convenience.

- Click the **Accept** checkbox next to the aid you wish to accept. This will allow you to type in the amount you wish to accept in the “Accepted” box to the left of the Accept checkbox (rather than accepting the full amount of the aid offered).

  **NOTE:** Most often, aid is offered in yearly amounts so be sure to accept enough aid. For example, if you want to accept a $1000 loan for the fall semester and another $1000 loan for spring, you would need to accept $2000 for your loan.

- Click the green **decline all** button to decline all of your offered aid. This will not decline any of the automatically accepted aid.

- Click the **Decline** checkbox next to the aid you wish to decline.

When you are done accepting or adjusting your financial aid, be sure to click the green submit button to submit your financial aid!

**IMPORTANT:** You should mouse over the details button (the circled i button) on each award line to view more information and eligibility details about that type of financial aid award. This information will help you understand common questions like the difference between subsidized and unsubsidized loan, how to apply for a PLUS loan, grant and scholarship details, and more.