You may accept, reduce, and/or decline your financial aid awards easily within the myUCCS Student Portal. Here’s how:

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

2. **CLICK** the Financial Aid link on the top navigation bar, then click “Accept/Decline Awards” from the dropdown menu.

3. **SELECT** the appropriate aid year (e.g. click 2018 for the Fall 2017-Spring 2018 school year).

*TURN OVER FOR MORE INFORMATION*
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.

**NOTE:** PARENT PLUS AND GRADUATE PLUS LOANS CAN NEVER BE ACCEPTED IN THE STUDENT PORTAL. PLUS loans are listed in the portal in order for students and their families to be aware of this financial aid option. Please note that the PLUS loan amount listed in the portal is the maximum the parent or graduate student may request for the academic year.

Click on the PLUS loan for more information on how to apply for the PLUS loan. We also provide a How To Guide on this process, which can be found in “Resources” section of our website.

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

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

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 can click on each award to view more information and eligibility details about that type of financial aid award. This information will help you to understand common questions like the difference between subsidized and unsubsidized loans, how to apply for a PLUS loan, grant and scholarship details, and more.