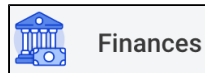


How to Accept/Decline Financial Aid Awards

On this job aid:

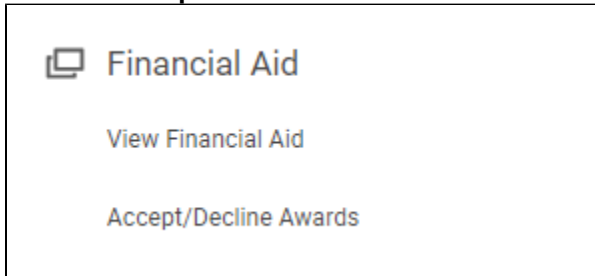
 Will cover how to view students financial aid package in Workday.

On Workday Homepage, press on the **Finances** Icon/app.

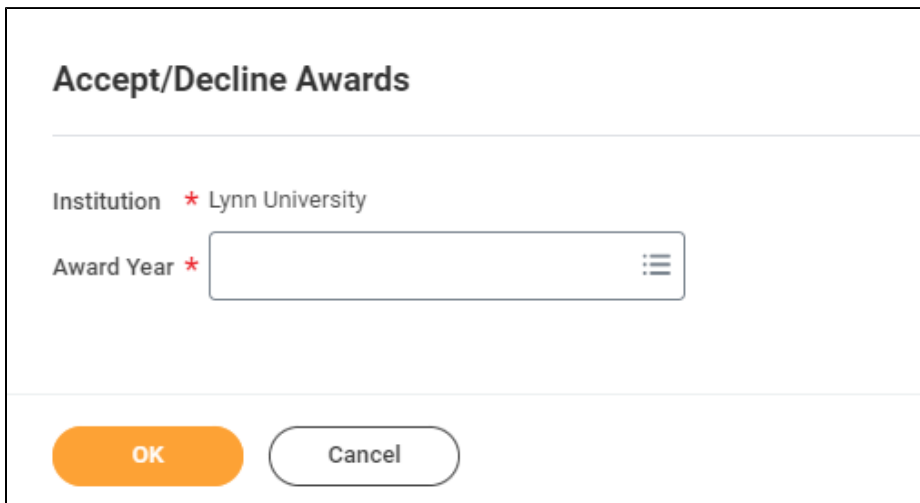


The **Finances** app provides a quick link to students account, payment elections, 1098T information and financial aid.

Click the **Accept/Decline Awards** link under the **Financial aid** heading.



Select the Academic Unit and Award Year for the Financial Aid Package and press the **OK** button at the bottom of the screen.



The **Accept/Decline Awards** will display the Amounts Offered, Amounts Accepted, and Decision. Adjust amounts if available and select your decision for each award. Click OK.

1 Item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Pell Grant	3,698.00	3,698.00	Accepted	<div>× Accept</div>

2024 Spring Awards

Period Costs 33,033.00 Period Subtotal 3,697.00 Amount Remaining for Period 29,336.00

1 Item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Pell Grant	3,697.00	3,697.00	Accepted	<div>× Accept</div>

i Students must accept/decline awards for each semester separately.

i Grants and Scholarships will be accepted on the Student behalf. Students will only be able to accept or decline loans and federal work study.