

How to Accept/Decline Financial Aid Awards

On this job aid:

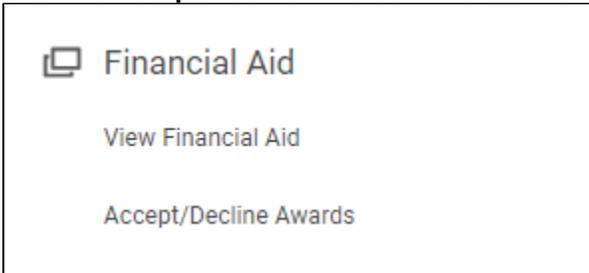
 Will cover how to view students financial aid package in Workday.

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

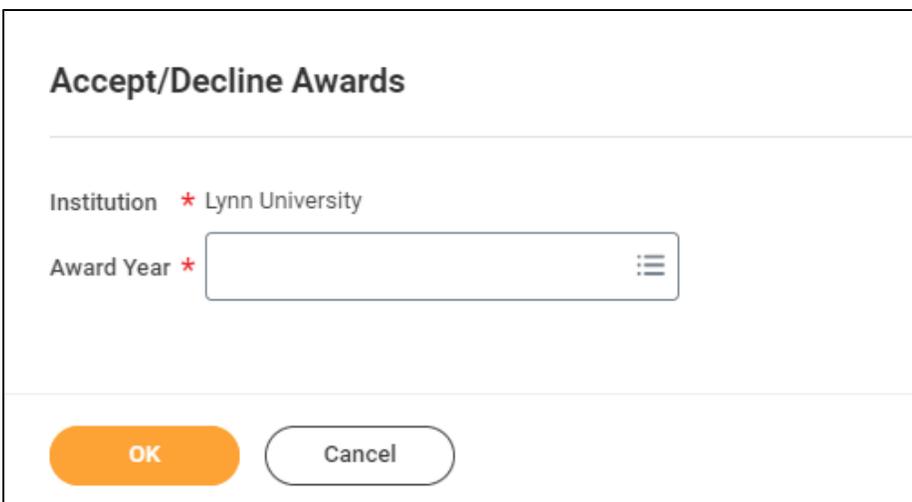


The **Finances** app provides a quick link to students account, payment elections, 1098T information and financial aid.

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.

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Pell Grant	3,698.00	3,698.00	Accepted	<input type="button" value="x Accept"/>

2024 Spring Awards

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

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Federal Pell Grant	3,697.00	3,697.00	Accepted	<input type="button" value="x Accept"/>

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.