

1. Log into SUU Portal, which logs you into Self-Service, and click on 'Financial Aid'

The screenshot shows the SUU mySUU Portal homepage. At the top, there is a navigation bar with 'Home', 'Academic', 'Employee', 'Student Resources', and 'Entertainment'. Below this, there are several widget areas: 'My Contact Info' with fields for local address, preferred phone, and email; 'My Messages' showing a 'Commencement Tickets' message; 'My Account' with a \$0.00 balance and options to 'Make a Payment', 'View eBill', 'Pay Commitment Fee', and 'Payment Plans'; 'My Bookmarks' which is currently empty; and a 'Weather' widget for Cedar City, UT. On the left side, there is a 'Banner Self Serve' section with a 'Main Menu' containing 'Shortcuts' and a list of links. The 'Students' link is circled in red, and it includes a sub-link for 'Financial Aid'.

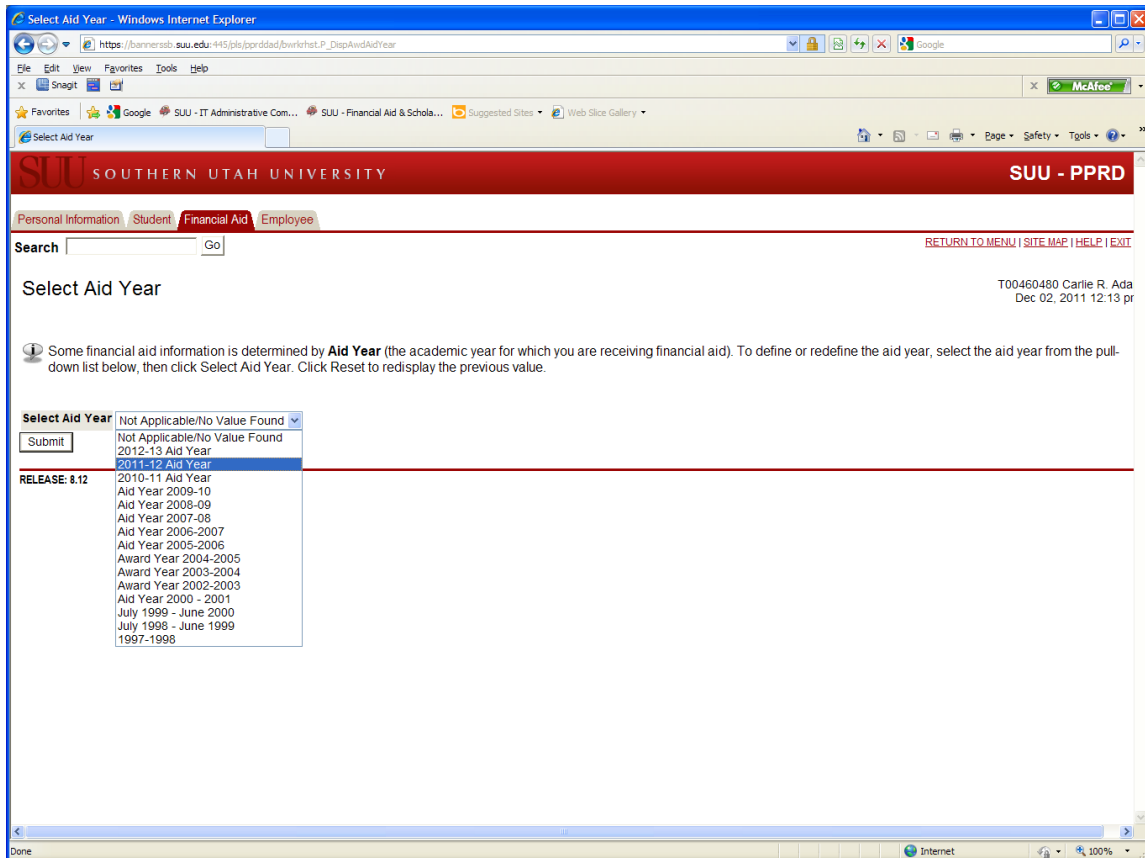
2. Click on 'Award'

The screenshot shows a web browser window titled 'Financial Aid - Windows Internet Explorer'. The address bar shows the URL: https://bannersec.suu.edu/pls/proddad/twbkvbis.P\_GenMenu?name=bmenu.P\_FinAidMainMnu. The page content includes the SUU logo and 'SUU Web Access' header. Below the header, there are navigation tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', and 'Employee'. A search bar is present. The main content area is titled 'Financial Aid' and lists several links: 'Financial Aid Status', 'Eligibility', 'Award', 'E-Mail University Financial Aid Office', and 'General Financial Aid'. The 'Award' link is circled in red. At the bottom, there is a 'RELEASE: 8.8' notice and a 'powered by SUNGARD SGT HIGHER EDUCATION' logo.

3. Then click on 'Award by Aid Year'



4. Select Aid Year (choose Aid Year 2011-12 for the Fall 2011, Spring 2012 or Summer 2012 semesters). Then, click on Submit.



5. Click on the tab 'Accept Award Offer'

**Award Package By Aid Year 2011-12 Aid Year**

General Information | Award Overview | Resources/Additional Information | **Accept Award Offer** | Special Messages

**How To Accept Your Loan**  
To accept your subsidized or unsubsidized direct loan, follow these steps:

- Select "Accept" from the drop down list for the fund you wish to accept
- If you wish to select a lower amount than what you have been offered, put the amount in the "Accept Partial" field
- Click the "Submit Decision" button
- If this is your first direct loan, you will need to complete the [Master Promissory Note](#) as well as [Loan Entrance Counseling](#). Please wait 1-2 business days after accepting your loan to attempt signing the MPN. It may take 2-3 business days for the completed MPN and entrance counseling to update in our system.
- For more detailed instructions, read the [full instruction sheet](#) found on our [forms page](#).
- If you wish to make changes to your loan after it has been accepted, complete the [Change Request Form](#) and turn it in to our office.

**Award Decision**

Fund	Status	Fall Semester 2011	Spring Semester 2012	Total	Accept Award	Accept Partial	Amount	Lender
Founders' Schol 2nd Year	Accepted	\$1,250.00	\$1,250.00	\$2,500.00	Undecided			
Direct Subsidized Loan	Offered	\$2,250.00	\$2,250.00	\$4,500.00	Undecided			
Higher Ed Success Stipend Grnt	Accepted	\$200.00	\$200.00	\$400.00	Accept			
Federal Pell Grant	Accepted	\$2,450.00	\$2,450.00	\$4,900.00	Decline			
Private Grant	Accepted	\$2,250.00	\$2,250.00	\$4,500.00				
		\$8,400.00	\$8,400.00	\$16,800.00				

Accept Full Amount All Awards | Submit Decision

Leave blank to accept full amount, or enter an amount to accept less than full amount.

6. When you have Accepted or Declined your awards, click on the 'Submit Decision' box. This will send the information to the Financial Aid Office so processing of your aid can begin.

**IMPORTANT:**

- **Do not use the Back arrow to go to a previous page or it will cause errors in your record. If you need to change your decision, just call the Financial Aid Office at (435) 586-7735, and we will make the change for you.**

7. After you accept your loan, you will see the Loan Entrance Counseling and the Master Promissory Note (MPN) requirement listed. If you have accepted two loans

(subsidized Stafford and unsubsidized Stafford), you will see both requirement listed twice, but you only need to complete the counseling and MPN once.

8. Wait 24 hours for us to send the information to the Department of Education, then go to <https://studentloans.gov> website to complete both the Entrance Counseling and the Master Promissory Note requirements.

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Print

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		\$8,400.00	\$8,400.00	\$16,800.00			

**Unsatisfied Disbursement Requirements**

Requirement	Status	As of Date	Fund	Source	Term	Instructions
<a href="#">Direct Loan Entrance Counseling</a>	Required from student	Dec 02, 2011	Direct Subsidized Loan			

**Note:** Click Requirement Messages to view and reply to messages pertaining to the above requirements.

RELEASE: 8.12.0.1

[ [Award Messages](#) | [Overall Financial Aid Status](#) | [Account Summary By Term](#) | [Award Payment Schedule](#) | [Award History](#) | [Loan Application History](#) ]

Once you have completed the Entrance Counseling requirement with SUU, you will not need to complete it again; the MPN will be valid for 10 years provided all other eligibility requirements are met.

When you have completed the on-line counseling, confirmation will be sent to us electronically by StudentLoans.gov.

If you have any questions about this program or about your particular situation, please feel free to call the Office of Financial Aid and Scholarships at 435-586-7735.