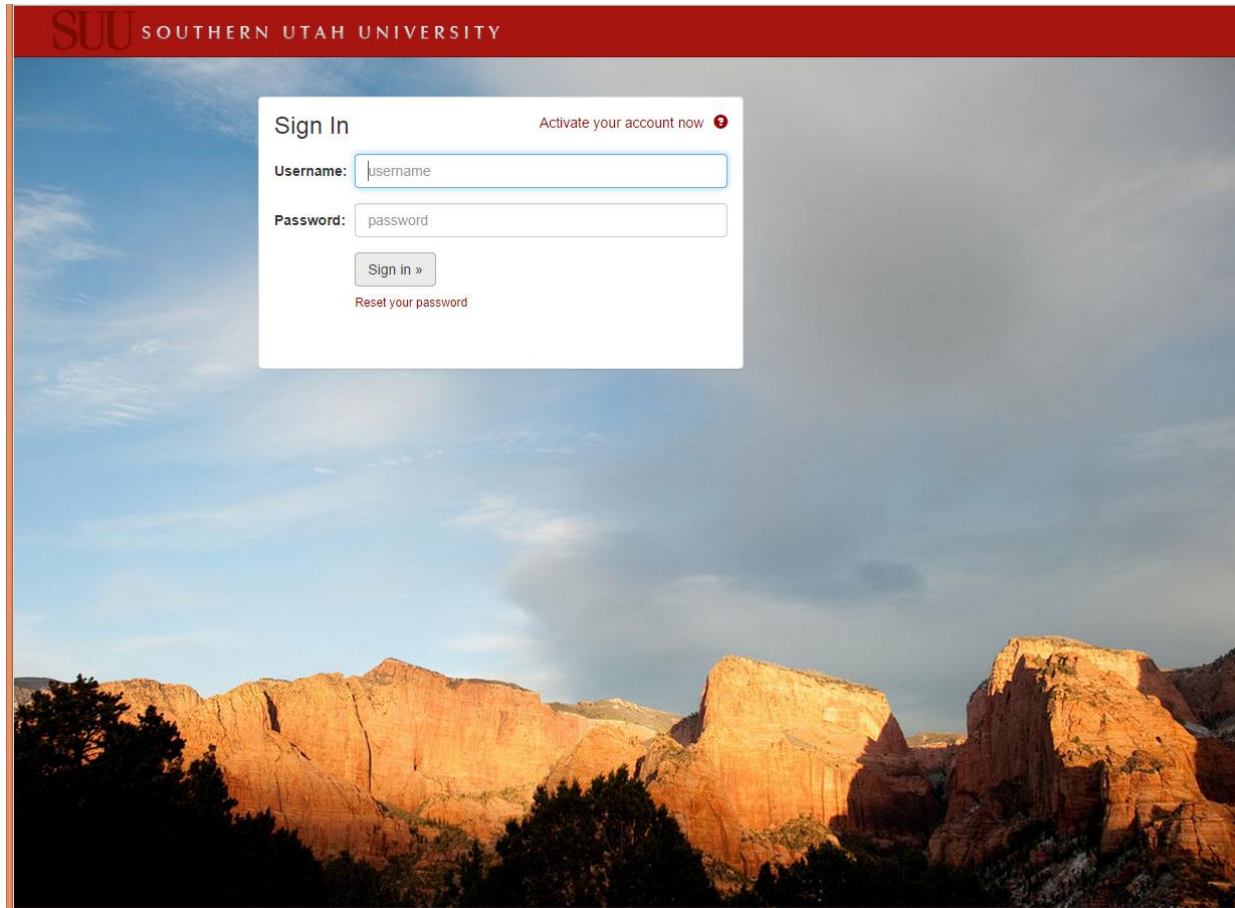


Instructions for Accepting your Awards in your MySUU Portal

1. Go to <https://my.suu.edu> and log in to your MySUU Portal.



2. On the Main Menu page click on 'Financial Aid' on the left

SOU SOUTHERN UTAH UNIVERSITY

ACCOUNT BALANCE
\$0.00

APPS

- Messages
- Edge Tracker
- My Courses
- My Academic Details
- Direct Deposit
- Parking Permits
- Admission Checklist

BANNER

- INB
- Argos
- Student Menu
- Tax Notifications
- Financial Aid
- Registration
- Employee Menu
- Emergency Contacts
- Leave Report
- EPAF Administration
- Time Sheet
- Graduation Application

RESOURCES

- Library
- Student Billing System
- HAVEN
- Degree Works
- NBC Learn
- Academic Software Center
- Canvas
- Tbird Connection
- Directory Search
- Student Employment
- T-Bird Career
- Optimal Résumé
- Essential Learning Outcomes
- Safari Books Online
- Testing Center
- Student Conduct Code
- SUU Lab Use
- Order Transcripts
- SUU Dining
- Transfer Equivalency
- Writing Center
- W2 Memo

Chartwells Survey

Chartwells wants to know how your dining experience has been here on campus. Just click on the link and choose which dining location you dine at most frequently to begin. When you finish you will instantly get a voucher for a free drink from Outtakes.

3. On the Financial Aid page, click on 'Award'

The screenshot shows the top navigation bar of Southern Utah University (SUU) with the text 'SUU SOUTHERN UTAH UNIVERSITY' on the left and 'SUU - PPRD' on the right. Below the navigation bar are tabs for 'Personal Information', 'Alumni and Friends', 'Volunteer', 'Student', 'Financial Aid', and 'Employee'. The 'Financial Aid' tab is selected. A search bar with a 'Go' button is present, along with links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Financial Aid' and lists several options: 'Financial Aid Status' (View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.), 'Eligibility' (Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.), 'Award' (View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.), 'E-Mail University Financial Aid Office', and 'Federal Shopping Sheet' (Federal Shopping Sheet). The 'Award' link is circled in blue. At the bottom, it says 'RELEASE: 8.20.1' and '© 2014 Ellucian Company L.P. and its affiliates.'

4. Then click on 'Award by Aid Year'

The screenshot shows the 'Award Information' page on the SUU website. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Award Information' and lists several options: 'Account Summary By Term', 'Award By Aid Year', 'Award Payment Schedule' (View and print award letter.), 'Award History', and 'Loan Application History'. The 'Award By Aid Year' link is circled in blue. At the bottom, it says 'RELEASE: 8.20.1' and '© 2014 Ellucian Company L.P. and its affiliates.'

5. Select the Aid Year (for example, choose 'Aid Year 2014-15' for the Fall 2014, Spring 2015 or Summer 2015 semesters). Click 'Submit'.

The screenshot shows the Southern Utah University (SUU) website interface. At the top, the SUU logo and name are on the left, and 'SUU - PPRD' is on the right. Below the header is a navigation bar with tabs for 'Personal Information', 'Alumni and Friends', 'Volunteer', 'Student', 'Financial Aid', and 'Employee'. The 'Financial Aid' tab is selected. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Select Aid Year'. A paragraph explains that financial aid information is determined by the 'Aid Year' and instructs the user to select from a pull-down list and click 'Select Aid Year'. Below this is a dropdown menu labeled 'Select Aid Year' with a 'Submit' button. The dropdown menu is open, showing a list of aid years from '2014-15 Aid Year' down to '1997-1998'. The '2014-15 Aid Year' option is highlighted in blue. A blue arrow points to the 'Submit' button. On the left side of the page, there is a red box containing the text 'RELEASE: 8.2' and '© 2014 Ellucian Co'.

SUU SOUTHERN UTAH UNIVERSITY SUU - PPRD

Personal Information Alumni and Friends Volunteer Student **Financial Aid** Employee

Search Go [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Select Aid Year

Some financial aid information is determined by **Aid Year** (the academic year for which you are receiving financial aid). To define or redefine the aid year, select the aid year from the pull-down list below, then click Select Aid Year. Click Reset to redisplay the previous value.

Select Aid Year

- Not Applicable/No Value Found
- 2014-15 Aid Year**
- 2013-14 Aid Year
- 2012-13 Aid Year
- 2011-12 Aid Year
- 2010-11 Aid Year
- Aid Year 2009-10
- Aid Year 2008-09
- Aid Year 2007-08
- Aid Year 2006-2007
- Aid Year 2005-2006
- Award Year 2004-2005
- Award Year 2003-2004
- Award Year 2002-2003
- Aid Year 2000 - 2001
- July 1999 - June 2000
- July 1998 - June 1999
- 1997-1998

RELEASE: 8.2
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6. Click on the tab 'Accept Award Offer'

SUU SOUTHERN UTAH UNIVERSITY **SUU - PPRD**

Personal Information | Alumni and Friends | Volunteer | Student | **Financial Aid** | Employee

Search [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Award Package By Aid Year 2014-15 Aid Year

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

[Print](#)

Accepting Your Loan
 Due to pending Federal regulations, we will be unable to originate any loans for the 2014-15 year at this time. Therefore, we have disabled the ability to accept your loan(s) for the time being. Once the regulations are finalized and we have had a chance to test the changes, you will be able to accept your loan(s). We hope to have everything in place by June 1st, 2014. We will contact you via email when you can begin accepting your loans(s).

Award Decision

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted	Fall Semester 2014	\$2,740.00		
	Accepted	Spring Semester 2015	\$2,740.00		
		Fund Total:	\$5,480.00		
Institutional Award	Accepted	Fall Semester 2014	\$1,250.00		
	Accepted	Spring Semester 2015	\$1,250.00		
		Fund Total:	\$2,500.00		
Direct Subsidized Loan	Offered	Fall Semester 2014	\$2,750.00		
	Offered	Spring Semester 2015	\$2,750.00		
		Fund Total:	\$5,500.00	Accept	
Direct Unsubsidized Loan	Offered	Fall Semester 2014	\$3,000.00	Select Decision	
	Offered	Spring Semester 2015	\$3,000.00	Accept	
		Fund Total:	\$6,000.00	Decline	
				Select Decision	

Accept Full Amount All Awards |

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

7. 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:

- 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. Do not use the Back arrow to go to a previous page to change anything, or it could cause an error in your record.

8. After you accept your loan, you will see the Loan Entrance Counseling and the Master Promissory Note (MPN) requirement listed. If you do not see them here, it means you have already completed them. If you have accepted two loans (subsidized and unsubsidized), you will see both requirement listed twice, but you only need to complete the counseling and MPN once.

9. Wait 24 - 36 hours for us to send the information to the Department of Education, and for them to process it, then go to <https://studentloans.gov> to complete both the Entrance Counseling and the Master Promissory Note requirements.

The screenshot shows the SUU Financial Aid portal. At the top, there are navigation tabs: Personal Information, Alumni and Friends, Volunteer, Student, Financial Aid (selected), and Employee. Below the navigation is a search bar and a 'Go' button. The main heading is 'Award Package By Aid Year 2014-15 Aid Year'. Underneath, there are more navigation tabs: General Information, Award Overview (selected), Resources/Additional Information, Terms and Conditions, Accept Award Offer, and Special Messages. A 'Print' link is also visible.

Award Decision

Fund	Status	Term	Amount
Federal Pell Grant	Accepted	Fall Semester 2014	\$2,740.00
	Accepted	Spring Semester 2015	\$2,740.00
	Fund Total		\$5,480.00
Institutional Award	Accepted	Fall Semester 2014	\$1,250.00
	Accepted	Spring Semester 2015	\$1,250.00
	Fund Total		\$2,500.00
Direct Subsidized Loan	Web Accepted	Fall Semester 2014	\$2,750.00
	Web Accepted	Spring Semester 2015	\$2,750.00
	Fund Total		\$5,500.00
Direct Unsubsidized Loan	Web Accepted	Fall Semester 2014	\$3,000.00
	Web Accepted	Spring Semester 2015	\$3,000.00
	Fund Total		\$6,000.00

Unsatisfied Disbursement Requirements

Requirement	Status	As of Date	Fund	Term
Direct Loan Entrance Counseling Before receiving a student loan, borrowers must complete an entrance counseling session. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. When completing this process for stafford loans, please make sure you do not select the process for Grad PLUS loans, otherwise it may take a while longer for the information to update on our system. **DUE TO RECENT CHANGES TO THE FEDERAL DIRECT LOAN PROGRAM, ALL STUDENTS WILL BE REQUIRED TO COMPLETE ENTRANCE COUNSELING FOR 2014-15, EVEN IF THEY HAVE COMPLETED ENTRANCE COUNSELING FOR PRIOR AID YEARS.**	Required from student	Oct 09, 2014	Direct Subsidized Loan	
Direct Loan Entrance Counseling Before receiving a student loan, borrowers must complete an entrance counseling session. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. When completing this process for stafford loans, please make sure you do not select the process for Grad PLUS loans, otherwise it may take a while longer for the information to update on our system. **DUE TO RECENT CHANGES TO THE FEDERAL DIRECT LOAN PROGRAM, ALL STUDENTS WILL BE REQUIRED TO COMPLETE ENTRANCE COUNSELING FOR 2014-15, EVEN IF THEY HAVE COMPLETED ENTRANCE COUNSELING FOR PRIOR AID YEARS.**	Required from student	Oct 09, 2014	Direct Unsubsidized Loan	

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Once you have completed the Entrance Counseling requirement with SUU, in general, 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.