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
3. On the Financial Aid page, click on ‘Award’

4. Then click on ‘Award by Aid Year’
5. Select the Aid Year (for example, choose ‘Aid Year 2014-15’ to accept Summer 2015 awards, or ‘Aid Year 2015-16’ for the Fall 2015, Spring 2016 or Summer 2016 semesters). Click ‘Submit’.
6. Click on the tab ‘Accept Award Offer’

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.

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.