

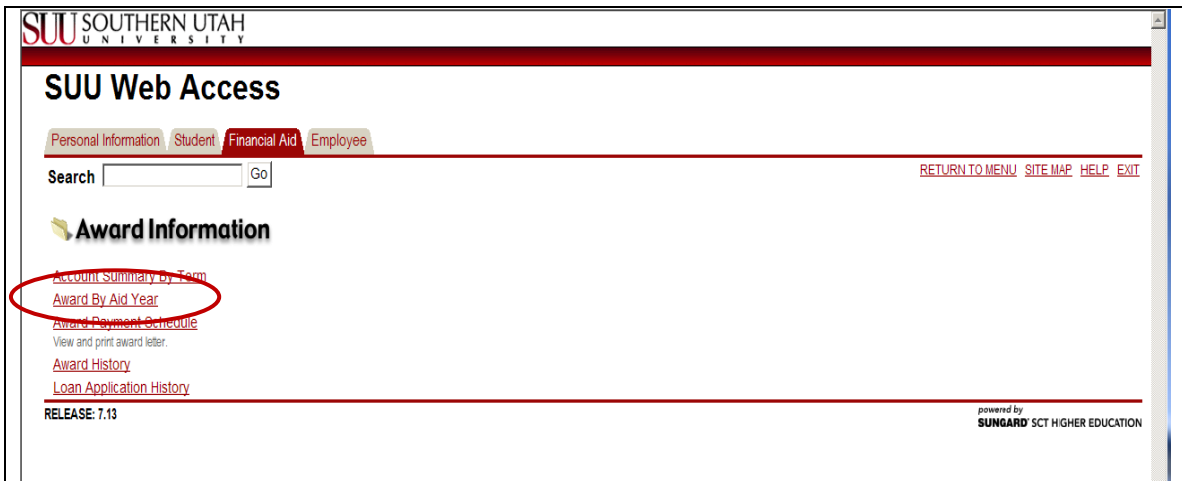
1. Log into SUU Portal, which logs you into Self-Service, and click on 'Financial Aid'

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 under it, 'Financial Aid' is also visible.

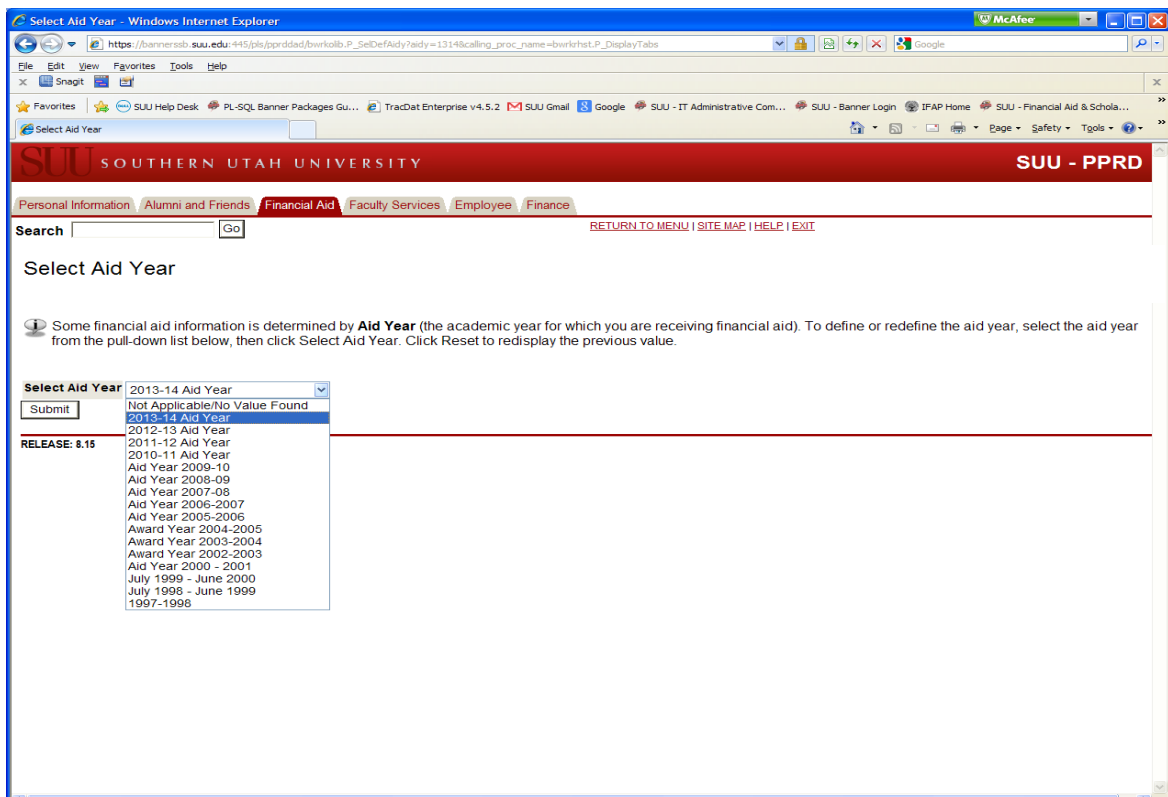
2. Click on 'Award'

The screenshot shows a web browser window displaying the SUU Financial Aid page. The browser title is 'Financial Aid - Windows Internet Explorer' and the address bar shows the URL 'https://bannersec.suu.edu/pls/proddad/twbkvbis.P_GenMenu?name=bmenu.P_FinAidMainMnu'. The page header includes the SUU logo and 'SUU Web Access'. 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 contains 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 of the page, there is a 'RELEASE: 8.8' notice and a 'powered by SUNGARD' SCT HIGHER EDUCATION' logo.

3. Then click on 'Award by Aid Year'



4. Select Aid Year (choose 'Aid Year 2012-13' for the Fall 2012, Spring 2013 or Summer 2013 semesters. Or, choose 'Aid Year 2013-14' for the Fall 2013, Spring 2014 or Summer 2014 semesters.) Then, click on Submit.



5. Click on the tab 'Accept Award Offer'

Award Package By Aid Year 2013-14 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 for 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. Your 2012-13 year will not be submitted for origination until on or around June 1, 2012. Please do not attempt to sign a new MPN until after this date.
- 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.

Fund	Status	Fall Semester 2013	Spring Semester 2014	Total	Accept Award	Accept Partial Amount	Lender
President's Scholarship 3rd Yr	Accepted	\$1,750.00	\$1,750.00	\$3,500.00			
Direct Subsidized Loan	Offered	\$1,250.00	\$1,250.00	\$2,500.00	Undecided		
Federal Workstudy	Accepted	\$1,000.00	\$1,000.00	\$2,000.00			
Higher Ed Success Stipend Grnt	Accepted	\$250.00	\$250.00	\$500.00			
Federal Pell Grant	Accepted	\$2,775.00	\$2,775.00	\$5,550.00			
FSEOG	Accepted	\$250.00	\$250.00	\$500.00			
Total		\$7,275.00	\$7,275.00	\$14,550.00			

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.

SUU SOUTHERN UTAH UNIVERSITY SUU - PPRD

Personal Information Alumni and Friends **Financial Aid** Faculty Services Employee Finance

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Award Package By Aid Year 2013-14 Aid Year

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

Print

Award Decision

Fund	Status	Fall Semester 2013	Spring Semester 2014	Total	Accept Award	Accept Partial Amount	Lender
President's Scholarship 3rd Yr	Accepted	\$1,750.00	\$1,750.00	\$3,500.00			
Direct Subsidized Loan	Web Accepted	\$1,250.00	\$1,250.00	\$2,500.00			
Federal Workstudy	Accepted	\$1,000.00	\$1,000.00	\$2,000.00			
Higher Ed Success Stipend Grnt	Accepted	\$250.00	\$250.00	\$500.00			
Federal Pell Grant	Accepted	\$2,775.00	\$2,775.00	\$5,550.00			
FSEOG	Accepted	\$250.00	\$250.00	\$500.00			
Total		\$7,275.00	\$7,275.00	\$14,550.00			

Unsatisfied Disbursement Requirements

Requirement	Status	As of Date	Fund	Source	Term	Instructions
Direct Loan Entrance Counseling	Required from student	Feb 05, 2013	Direct Subsidized Loan			

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

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

RELEASE: 8:15

Done Internet 100%

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.