

1. Access the Student Administration System at [studentadmin.uconn.edu](http://studentadmin.uconn.edu)
2. Select "LOGIN" and sign in using your NetID and password, then click on "Self-Service."
3. Click on "Student Center."
4. Under the Financial Aid section, click on "View Financial Aid" (this is where you can accept or decline your awards).
5. Select the specific aid year to view your current awards.
6. Review your packaging status information to ensure it is accurate and click "Continue."
7. Review your academic year award summary and click "Continue."

## To Take Action on Your Awards

1. Select "Accept/Decline Awards" under Step 1.
2. Click on the name of the award to review the terms and eligibility requirements (enrollment, GPA, etc.) for each award you have been offered. You must accept or decline each individual award, and complete the process by clicking "Save" at the bottom of the page. If you do not take action on each award, you will not be able to complete and save. Then select "Previous" button.

NOTE: If you have accepted a Federal Direct Stafford Loan as part of your award package, you must complete an Entrance Counseling session and a Federal Direct Stafford Loan Master Promissory Note at [studentloans.gov](http://studentloans.gov).

3. In Step 2 enter your anticipated credits by selecting "Enter Credits."
4. Enter the actual number of credits you expect to register for each semester. If you are less than full-time your financial aid package may change.
5. If you will be receiving other sources of funding that are not included in your current awards, you must enter the source and amount of each award (for example, a scholarship, fellowship, or tuition waiver). Go to Step 3 and select "Enter Other Aid Sources," then "Add" and "Save."
6. You must complete the process by clicking "I Certify That All Information Is Correct."

Detailed instructions regarding use of Student Administration Self-Service can be found by navigating to [studentadmin.uconn.edu](http://studentadmin.uconn.edu).

To ensure the timely processing of your financial aid award package, you are strongly encouraged to electronically accept or decline your aid within 30 days of receiving your award package. Remember to check your email account frequently! All requests for information and any changes to your financial aid award package will be communicated through your email account.