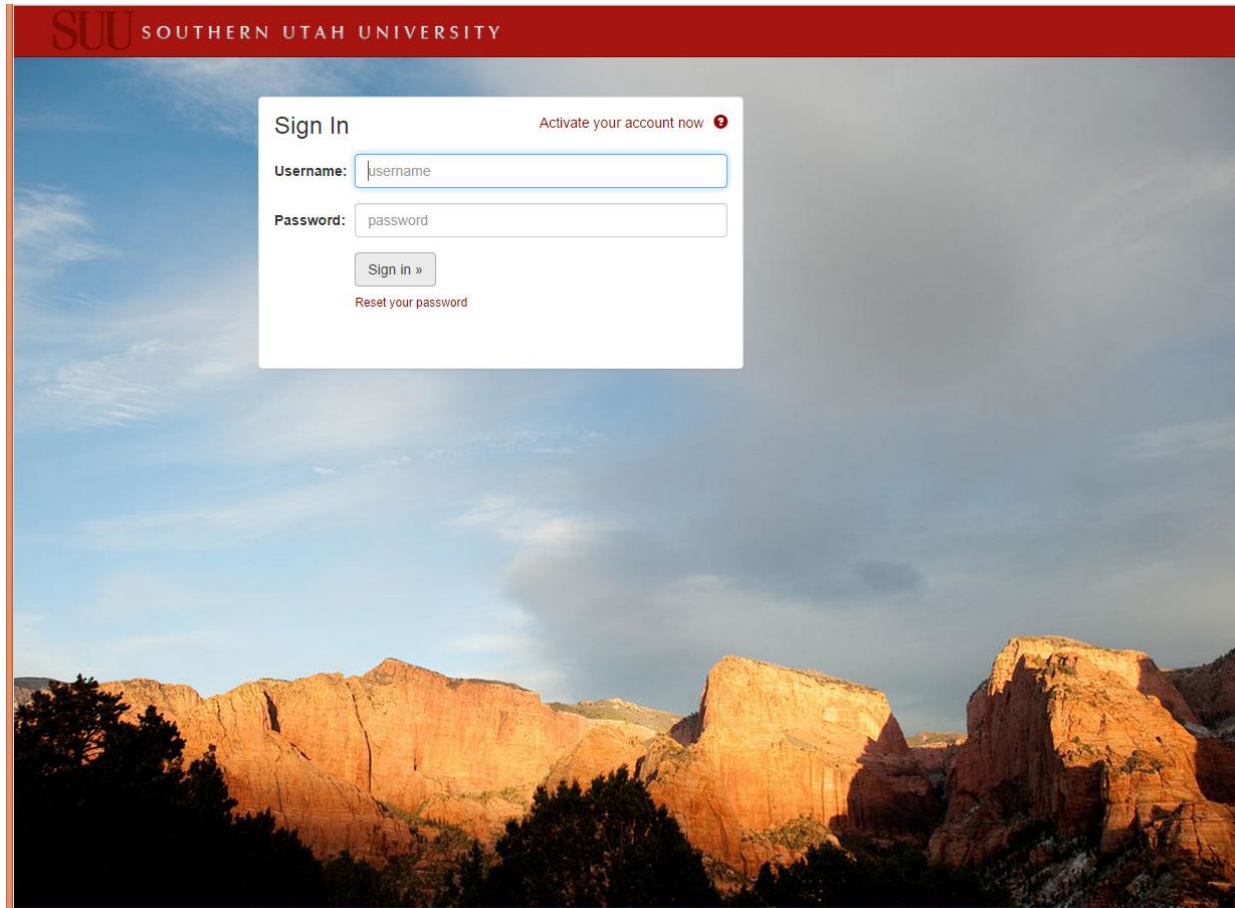


Instructions for Accepting your Awards in your MySUU Portal

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'

The screenshot shows the top navigation bar of the Southern Utah University (SUU) website. The header includes the SUU logo and the text 'SOUTHERN UTAH UNIVERSITY' on the left, and 'SUU - PPRD' on the right. Below the header is a horizontal menu with tabs for 'Personal Information', 'Alumni and Friends', 'Volunteer', 'Student', 'Financial Aid', and 'Employee'. The 'Financial Aid' tab is currently selected. Below the menu is a search bar with a 'Go' button and a row of links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Financial Aid' and contains several links: 'Financial Aid Status' (with a description: 'View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.'), 'Eligibility' (with a description: 'Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.'), 'Award' (circled in blue, with a description: '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' (with a sub-link 'Federal Shopping Sheet'). At the bottom of the page, there is a 'RELEASE: 8.20.1' notice and a copyright notice: '© 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 header and navigation menu are identical to the previous screenshot. The main content area is titled 'Award Information' and contains several links: 'Account Summary By Term', 'Award By Aid Year' (circled in blue), 'Award Payment Schedule' (with a description: 'View and print award letter.'), 'Award History', and 'Loan Application History'. At the bottom of the page, there is a 'RELEASE: 8.20.1' notice and a copyright notice: '© 2014 Ellucian Company L.P. and its affiliates.'

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'.

The screenshot shows the Southern Utah University (SUU) website interface. At the top, there is a red header with the SUU logo and the text 'SOUTHERN UTAH UNIVERSITY' on the left, and 'SUU - PPRD' 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 currently selected. Below the navigation bar is a search bar with a 'Search' label, a text input field, and a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Select Aid Year'. Below the title is a paragraph of text: '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.' Below this text is a dropdown menu labeled 'Select Aid Year'. The dropdown menu is open, showing a list of aid years. The current selection is '2015-16 Aid Year'. A blue arrow points to the '2014-15 Aid Year' option in the list. Below the dropdown menu is a 'Submit' button. To the left of the dropdown menu, there is a 'RELEASE: 8.21.1' label and a copyright notice '© 2015 Ellucian Cor'.

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

Search [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 2015-16 Aid Year ▼

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- Not Applicable/No Value Found
- 2015-16 Aid Year**
- 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

6. Click on the tab 'Accept Award Offer'

Screenshot of the SUU Financial Aid website showing the 'Accept Award Offer' tab. The page displays an 'Award Package By Aid Year 2015-16 Aid Year' with a table of awards. A blue arrow points to the 'Accept Award Offer' tab. Another blue arrow points to the 'Submit Decision' button. A callout box explains: 'Leave blank to accept full amount, or enter an amount to accept less than full amount.'

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Designated Scholarship	Accepted	Fall Semester 2015	\$500.00		
	Accepted	Spring Semester 2016	\$500.00		
	Fund Total		\$1,000.00		
Federal Workstudy Eligibility	Eligible for Work Study	Fall Semester 2015	\$1,000.00		
	Eligible for Work Study	Spring Semester 2016	\$1,000.00		
	Fund Total		\$2,000.00		
Direct Subsidized Loan	Offered	Fall Semester 2015	\$2,750.00		
	Offered	Spring Semester 2016	\$2,750.00		
	Fund Total		\$5,500.00	Accept	
Direct Unsubsidized Loan	Offered	Fall Semester 2015	\$1,000.00	Select Decision	
	Offered	Spring Semester 2016	\$1,000.00	Accept	
	Fund Total		\$2,000.00	Select Decision	

Accept Full Amount All Awards Submit Decision

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.

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

Print

Award Decision

Fund	Status	Term	Amount
Designated Scholarship	Accepted	Fall Semester 2015	\$500.00
	Accepted	Spring Semester 2016	\$500.00
		Fund Total:	\$1,000.00
Federal Workstudy Eligibility	Eligible for Work Study	Fall Semester 2015	\$1,000.00
	Eligible for Work Study	Spring Semester 2016	\$1,000.00
		Fund Total:	\$2,000.00
Direct Subsidized Loan	Web Accepted	Fall Semester 2015	\$2,750.00
	Web Accepted	Spring Semester 2016	\$2,750.00
		Fund Total:	\$5,500.00
Direct Unsubsidized Loan	Web Accepted	Fall Semester 2015	\$1,000.00
	Web Accepted	Spring Semester 2016	\$1,000.00
		Fund Total:	\$2,000.00

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	May 04, 2015	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	May 04, 2015	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.