
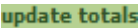



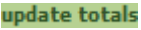




Accepting or Declining Financial Aid Awards

Step	Action
1.	Click the Finances Menu button. 
2.	Click the Accept/Decline Awards link. Accept/Decline Awards
3.	Click the Aid Year link. 2018
4.	On the Award Package page, review your available Financial Aid Awards.
5.	Click the Award link to view detailed information on the award. Foundation Scholarship LACC
6.	Review the Award Detail . Click the Return to Award Package to return to the previous page. Return to Award Package
7.	You can Accept or Decline an award.
8.	In the first example, we will accept an award. Click the Accept checkbox for the award. <input type="checkbox"/>
9.	Click the update totals button to update the Totals . 
10.	Note the Total for the Accepted column reflects the total dollar amount accepted. Click the Submit button. 
11.	On the Accept/Decline page, review the message: <i>Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.</i> Click the Yes link. 

Step	Action
12.	Click the OK link on the Submit Confirmation page. 
13.	Note the award is Accepted and the Accepted Total matches the amount offered.
14.	In the second example, we will decline an award. Click the Decline checkbox for the award. <input type="checkbox"/>
15.	Click the update totals button to update the Totals . 
16.	On the Accept/Decline page, review the message: <i>Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.</i> Click the Yes link. 
17.	Click the OK link on the Submit Confirmation page. 
18.	Note the award is Declined and the award dollar amounts are now zero. Once an award has been declined, it cannot be undone and accepted.
19.	You have successfully Accepted or Declined a Financial Aid Award. End of Procedure.