

How to Accept a Loan in Self-Service:

1. Log into your “mymoreheadstate” and click on self-service
2. Click on Financial Aid

A screenshot of a self-service dashboard with a grid of 10 service tiles. The 'Financial Aid' tile is highlighted in yellow. The tiles are:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Banking Information**: Here you can view and update your banking information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.
- Student Finance Admin**: Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling**: Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.
- Self-Service Help**: Instructions on how to use Self-Service.

3. In the right top corner, click the Financial Aid tab.

A screenshot of the 'My Awards' page. The navigation bar at the top shows 'Financial Information', 'Financial Aid' (highlighted in yellow), and 'My Awards'. Below the navigation bar, the page title is 'My Awards' and the subtitle is 'You can accept or decline awards, and update your loan amounts.'

4. Then click on “My Awards” and make sure you select the correct academic year.

A screenshot of a dropdown menu labeled 'Select an Award Year:'. The selected option is '2018/2019 Academic Year', which is highlighted in yellow.

5. Then click on Accept/Decline to finalize your loan decision.

A screenshot of the 'Total Awards' section. It displays the text 'Total Awards' and a blue link with a downward arrow icon that says 'Accept or Decline All'.