1. Go to www.studentaid.gov and log in using your FSA ID. From the homepage click on COMPLETE AID PROCESS to bring the drop down menu for options to COMPLETE MASTER PROMISSORY NOTE (MPN)
2. Go to www.studentaid.gov and log in using your FSA ID. From the homepage click on COMPLETE AID PROCESS to bring the drop down menu for options to COMPLETE ENTRANCE COUNSELING.
3. Log on to your student portal to view, accept, reduce, or decline the financial aid awards.

5. Select “Accept/Decline” option.
6. Click on “Edit” button or pencil icon to select award type.
7. Select from drop down menu, “Accept, Decline or Reset”
8. Check the box under the reduce column to adjust the accepting amount. Keep in mind that you are accepting the amount of aid for the full academic year (fall and spring semesters).
9. Click “Submit” to confirm acceptance of aid.
10. Click “Yes” to finalize accepting of aid.