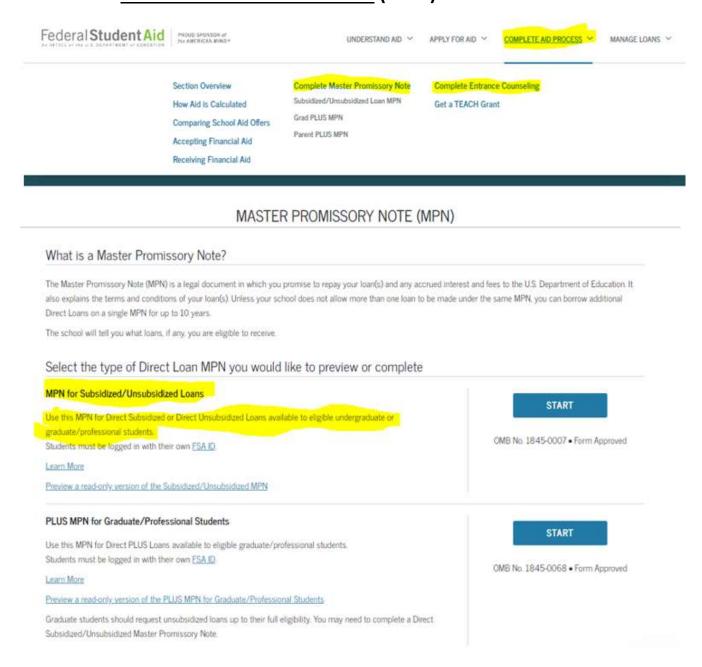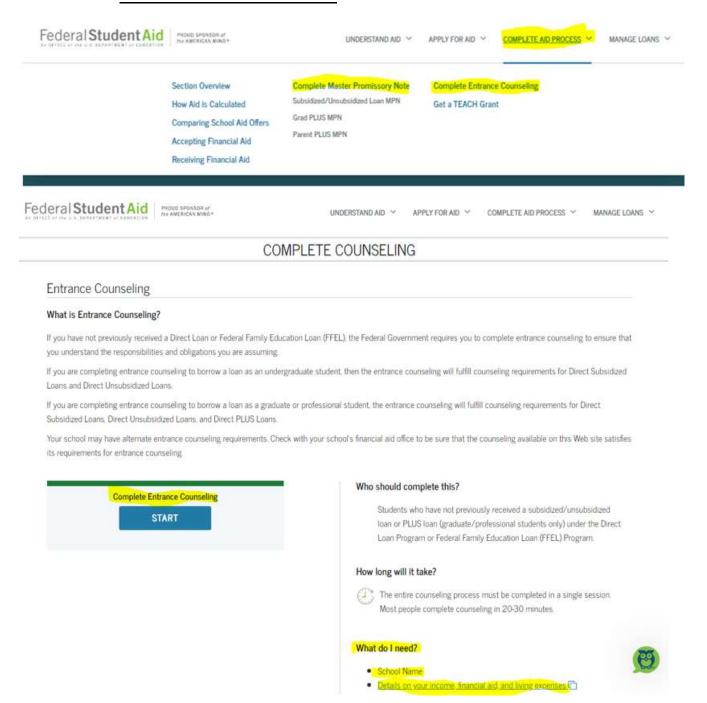# How to accept your loan on MyUTPB
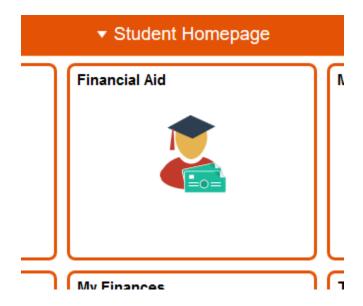
1. Go to www.studentaid.gov and log in using your FSA ID. From the homepage click on **COMPLETE AID PROCESS** to bring the drop down menu for options to **COMPLETE MASTER PROMISSORY NOTE (MPN)**

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**
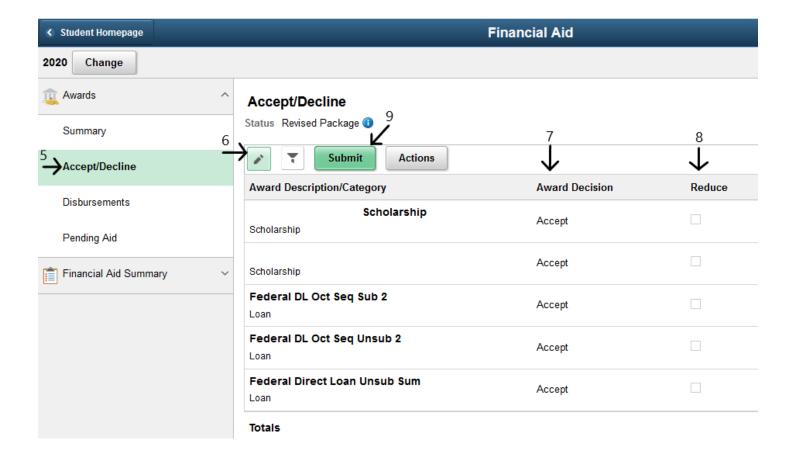
3. Log on to your student portal to view, accept, reduce, or decline the financial aid awards.

4. Select current academic year (2022-2023).

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.

‹ Student Homepage	Financial Aid		

2020 **Change**

🏛 Awards ∧	**Accept/Decline**		
Summary	Status Revised Package ⓘ **9**		
5 → Accept/Decline **6 →**	✏ ▼ **Submit** **Actions** **7 ↓** **8 ↓**		
Disbursements	**Award Description/Category**	**Award Decision**	**Reduce**
Pending Aid	**Scholarship**	Accept	☐
	Scholarship		
📋 Financial Aid Summary ∨	Scholarship	Accept	☐
	Federal DL Oct Seq Sub 2 Loan	Accept	☐
	Federal DL Oct Seq Unsub 2 Loan	Accept	☐
	Federal Direct Loan Unsub Sum Loan	Accept	☐
	Totals		

10.   Click "Yes" to finalize accepting of aid.