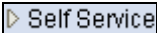









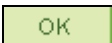


## 9\_0 GFOXU View and Accept Awards

Step	Action
1.	<p><b>Logging In:</b></p> <p>In a browser window, go to <a href="http://mygfufu.georgefox.edu">mygfufu.georgefox.edu</a>.</p> <p>Log in using your George Fox userID and password.</p>
2.	<p>Click the <b>Self Service</b> link.</p> 
3.	<p>Click the <b>Student Center</b> link.</p>
4.	<p>Click the <b>View Financial Aid</b> link in the Finances section. You might need to scroll down in order to see this link.</p> 
5.	<p>Click the Aid Year link. In this example, click the <b>2010</b> link.</p> 
6.	<p>This screen allows you to see your offered awards.</p>
7.	<p>To view a printable version of your award letter, click the <b>View Award Letter</b> link.</p> 
8.	<p>Your award letter will open in a new browser window.</p> <p>Return to the original <b>MyGFU</b> browser window. In this example, click the <b>Student Center</b> button.</p> 
9.	<p>When you're ready to accept or decline your awards, click the <b>Accept/Decline Awards</b> button.</p> 
10.	<p>You have many choices on the <b>Award Package</b> screen.</p> <p><b>Accept All</b> - lets you accept all awards at once.</p> <p><b>Decline All</b> - lets you decline all awards at once.</p> <p><b>Clear All</b> - lets you clear any checked boxes.</p> <p>You also have the option of accepting or declining each award using the <b>Accept</b> or <b>Decline</b> check boxes.</p>
11.	<p>To decline an award, click the <b>Decline</b> check box on the right.</p> 

Step	Action
12.	To accept an award, click the <b>Accept</b> check box on the right. <input type="checkbox"/>
13.	For loans, you can change the amount if desired. Enter the desired amount into the <b>Accepted</b> field. In this example, enter a valid value e.g. " <b>3000</b> ".
14.	If you change the amount of a loan, click the <b>Update Totals</b> button to save the information. 
15.	After checking all appropriate boxes, click the <b>Submit</b> button. 
16.	Click the <b>Yes</b> button to continue with the submission. 
17.	You should see a message that the submission was successful. Click the <b>OK</b> button. 
18.	<b>End of Procedure.</b>