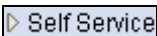







View and Accept Awards

Step	Action
1.	<p>Logging In:</p> <p>In a browser window, go to mygfuforgefox.edu.</p> <p>Log in using your George Fox userID and password.</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Student Center link.</p>
4.	<p>Click the View Financial Aid 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 the Aid Year column. In this example, click the 2010 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 View Award Letter link.</p> 
8.	<p>Your award letter will open in a new browser window.</p> <p>Return to the original MyGFU browser window. In this example, click the Student Center button.</p> 
9.	<p>When you're ready to accept or decline your awards, click the Accept/Decline Awards button.</p> 
10.	<p>You have many choices on the Award Package screen.</p> <p>Accept All - lets you accept all awards at once.</p> <p>Decline All - lets you decline all awards at once.</p> <p>Clear All - lets you clear any checked boxes.</p> <p>You also have the option of accepting or declining each award using the Accept or Decline check boxes.</p>

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