Instructions for Accepting, Declining or Reducing Financial Aid Offers (Loans)
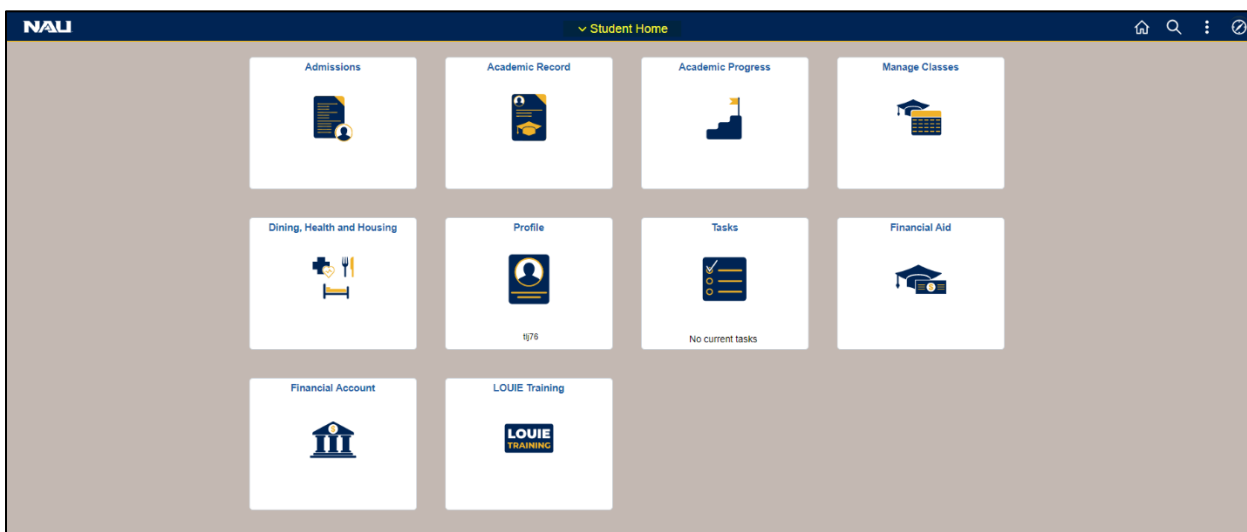
1. Login to LOUIE.

2. Go to the "**Student Home**" page.

3. Select "**Financial Aid**".

4. On the left-hand side of the screen, make sure you have the correct aid year selected.
   a. If the correct aid year is not listed, click the "**Change**" button, and select the correct aid year.

5. To **accept or decline your awards**, click "**Accept/Decline**" from the menu on the left-hand side.

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6. If you have already accepted your awards, the awards will show a status of "**Accept**".

7. If the "**Award Decision**" is not "**Accept**", click the "Edit" button on the left-hand side of the screen.

8. In the "**Award Decision**" column, choose the appropriate action that you are trying to complete:
    Accept, **Decline** or **Reset**.
    a. "**Reset**" sets the awards back to their original state before you made any changes.

9.   T**o reduce or change the amount** of the loan offered, click the "Edit" button on the left-hand
    side of the screen.

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10. To **reduce** your loan offer, click the checkbox under the "**Reduce**" column for the loan you want to adjust and then enter the amount of the loan you wish to accept under "**Accepted**", then click "**Submit**" at the top left-hand side of the screen.

11. You will receive a message confirming that you want to submit the award decision.

12. Once you click "**Yes**", the changes are saved to your account.