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.
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.
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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. To reduce or change the amount of the loan offered, click the “Edit” button on the left-hand side of the screen.
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.