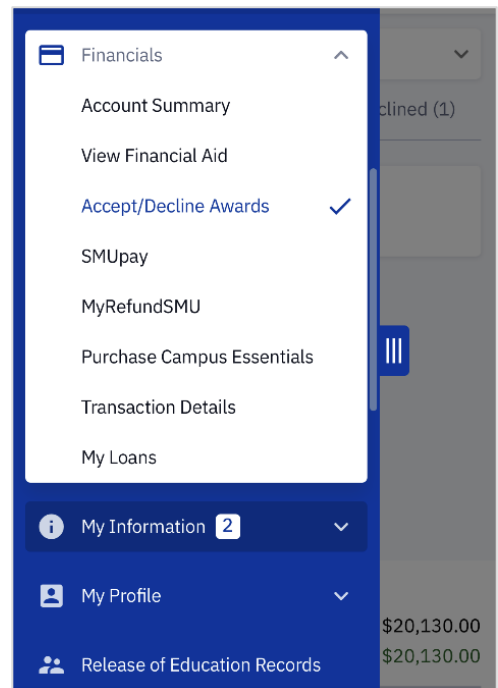


## How to Accept/Decline Financial Aid - MOBILE

1. Go to [my.SMU.edu](https://my.SMU.edu)  
Select Students  
Enter your SMU ID and Password  
Click “Login”

The image shows two screenshots from the my.SMU mobile app. The left screenshot is the home screen, featuring a dark blue header with 'SMU OFFICE OF INFORMATION TECHNOLOGY' and a navigation bar with 'Navigate' and 'Search'. Below the header are three main user categories: 'Students' (Current or former students), 'Employees' (Faculty, advisors, and staff), and 'Other Users' (Access a student account to view grades or pay bills). A 'First-time user? Activate account (SMU ID required)' link and a 'Forgot Password' link are also visible. The right screenshot is the login page, showing the my.SMU logo, a 'Username' input field, a 'Password' input field, and a red 'Login' button. There are also links for 'Forgot your password?' and 'Need Help?'.

2. In the expanded menu bar, click the Financials section and then select Accept/Decline Awards.



3. Select the Financial Aid Year for which you wish to view awards. The most current Aid Year is selected by default.
4. Choose the “New” tab to view offered aid.

The screenshot shows the 'Accept/Decline Awards' mobile application interface. At the top, there is a title bar with a settings gear icon. Below it, a dropdown menu shows 'Financial Aid Year: 2020-2021'. Three tabs are visible: 'New (2)', 'Accepted (0)', and 'Declined (0)'. The 'New' tab is selected. The main content area displays two loan offers:

- Federal Direct Sub Loan 1:** Includes an 'Action' dropdown menu, 'Offered amount: \$5,500.00', and 'Accepted amount: \$0.00'.
- Federal Direct Unsub Loan 1:** Includes an 'Action' dropdown menu, 'Offered amount: \$2,000.00', and 'Accepted amount: \$0.00'.

At the bottom, a 'Totals' section shows 'Offered amount: \$7,500.00' and 'Accepted amount: \$0.00'. A blue 'Submit' button is located below the totals. The bottom navigation bar contains icons for back, forward, share, book, and print.

5. Within each award, select the action you wish to perform, Accept or Decline.

This screenshot shows the 'Accept/Decline Awards' mobile application interface with the 'Action' dropdown menu open for the 'Federal Direct Sub Loan 1'. The title bar and 'Financial Aid Year: 2020-2021' dropdown are at the top. The tabs are 'New (2)', 'Accepted (3)', and 'Declined (0)'. The 'New' tab is selected. The 'Action' dropdown menu is open, showing the following options:

- Cancel
- Accept (indicated by a green dot)
- Decline (indicated by a red dot)

The bottom navigation bar is visible at the bottom of the screen.

6. Some awards may have the option to be reduced. If so, you will be allowed to edit the amount shown in the Accepted Amount box.

Federal Direct Sub Loan 1

Action:  Accept ✕ ▾

Offered amount: \$5,500.00

Accepted amount:

Reduce (If Needed):

7. To save the Accept/Decline actions, click "Submit" at the bottom of the page. A confirmation of the action will appear and the awards will move to the Accepted tab.

Action:  Accept ✕ ▾

Offered amount: \$2,000.00

Accepted amount:

Reduce (If Needed):

**Totals:**

Offered amount:	\$7,500.00
Accepted amount:	\$7,000.00

SUCCESS ✕

2 Awards have been successfully submitted.

## How to Accept/Decline Financial Aid - DESKTOP

1. Go to [my.SMU.edu](http://my.SMU.edu), Select Students, Enter your SMU ID and Password  
Click “Login”

Office of Information Technology

Office of Information Technology / Services / my.SMU

# my.SMU

**Students**  
Current or former students

**Employees**  
Faculty, advisors, and staff

**Other Users**  
Access a student account to view grades or pay bills

First-time user? [Activate account](#) (SMU ID required).

[Forgot Password](#)

my.SMU

Username

Password

**Login**


[Forgot your password?](#)

[Need Help?](#)

2. In the expanded menu bar, click the Financials section and then select Accept/Decline Awards.

- Dashboard
- Class Information
- Schedule
- Enrollment
- Academics
- Financials
  - Account Summary
  - View Financial Aid
  - Accept/Decline Awards ✓
  - SMU pay
  - MyRefundSMU
  - Purchase Campus Essentials
  - Transaction Details
  - My Loans

3. Select the Financial Aid Year for which you wish to view awards.
4. Choose the "New" tab to view offered aid.

Accept/Decline Awards 

Financial Aid Year: 2020-2021

New (2) Accepted (0) Declined (0)


<b>Federal Direct Sub Loan 1</b>	Action
Offered amount: \$5,500.00	
Accepted amount: \$0.00	

<b>Federal Direct Unsub Loan 1</b>	Action
Offered amount: \$2,000.00	
Accepted amount: \$0.00	

Totals: Offered amount: \$7,500.00 Accepted amount: \$0.00 Submit

5. Within each award, select the action you wish to perform, Accept or Decline.

Accept/Decline Awards 

Financial Aid Year: 2020-2021

New (2) Accepted (0) Declined (0)

<b>Federal Direct Sub Loan 1</b>	Action
Offered amount: \$5,500.00	
Accepted amount: \$0.00	

<b>Federal Direct Unsub Loan 1</b>	Action
Offered amount: \$2,000.00	
Accepted amount: \$0.00	

Cancel

- Accept
- Decline

6. Some awards may have the option to be reduced. If so, you will be allowed to edit the amount shown in the Accepted Amount box.

### Accept/Decline Awards ⚙️

Financial Aid Year: 2020-2021

**New (2)**   Accepted (0)   Declined (0)

---

**Federal Direct Sub Loan 1** Action: ● Accept ✕ ▾

Offered amount: **\$5,500.00**

Accepted amount: Reduce (If Needed):  
\$5,500

7. To save the Accept/Decline actions, click “Submit” at the bottom of the page. A confirmation of the action will appear and the awards will move to the Accepted tab.

### Accept/Decline Awards ⚙️

Financial Aid Year: 2020-2021

**New (2)**   Accepted (0)   Declined (0)

---

**Federal Direct Sub Loan 1** Action: ● Accept ✕ ▾

Offered amount: **\$5,500.00**

Accepted amount: Reduce (If Needed):  
\$5,500

**Federal Direct Unsub Loan 1** Action: ● Accept ✕ ▾

Offered amount: **\$2,000.00**

Accepted amount: Reduce (If Needed):  
\$2,000

Totals:   Offered amount: **\$7,500.00**   Accepted amount: **\$7,500.00** Submit

✔ SUCCESS ✕

**2 Awards have been successfully submitted.**

Got It