View-Accept-Decline Awards in PeopleSoft Self Service

This step-by-step guide is for students who are admitted and need to accept/decline offered loans and work-study awards in PeopleSoft Self Service. Students are also able to view their financial aid awards by aid year and by term, view their Estimated Financial Aid Budget, scheduled disbursement dates, and any previously declined awards.

How to Accept or Decline Financial Aid Awards

Step 1: Log into http://my.pitt.edu

Step 2: Click on “Student Center Login”

Step 3: Click on “Self Service”

Step 4: Click on “Student Center”

Step 5: Click on “Accept/Decline Awards”

Step 6: Click on the Aid Year you wish to view (example below: select “2016”)

Financial Aid
Select Aid Year to View
Click the aid year you wish to view

Aid Year Institution       Aid Year Description
2016  University of Pittsburgh  Financial Aid Year 2015-2016
Step 7: The student’s award package will show any grants, scholarships, loans, or work-study that the student is eligible to receive for the academic year.

To accept specific loan or work-study awards and decline others, use the check boxes in the “Accept” and “Decline” columns to accept/decline individual awards. To reduce an award, change the amount in the Accepted column you wish to receive. Please note that this amount will be divided equally between fall and spring.

To accept all loans and work-study listed in your award package, select “accept all” and click “Submit”.

To decline all loans and work-study listed in your award package, select “decline all” and click “Submit”.

Step 8: Select “Yes”.

Step 9: On the confirmation page, select “OK”.

Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.
How to View Financial Aid Awards and Budget

Step 1: On the Student Center tab, select “View Financial Aid.”

Step 2: Click on the Aid Year you wish to view (example below: select “2016”).

Financial Aid
Select Aid Year to View

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>University of Pittsburgh</td>
<td>Financial Aid Year 2015-2016</td>
</tr>
</tbody>
</table>

Aid years listed indicate your access to eligibility information regarding your Financial Aid.

Step 3: On the Award Summary page you can view your financial aid for the aid year or by term.

Financial Aid
Award Summary
Financial Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Amount</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>14,335.00</td>
<td>( \text{Financial Aid Budget} )</td>
<td>14,335.00</td>
<td>14,335.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Step 4: To view the Estimated Financial Aid Budget, select “Financial Aid Budget”.

Financial Aid
Financial Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

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Step 5: The Estimated Financial Aid Budget screen will appear. This displays the costs, by term, associated with attending the University of Pittsburgh.
How to View Scheduled Disbursements of Financial Aid Awards

Step 1: On the Student Center tab, select “View Financial Aid”.

Step 2: Click on the Aid Year you wish to view (example below: select “2016”)

Step 3: Select “View Scheduled Disbursement Dates”

Step 4: The Scheduled Disbursements page will display the dates and amounts for the term that your awards are scheduled to disburse (date that funds will be applied to your account at the University of Pittsburgh).
How to View Declined Financial Aid Awards

Step 1: On the Student Center tab, select “View Financial Aid”.

Step 2: Click on the Aid Year you wish to view (example = below: select “2016”)

Step 3: Click “View Declined Awards”

Step 4: The Declined Awards page will display any financial aid awards you have declined for the academic year.