



# University of Pittsburgh

## View-Accept-Denial 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

Welcome to My Pitt

My Pitt is your personal guide to the Pitt experience!

It's your one-stop source for accessing University online services and resources. With home pages customized for students, faculty, and staff, and one-click access to services like email, you'll find what you need quickly and easily.

**Students, Faculty, & Staff**

Username:

Password:

[Log In](#)

[Forgot Password?](#)

[New Account Activation](#)

**Student Applicants**

Username:

Password:

[Log In](#)

#### Step 2: Click on "Student Center Login"

Welcome | Profile | Log out

My Pitt Search My Pitt

University Services & Information Academic Resources Getting Around Life on Campus My Resources Help Me

**Announcements » Student**

Papers and projects are due, and finals week is looming. Maybe you need a little furry affection? The therapy dogs will be at Hillman Library on Saturday and back in the Cathedral on Tuesday.

All Spring Term 2015 grades will be available on Thursday, April 30th, though some will be posted as early as April 21st. You will be able to see your grades on your My Pitt 'Academic Resources' page.

[Student Center Login](#)

#### Step 3: Click on "Self Service"

Favorites Main Menu

**Menu**

Search:

- My Favorites
- Self Service**
- Campus Community
- My Personalizations

#### Step 4: Click on "Student Center"

Favorites Main Menu > Self Service

**Main Menu >**

**Self Service**

Navigate to your self service information and

**Student Center**

Use the student center to manage school

#### Step 5: Click on "Accept/Decline Awards"

Favorites Main Menu > Self Service > Student Center

**Student Center**

**Academics**

[Search](#)

Mid-Term Grades

**You are not enrolled in classes.**

**Finances**

**Financial Aid**

[View Financial Aid](#)

**Accept/Decline Awards**

**You have no outstanding charges at this time.**

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

Favorites Main Menu > Self Service > Student Center > Accept/Decline Awards

**Student Center**

**Financial Aid**

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
<b>2016</b>	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.**

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

Student Center

### Financial Aid

#### Award Package

Financial Aid Year 2015-2016

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Perkins Loan</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Subsidized Loan 01</a>	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	2,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Spring</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Fall</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Grant</a>	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>17,339.00</b>	<b>7,339.00</b>		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#) [SUBMIT](#)

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.

### Financial Aid

#### Award Package

Financial Aid Year 2015-2016

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Perkins Loan</a>	Loan	Undergraduate	2,000.00	1500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Subsidized Loan 01</a>	Loan	Undergraduate	3,500.00	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	2,500.00	2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Spring</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Fall</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Grant</a>	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>17,339.00</b>	<b>7,339.00</b>		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#) [SUBMIT](#)

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

### Financial Aid

#### Award Package

Financial Aid Year 2015-2016

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Perkins Loan</a>	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Subsidized Loan 01</a>	Loan	Undergraduate	3,500.00	3,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	2,500.00	2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Spring</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Fall</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Grant</a>	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>17,339.00</b>	<b>7,339.00</b>		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#) [SUBMIT](#)

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

### Financial Aid

#### Award Package

Financial Aid Year 2015-2016

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Perkins Loan</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Subsidized Loan 01</a>	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	2,500.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Spring</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">PHEAA-PA State Grant FT Fall</a>	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal SEOG Grant</a>	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>17,339.00</b>	<b>7,339.00</b>		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#) [SUBMIT](#)

**Step 8: Select "Yes"**

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

### Accept/Decline

Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

**Step 9: On the confirmation page, select "OK".**

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

### Accept/Decline

**Submit Confirmation**

The Submit was successful.

## How to View Financial Aid Awards and Budget

### Step 1: On the Student Center tab, select "View Financial Aid"

Student Center

**Academics**  
[Search](#)  
 Mid-Term Grades i You are not enrolled in classes.

**Finances**  
**Financial Aid** View Financial Aid  
[Accept/Decline Awards](#)  
i You have no outstanding charges at this time.

**Personal Information**

SEARCH FOR CLASSES

**Holds**  
 No Holds.

**To Do List**  
[Parent '14 Fed. Tax Transcript](#)  
[Parent 2014 Federal W-2 Forms](#)  
[Student 2014 Fed W-2 Form\(s\)](#)  
[Student 2014 Tax Transcript](#)  
[Verification Worksheet](#)

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

Student Center

**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

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

### 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.

Aid Year	Award Description	Category	Offered	Accepted	
2016	Federal Pell Grant	Grant	3,325.00	3,325.00	
	Federal SEOG Grant	Grant	500.00	500.00	
	Federal Perkins Loan	Loan	1,500.00	1,500.00	
	Federal Subsidized Loan 01	Loan	3,000.00	3,000.00	
	Federal Work Study	Work/Study	2,500.00	2,500.00	
	PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00	
	PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00	
	<b>Aid Year Totals</b>		<b>14,339.00</b>	<b>14,339.00</b>	
	Currency used is US Dollar.				
	<a href="#">Financial Aid Budget</a> <span style="background-color: yellow;">ACCEPT/DECLINE AWARDS</span> <a href="#">View Declined Awards</a>				

**Terms**

Spring Term 2015-2016 [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,763.00	1,763.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
<b>Term Totals</b>		<b>7,169.00</b>	<b>7,169.00</b>

**Fall Term 2015-2016** [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,763.00	1,763.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
<b>Term Totals</b>		<b>7,170.00</b>	<b>7,170.00</b>

Currency used is US Dollar.

### Step 4: To view the Estimated Financial Aid Budget, select "Financial Aid Budget".

Financial Aid

**Award Summary**

Financial Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Aid Year	Award Description	Category	Offered	Accepted
2016	Federal Pell Grant	Grant	3,325.00	3,325.00
	Federal SEOG Grant	Grant	500.00	500.00
	Federal Perkins Loan	Loan	1,500.00	1,500.00
	Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
	Federal Work Study	Work/Study	2,500.00	2,500.00
	PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
	PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
<b>Aid Year Totals</b>		<b>14,339.00</b>	<b>14,339.00</b>	

Currency used is US Dollar.

Financial Aid Budget ACCEPT/DECLINE AWARDS  
[View Declined Awards](#)

### Step 5: The Estimated Financial Aid Budget screen will appear. This displays the costs, by term, associated with attending the University of Pittsburgh.

Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2015-2016

Listed below is an estimate of items used to determine your costs.

**Estimated Financial Aid Budget Breakdown**

**Spring Term 2015-2016**

Category Description	Amount
Fees	464.00
Housing	5,768.00
Personal	1,302.00
Transportation	346.00
Tuition PITT	9,490.00
<b>Term Total</b>	<b>17,370.00</b>

**Fall Term 2015-2016**

Category Description	Amount
Fees	464.00
Housing	5,768.00
Personal	1,302.00
Transportation	346.00
Tuition PITT	9,490.00
<b>Term Total</b>	<b>17,370.00</b>
<b>Total Cost of Attendance</b>	<b>34,740.00</b>

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.

[Return](#)

## How to View Scheduled Disbursements of Financial Aid Awards

**Step 1: On the Student Center tab, select "View Financial Aid".**

Navigation: Favorites | Main Menu > Self Service > Student Center

**Student Center**

- Academics
  - SEARCH FOR CLASSES
  - You are not enrolled in classes.
- Finances
  - Financial Aid** (highlighted)
  - You have no outstanding charges at this time.
- Personal Information

Additional links: Holds (No Holds), To Do List (Parent '14 Fed Tax Transcript, Parent 2014 Federal W-2 Forms, Student 2014 Fed W-2 Form(s), Student 2014 Tax Transcript, Verification Worksheet)

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

Navigation: Favorites | Main Menu > Self Service > Student Center > View Financial Aid

**Financial Aid**

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
<b>2016</b> (highlighted)	University of Pittsburgh	Financial Aid Year 2015-2016

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

**Step 3: Select "View Scheduled Disbursement Dates"**

### Award Summary

#### Financial Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	3,525.00	3,525.00
Federal SEOG Grant	Grant	500.00	500.00
Federal Perkins Loan	Loan	1,500.00	1,500.00
Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
Federal Work Study	Work/Study	2,500.00	2,500.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
<b>Aid Year Totals</b>		<b>14,339.00</b>	<b>14,339.00</b>

Currency used is US Dollar.

[Financial Aid Budget](#)      [ACCEPT/DECLINE AWARDS](#)  
[View Declined Awards](#)

#### Terms

**Spring Term 2015-2016**      [View Scheduled Disbursement Dates](#) (highlighted)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,762.00	1,762.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
<b>Term Totals</b>		<b>7,169.00</b>	<b>7,169.00</b>

**Fall Term 2015-2016**      [View Scheduled Disbursement Dates](#) (highlighted)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,763.00	1,763.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
<b>Term Totals</b>		<b>7,170.00</b>	<b>7,170.00</b>

**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).**

### Financial Aid

#### Scheduled Disbursements

#### Financial Aid Year 2015-2016

#### Fall Term 2015-2016

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Pell Grant	Grant	1,763.00	0.00	1,763.00	08/21/2015
Federal SEOG Grant	Grant	250.00	0.00	250.00	08/21/2015
Federal Perkins Loan	Loan	750.00	0.00	750.00	08/21/2015
Federal Subsidized Loan 01	Loan	1,500.00	16.00	1,484.00	08/21/2015
PHEAA-PA State Grant FT Fall	Grant	1,657.00	0.00	1,657.00	08/21/2015
<b>Term Totals</b>		<b>5,920.00</b>	<b>16.00</b>	<b>5,904.00</b>	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

[Account Inquiry](#)

## 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”).**

Aid Year	Institution	Aid Year Description
2016	University of Pittsburgh	Financial Aid Year 2015-2016

**Step 3: Click “View Declined Awards”**

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	3,525.00	3,525.00
Federal SEOG Grant	Grant	500.00	500.00
Federal Perkins Loan	Loan	1,500.00	1,500.00
Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
Federal Work Study	Work/Study	2,500.00	2,500.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
<b>Aid Year Totals</b>		<b>14,339.00</b>	<b>14,339.00</b>

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

Award Description	Category
Federal UnSubsidized Loan 01	Loan