This QRG provides instructions for students on **how to accept and decline awards and loans in Workday**.

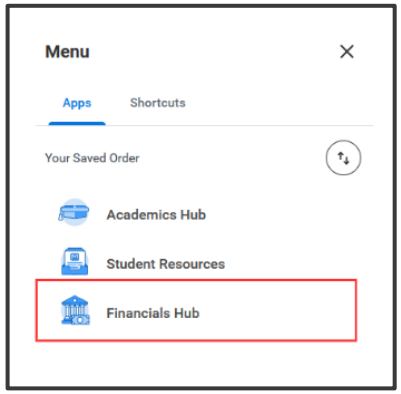
When students are offered an award or loan, they receive an automated email from Workday notifying them that they have been packaged for Financial Aid. This message instructs students to log into Workday to check their awards.

To accept or decline an award or federal loan, complete the following steps.

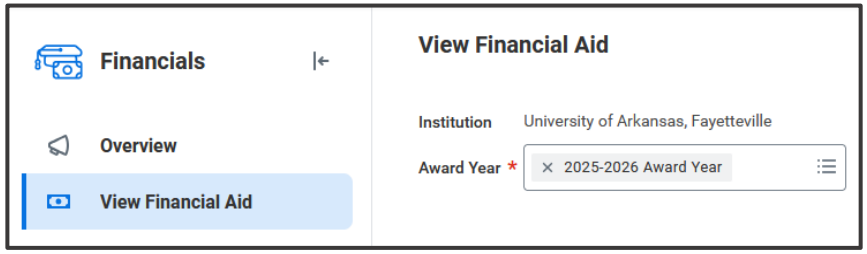
ACCEPT OR DECLINE A FINANCIAL AID AWARD IN WORKDAY

From the Workday Home page:

1. Click the global navigation menu in the top left corner.
2. Click the **Financials Hub** app.



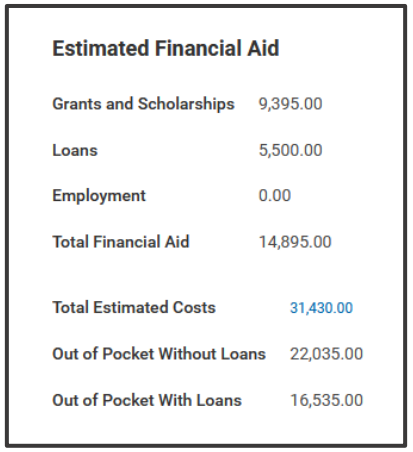
3. From the left menu, click **View Financial Aid**.
4. Click the blank field for **Award Year**, then click the year you wish to view.



5. At the bottom of the page, click **OK**.

   The *View Financial Aid* screen displays.

6. At the top of the *View Financial Aid* page, note your 'Estimated Financial Aid' for the year.

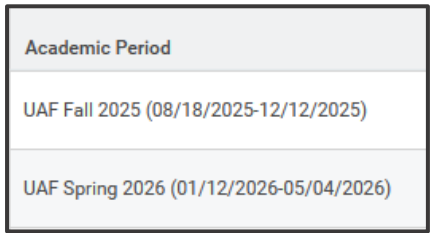


This section breaks down dollar amounts for each type of Financial Aid and displays your 'Total Estimated' and 'Out of Pocket' costs for the year.

7. Scroll down the page to display the 'Financial Aid Overview' tab and review your 'Award Year Summary.'

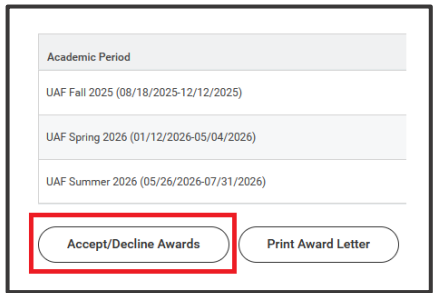
   The 'Award Year Summary' shows how much Financial Aid you were offered and how much you accepted.

   The table below the 'Summary' reveals the award schedule by 'Academic Period,' showing when your awards will post.



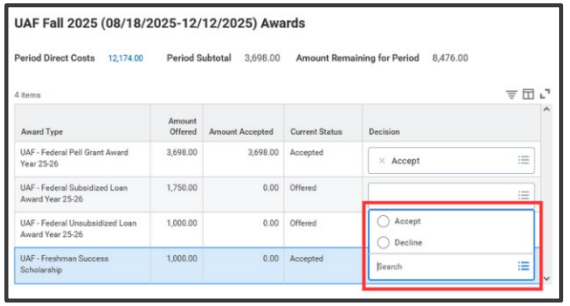
   For more detailed financial information, review the 'Awards Breakdown' tables, organized by academic period, at the bottom of the page.

8. Click **Accept/Decline Awards**.



Note: If an official award letter is needed, click **Print Award Letter,** and follow the instructions provided to save and/or print your own official Financial Aid award letter.

9. For each Award Type, choose a **Decision** from the drop-down menu.



Note: Workday accepts grants and scholarships for students automatically; as you look at each 'Award' table, notice that 'Decision' defaults to 'Accept' for all scholarships and grants.

10. Continue accepting and/or declining awards until there are no longer any blank 'Decision' fields.

Note: Once declined, certain types of Financial Aid cannot be reinstated. **Contact your Financial Aid Office with questions you have about an award prior to declining it**.

11. Click **OK**.

The *Accept/Decline Awards* screen displays 'Amount Accepted' and 'Current Status' updates for each award within the tables based on your decisions.

12. Click **Done** at the bottom of the page.

ACCEPT OR DECLINE A FEDERAL LOAN IN WORKDAY

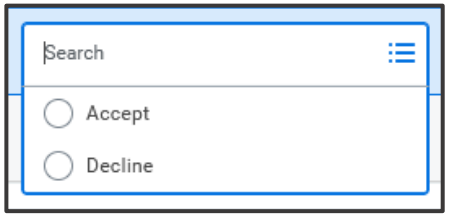
1. Follow steps 1-8 above to navigate to the *Accept/Decline Awards* screen.

Within the first academic period's 'Awards' table, locate the loan. Note the loan 'Amount Offered.'

Award Type	Amount Offered
UAF - Federal Pell Grant Award Year 25-26	3,698.00
UAF - Federal Subsidized Loan Award Year 25-26	1,750.00
UAF - Federal Unsubsidized Loan Award Year 25-26	1,000.00
UAF - Freshman Success Scholarship	1,000.00

Note: If you believe you may qualify for a higher loan amount, contact your Financial Aid Office to discuss any options that may be available.

2. Choose a 'Decision' from the drop down menu.



You can ***accept the full loan amount offered***, ***decline the loan*** altogether, OR ***accept only the loan amount you need***, resulting in less loan you will eventually have to repay.

Click **Decline** to decline the loan OR click **Accept** to accept ***the full loan amount offered OR to accept part of the loan***.

3. (Optional) If you click **Accept**, the 'Amount Accepted' displays within a text box. This automatically populates to the full loan amount offered.

To reduce the loan amount you accept, enter the reduced loan amount in the 'Amount Accepted' text box.

Note: If you reduce the amount of loan you accept and later wish to accept more of the offered loan, contact your Financial Aid Office.

4. Continue accepting and/or declining loans until there are no longer any blank 'Decision' fields.
5. Click **OK**.

Note: If you receive errors or alerts after clicking **OK**, review the explanation.

You can proceed with yellow alerts without changes, but you must resolve red errors to proceed.

The *Accept/Decline Awards* page displays updates.

6. After reviewing your recent changes, click **Done**.