

To Accept Your Financial Aid Award Online:

A. Read the [2012-2013 Financial Aid Award Guide](#)

- By accepting your award offers, you are acknowledging you have read and are agreeing to the terms and conditions outlined in the award guide.
- If you have any questions about the information in the guide, please call 707.826.4321 or come to the Financial Aid Office.

B. Login to your Student Center account through the [Financial Aid Office website](#)

- Login to the [Student Center](#) using your HSU User Name* and Password.
 - For an overview of Student Center, go to [Student Center Help](#).
 - Should you need assistance in resetting your password, locating your User Name*, or have a question regarding the Student Center in general, please contact the HSU Help Desk for assistance at 707.826.4357; email: help@humboldt.edu NOTE: Hours of operation M-F 8:00am-5:00pm.

C. Use your Student Center to:

Step 1

Check your "To Do List"

- Click the **"more"** button within the "To Do List" tab to view **all** your document requirements.
- Your "To Do List" contains outstanding requirements from various campus departments. You can sort or filter your list of To Do Items to only identify documents requested by the Financial Aid Office.
 - Requested financial aid document(s) can be obtained by going to the Financial Aid Forms link at: www.humboldt.edu/finaidforms/. Most forms can be submitted electronically.
 - Complete the required documents thoroughly, sign if necessary, and submit to the Financial Aid Office electronically **before the listed due date**.
 - ❖ Typically you have 28 days to provide requested documents necessary to determine your financial aid eligibility and once your award is finalized, you have 28 days to accept your award.
 - Please allow 4-6 weeks for review of all documents.

Step 2

View your financial aid award

- Under the *"Finances"* heading, click *"View Financial Aid."*
- Click on the corresponding aid year to access eligibility information regarding your financial aid application for that year.
- If no financial aid data is available, your financial aid has not yet been determined and/or additional information is needed from you to confirm your eligibility for aid.
 - Return to the main page of your Student Center to view your **"To Do List"** for outstanding requirements or financial aid holds that may prevent awarding.

Step 3

Accept/Decline Awards

- Under the *"Finances"* heading, click *"Accept/Decline Awards."*
- Click the aid year you wish to view. Your initial award is based on full-year, full-time attendance. If you plan to attend less than full academic year, or less than full-time, **accept the full award now**, and notify the Financial Aid Office of your plans by logging in to our Eforms site and submitting a [Change Form](#). Your award will be adjusted accordingly.
- Accept your grants, which are money you do not have to pay back.
- You cannot reduce the, "Accept" amount down to zero. Instead, you must decline the award.
- Declined aid may not be available for reinstatement later.
- You can reduce your loans until our office locks them for disbursement. If a loan reduction is desired and you have eligibility for both the subsidized and unsubsidized Direct Loan, reduce your unsubsidized loan first (if you reduce your subsidized loan first, the unsubsidized loan will be cancelled).
- For declined or cancelled awards, you may request a reinstatement of available aid by logging in to our Eforms site and submitting a [Change Form](#). Loan reinstatement requires completing the HSU Federal Direct [Student Loan Request Form](#).

Step 4

Check your Student Center often regarding the status of your financial aid.

- If there is a change to your award or if additional documents are required, you will receive updated award notifications via email.
- Check your Student Center "To Do List" frequently for new document requirements, holds, updates and revisions to your financial aid.

▶▶ **CAUTION! Any aid not accepted by the posted acceptance due date will be canceled**

*The HSU User Name is your campus e-mail address before the @ symbol (example: rft446)