

**This quick reference guide (QRG) is intended for students at CCCUA, PCCUA, and UACCHT only.**

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

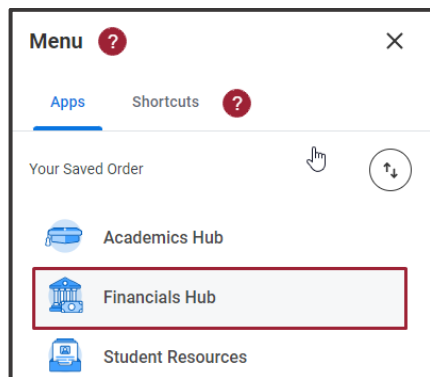
When students are offered an award, they receive an automated email from Workday notifying them that they have been packaged for Financial Aid. This message instructs students to log into Workday to check their awards.

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

## ACCEPT OR DECLINE A FINANCIAL AID AWARD IN WORKDAY

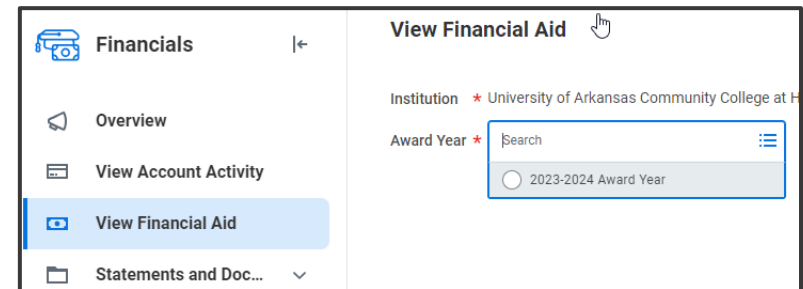
From the Workday Home page:

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.

Estimated Financial Aid	
Grants and Scholarships	1,000.00
Loans	0.00
Employment	1,500.00
<b>Total Financial Aid</b>	<b>2,500.00</b>
<b>Total Estimated Costs</b>	<b>53,388.00</b>
<b>Out of Pocket Without Loans</b>	<b>50,888.00</b>

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.

Academic Period
CCCUA Fall 2023 (08/14/2023-12/12/2023)
CCCUA Spring 2024 (01/16/2024-05/14/2024)

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**.

Academic Period
UACCHT Fall 2023 (08/23/2023-12/18/2023)
UACCHT Spring 2024 (01/10/2024-05/08/2024)

**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.

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
UACCHT - Aaron Ellis Memorial Scholarship	500.00	0.00	Accepted	<input type="radio"/> Accept <input type="radio"/> Decline
UACCHT - Federal Work-Study	750.00	0.00	Accepted	

**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.