

This quick reference guide (QRG) provides instructions for UACCB, UACCM, UACCRM, and UAPTC students on how to **accept and decline awards and loans in Workday** and how to **print your Financial Aid Award Letter**.

When you are offered a Financial Aid award or loan, you receive an email from Workday notifying you that you have been packaged for Financial Aid. This message instructs you to log into Workday to check your awards.

ACCEPT OR DECLINE YOUR FINANCIAL AID AWARDS IN WORKDAY

Follow the steps below to accept or decline your Financial Aid awards.

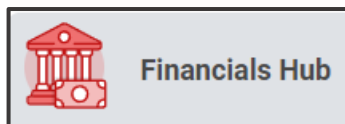
From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left corner of your screen.



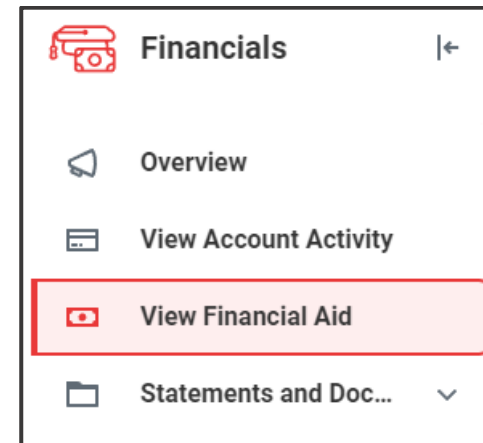
The *Menu* displays.

2. Click the **Financials Hub** app.



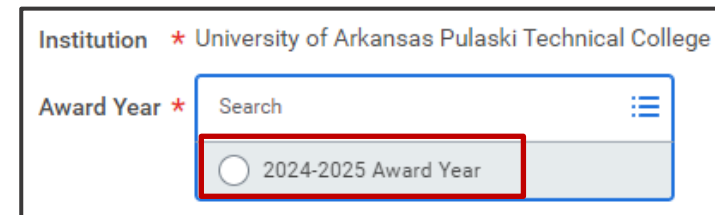
The *Financials Overview* screen displays.

3. From the *Financials* left menu, click **View Financial Aid**.



The *View Financial Aid* screen displays.

4. Click the blank field for **Award Year**, then click the year you wish to view.



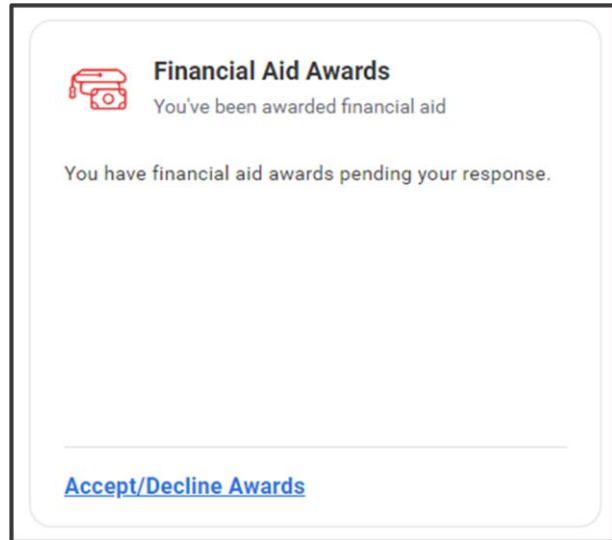
5. At the bottom of the page, click **OK**.



The *View Financial Aid* screen displays.



Note: Another way to access the 'View Financial Aid' screen is to click **Accept/Decline Awards** beneath 'Financial Aid Awards' on the *Financials Overview* page.



- 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 academic year.

Estimated Financial Aid	
Grants and Scholarships	8,395.00
Loans	9,500.00
Employment	0.00
Total Financial Aid	17,895.00
Total Estimated Costs	30,177.02
Out of Pocket Without Loans	21,782.02
Out of Pocket With Loans	12,282.02

Note: Your 'Total Estimated' and 'Out of Pocket' costs include both your cost of attendance (the tuition and fees paid to your college) as well as your estimated living expenses (room, board, etc., including expenses not paid to your college).

- Using the scroll bar on the right side of the page, scroll down the page to display the 'Financial Aid Overview' tab.

Financial Aid Overview	Estimated Costs
2024-2025 Award Year Summary	
Total Amount Offered	17,895.00
Total Amount Accepted	8,395.00

Review your 'Award Year Summary.'

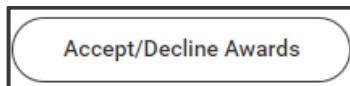
The 'Award Year Summary' shows how much Financial Aid you have been offered and how much you have accepted.

The table below the 'Summary' reveals the award schedule by 'Academic Period,' showing you when your awards will be posted to your account.

Academic Period
UAPTC Fall 2024 (08/19/2024-12/10/2024)
UAPTC Spring 2025 (01/21/2025-05/16/2025)
UAPTC Summer 2025 (06/02/2025-08/05/2025)

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

8. Scroll up the page to find the 'Accept/Decline Awards' button; this button is located in the middle of the page, above the 'Awards Breakdown' section, and below the 'Award Year Summary' section.



9. Click **Accept/Decline Awards**.

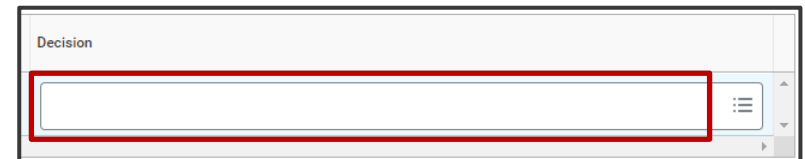
The *Accept/Decline Awards* screen displays.


10. Notice that the *Accept/Decline Awards* page displays a

separate table for each academic period in which you have been offered an award.

11. Within the first 'Awards' table, look at the 'Decision' column on the rightmost side of the screen.

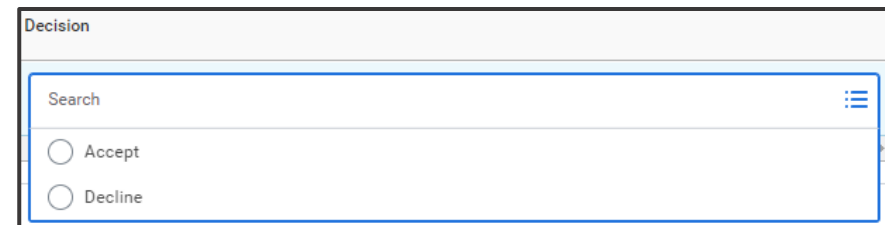
If any 'Decision' text box is blank, you must take action on that award item.



 **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.

12. To accept or decline an award, such as 'Federal Work-Study,' click the blank **Decision** field.

A pop-up menu displays *Decision* options.



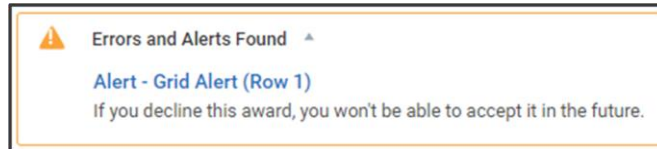
13. Click **Accept** OR click **Decline**.



Note: If you **Decline** an award, Workday displays an alert.



Click the **Alert** pop-up to view the alert.

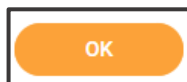


Once declined, certain types of Financial Aid cannot be reinstated. Always contact your Financial Aid Office with questions you have about an award prior to declining it.

*If you **Decline** an award and later want to **Accept** it, contact your Financial Aid Office to determine award availability and request award reinstatement, if possible. Some federal Financial Aid awards, including work-study, can often be reinstated if initially declined.*

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

15. Click **OK**.

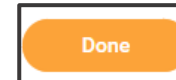


The *Accept/Decline Awards* screen displays 'Amount Accepted' and 'Current Status' updates for each award within the tables based on your decisions.

Amount Accepted	Current Status
2,500.00	Accepted

Amount Accepted	Current Status
	Declined

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



ACCEPT OR DECLINE YOUR FEDERAL LOAN(S) IN WORKDAY

Follow the steps below to accept or decline your federal loans.

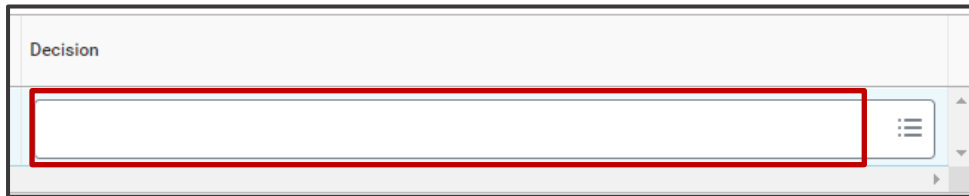
1. Complete steps **1-10** in the *Accept or Decline Financial Aid Awards in Workday* section above to navigate to the *Accept/Decline Awards* screen.
2. From the *Accept/Decline Awards* screen, within the first *Awards* table for the first academic period listed (such as Fall 2024 Awards), find the first loan listed. Note the loan 'Amount Offered.'

Accept and Decline Financial Aid Awards and Loans & Print Financial Aid Award Letter (for UACCB, UACCM, UACCRM, & UAPTC Students)

Student

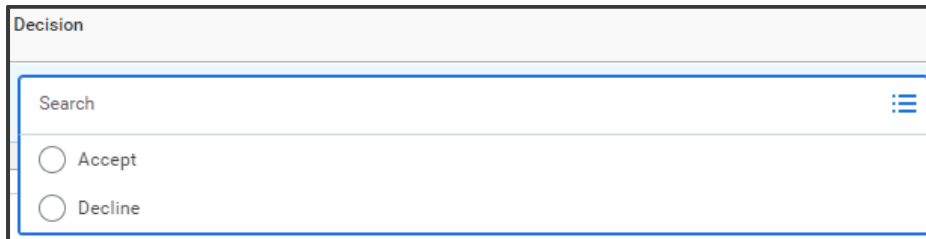
Award Type	Amount Offered
UAPTC - Federal Direct Subsidized Loan	1,750.00
UAPTC - Federal Direct Unsubsidized Loan	3,000.00

3. To accept or decline the loan, click the blank **Decision** field.



A screenshot of a form with a field labeled "Decision". A red rectangular box highlights the empty text input area of this field.

A pop-up menu displays *Decision* options.



A screenshot of a pop-up menu titled "Decision". It features a search bar and two radio button options: "Accept" and "Decline".

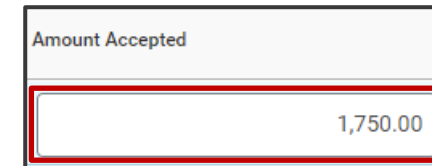
4. You can **accept the full loan amount offered, decline the loan, OR accept only the loan amount you need**, resulting in less loan you will have to repay one day.

Click **Decline** to decline the loan.

OR

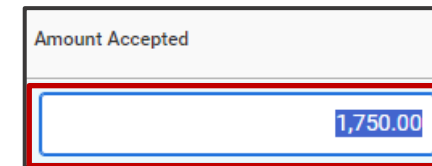
Click **Accept** to accept **the full loan amount offered OR to accept part of the loan.**

If you click **Accept** in the 'Decision' field, the 'Amount Accepted' automatically populates to the amount offered.



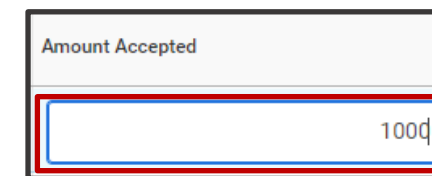
A screenshot of a form with a field labeled "Amount Accepted". The field contains the value "1,750.00" and is highlighted with a red border.

5. (Optional) To reduce the loan amount you accept, click the **Amount Accepted** text box.



A screenshot of a form with a field labeled "Amount Accepted". The field contains the value "1,750.00" and is highlighted with a red border. A blue selection box is drawn around the text "1,750.00".

Enter the amount you wish to accept in the field.

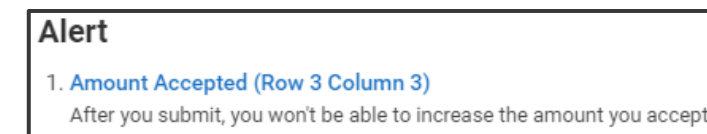


A screenshot of a form with a field labeled "Amount Accepted". The field contains the value "1000" and is highlighted with a red border.

Click anywhere on the screen to display an alert.



Click the **Alert** pop-up to view the alert.



An alert pop-up box with the title "Alert". It contains a numbered list item: "1. Amount Accepted (Row 3 Column 3) After you submit, you won't be able to increase the amount you accept."

Accept and Decline Financial Aid Awards and Loans & Print Financial Aid Award Letter (for UACCB, UACCM, UACCRM, & UAPTC Students)

Student

The *Alert* indicates that if you reduce the amount of loan you accept, you cannot later increase the accepted loan amount in Workday.

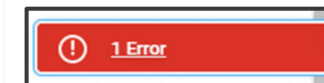
If you change your mind in the future and wish to accept more of the offered loan amount, contact your Financial Aid Office.

This *Alert* will not prevent you from proceeding.

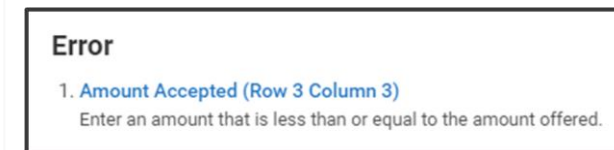
Note: You cannot update the loan 'Amount Accepted' to an amount greater than the 'Amount Offered.'

Amount Offered	Amount Accepted
1,000.00	1,000.00
166.00	166.00
1,333.00	2,000.00

If you attempt this, Workday displays an *Error* and will not permit you to proceed as is.



Click the **Error** pop-up to view the error.

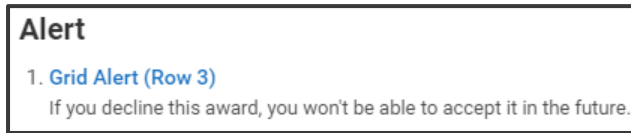


If you believe you may qualify for a higher loan amount, contact your Financial Aid Office to discuss any options that may be available.

6. (Optional) If you click **Decline**, the loan is highlighted in yellow, and an *Alert* appears.



Click the **Alert** pop-up to view the alert.


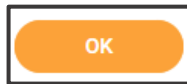


The *Alert* indicates that if you decline the loan, you cannot later accept the loan within Workday.

If you change your mind in the future and wish to accept the loan, contact your Financial Aid Office.

This *Alert* will not prevent you from proceeding.

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



Note: If you receive an error or alert, review the explanation provided. You can proceed with alerts without making any changes, but you must resolve errors to proceed.

The *Accept/Decline Awards* page displays updates.

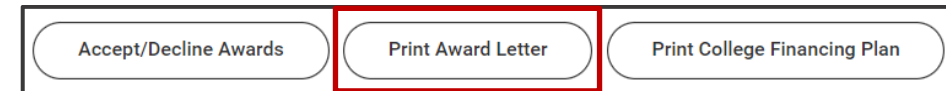
- After reviewing your recent changes, click **Done**.



PRINT YOUR FINANCIAL AID AWARD LETTER IN WORKDAY

Sometimes students must provide printed copies of their official Financial Aid Award Letter for verification or documentation purposes. To print your Award Letter, follow the steps below.

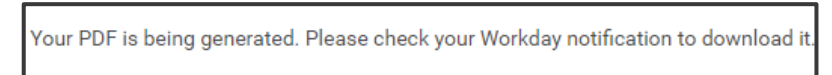
- Complete steps **1-5** in the *Accept or Decline Financial Aid Awards in Workday* section above to navigate to the *View Financial Aid* screen.
- Using the scroll bar on the far right of the screen, scroll down the page until you see three adjacent buttons.



- Click the **Print Award Letter** button.

The *Print Financial Aid Award Letter* screen displays.

- Note the 'Message' section in the final line of the page.



The award letter will be generated, and once it is ready, Workday will send you a notification.

5. Click **Done**.



6. Click **Notifications** in the top right corner of the Workday page.



The *Notifications* screen displays.

7. Click on the *Document Available* notification, download the .pdf file, and save and/or print the document as needed.

