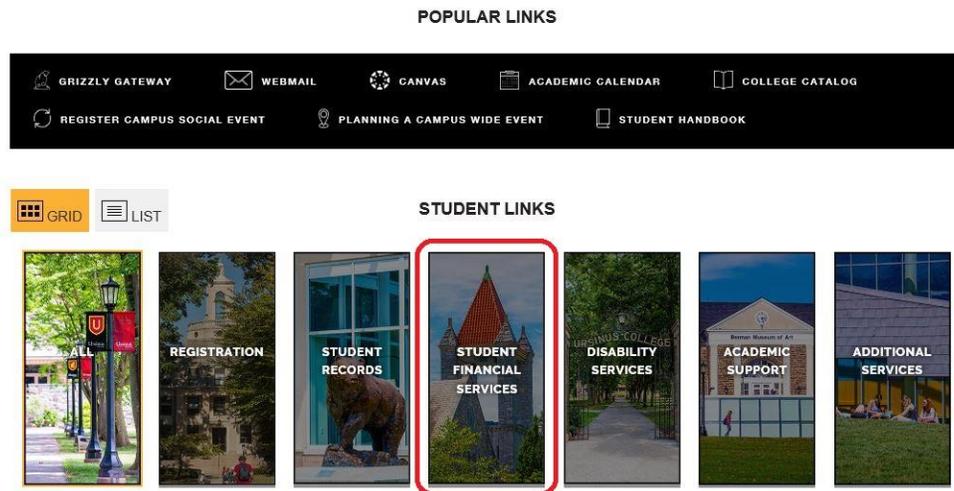


1. Go to www.ursinus.edu and click the “Students” button (upper right of page)

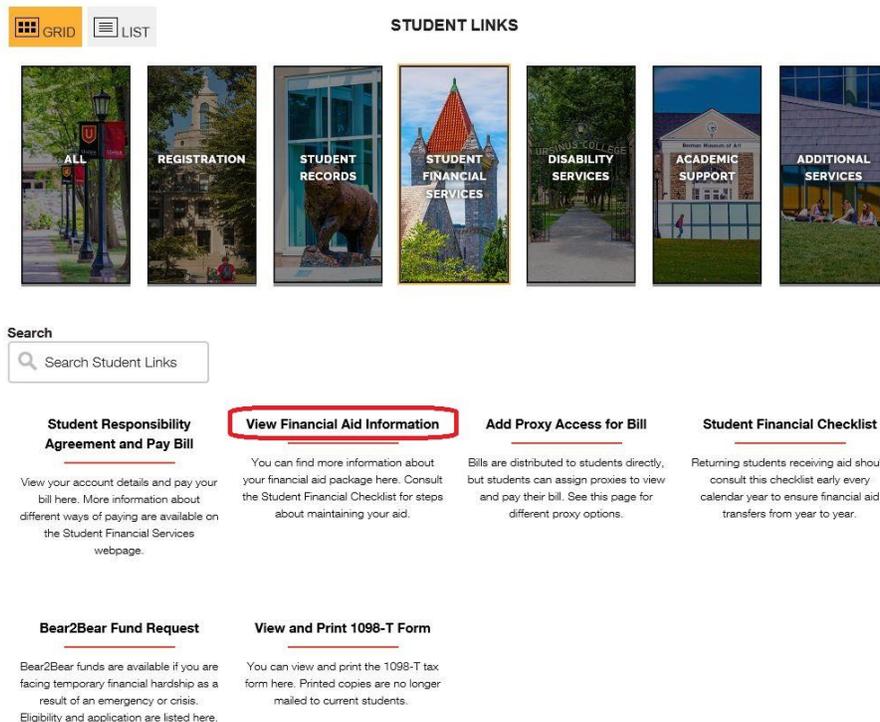


2. On the Students page, click on the “Student Financial Services” button

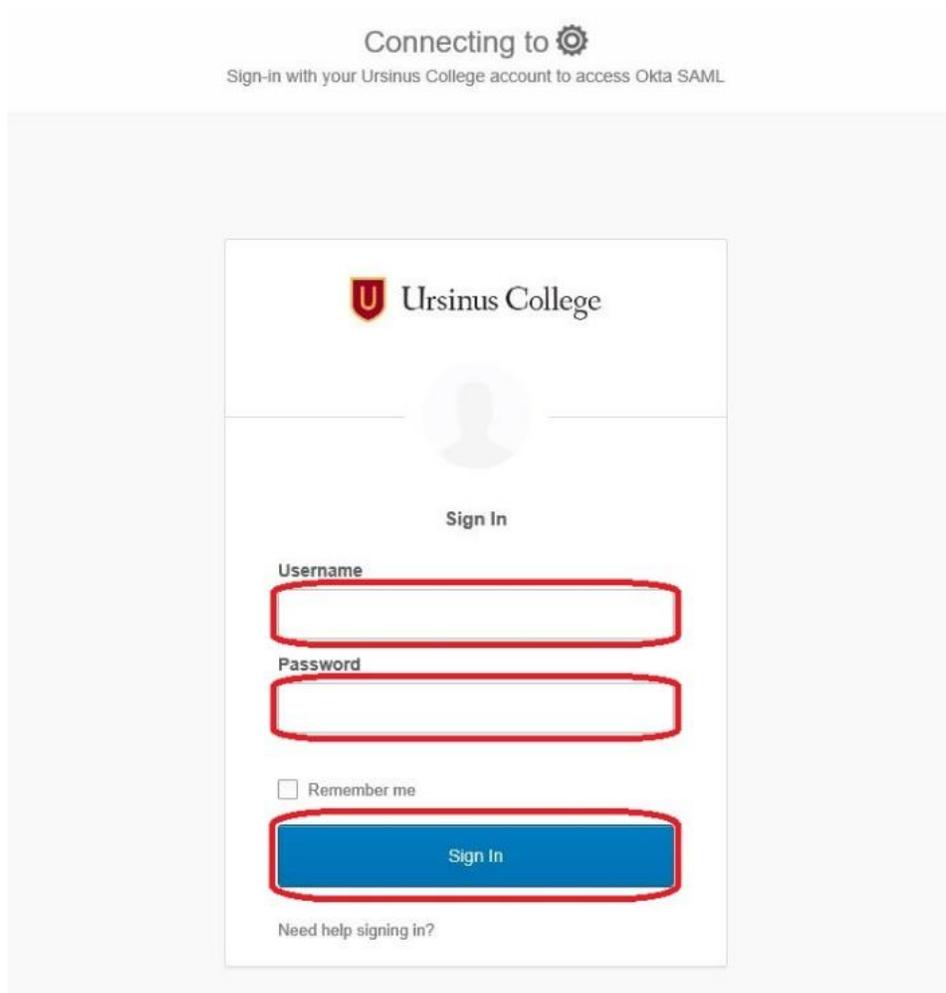
Students



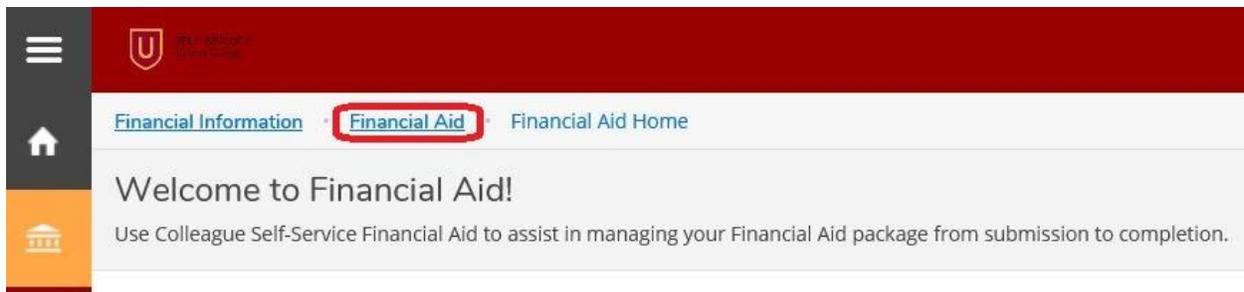
3. On the Student Financial Services page, click on “View Financial Aid Information”



4. Sign in using your Ursinus credentials (username and password) and click the blue “Sign In” button

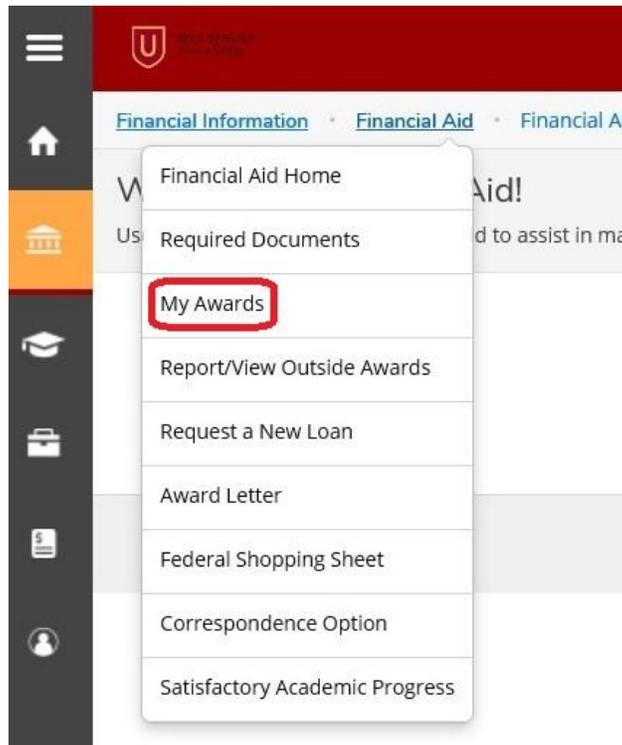


5. Click on the “Financial Aid” drop-down



OPTION 1

6. Click "My Awards" on the Student Finance drop-down



7. Below is an example of the My Awards Page

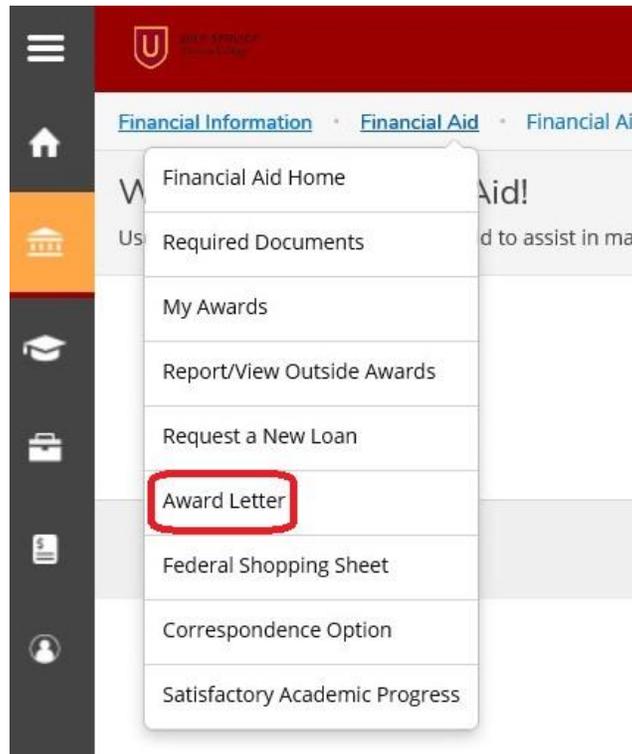
- a. If you wish to decline your Federal Direct Subsidized or Unsubsidized Loans or Federal Work Study, you can click on "View award" for an individual award and request removal or adjustment of the award there

A screenshot of the 'My Awards' page. At the top, there is a navigation bar with 'Financial Information', 'Financial Aid', and 'My Awards'. Below the navigation bar, there is a heading 'My Awards' and a sub-heading 'You can accept or decline awards, and update your loan amounts.' A dropdown menu for 'Select an Award Year' is set to '2019/2020 Academic Year'. A green notification banner states: 'Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory Progress status. Please contact your Financial Aid Counselor if you need further assistance.' Below the notification, there is a section titled 'You have the following Awards' with a sub-heading 'Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.' A link for 'View Disbursement Info' is provided. A table lists the awards:

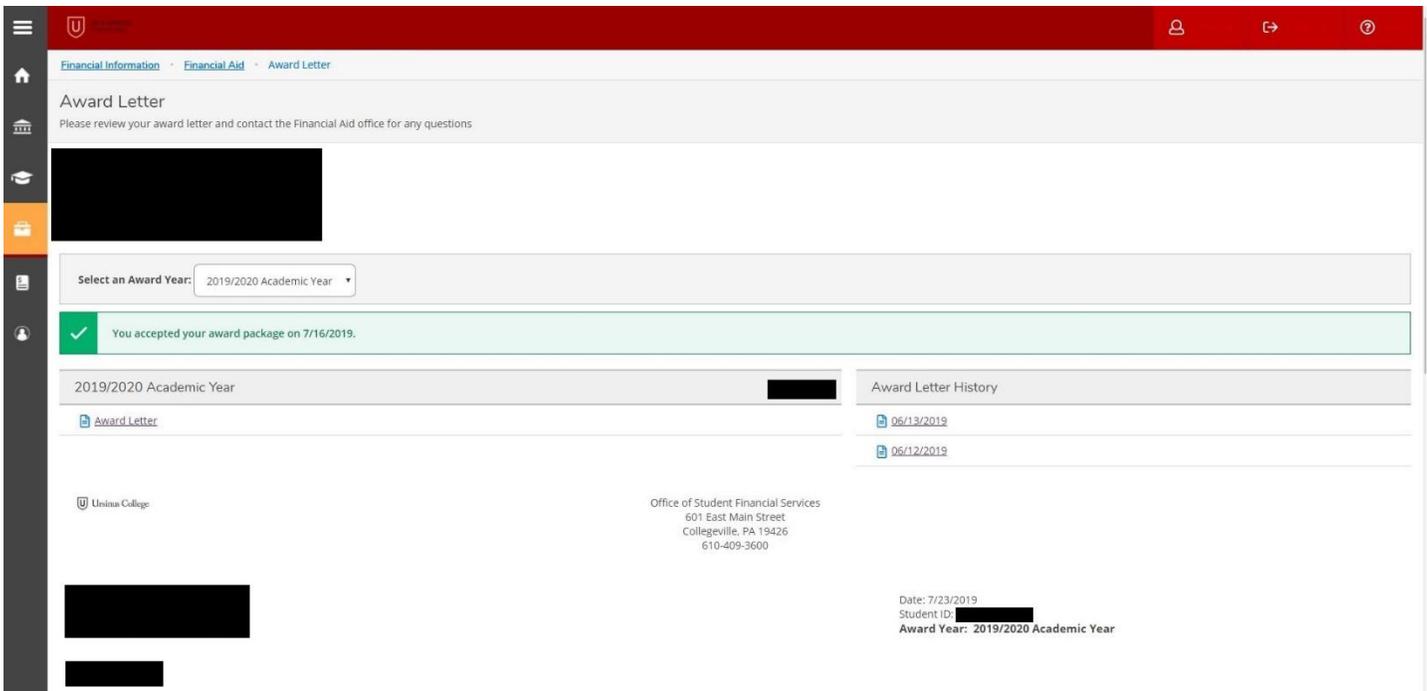
Award	Status	Total Awarded Amount	Fall 2019	Spring 2020
Scholarships and Grants Money you don't have to pay back				
Ursinus Scholarship View award	Accepted			
UC Fund View award	Accepted			

OPTION 2

8. If you wish to view a copy of your award letter, you can



9. Below is an example of the award letter available on the self-service portal of the Grizzly Gateway

A screenshot of a web portal page titled "Award Letter". The page has a red header with the Usina College logo and navigation icons. Below the header, there is a breadcrumb trail: Financial Information > Financial Aid > Award Letter. The main content area includes a heading "Award Letter" and a sub-heading "Please review your award letter and contact the Financial Aid office for any questions". There is a large black redaction box covering the top part of the page. Below this, there is a dropdown menu for "Select an Award Year" set to "2019/2020 Academic Year". A green checkmark icon and text indicate "You accepted your award package on 7/16/2019." Below this, there is a table with two columns: "2019/2020 Academic Year" and "Award Letter History". The table contains one row with a link to "Award Letter" and two dates: "06/13/2019" and "06/12/2019". At the bottom of the page, there is contact information for the Office of Student Financial Services: 601 East Main Street, Collegeville, PA 19426, 610-409-3600. The footer also includes the Usina College logo, a date of 7/23/2019, a student ID, and the award year: 2019/2020 Academic Year.