

## ***HOW TO ACCEPT AND/OR DECLINE OFFERED FINANCIAL AID AWARDS***

Once a financial aid award package has been established for you by the Financial Aid Office, you must accept and/or decline the offered award online. To complete this electronic transaction:

1. Access [www.brockport.edu](http://www.brockport.edu)
2. Click on the **Online Services** link
3. Click on **Campus Information System**
4. Enter your **User ID** and **PIN**
5. Click on either **Student Services** or **Financial Aid** tab at top of screen
6. Select **My Award Information**
7. Click on **Accept Award Offer by Aid Year**
8. Click on the drop down box and **select aid year**
9. Click on the drop down box located under Accept/Decline/Decide Later column. **Accept or decline** the offered award. To accept partial award amounts, click Accept and type in the amount you wish to receive.
10. Click on **Submit Decision** button

This process must be completed each academic year or when changes have been made to your financial aid package.

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