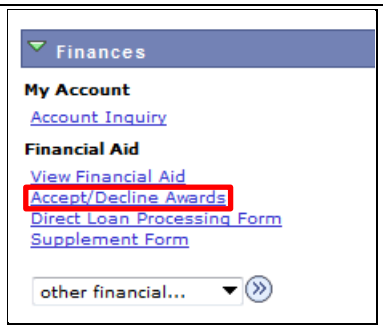
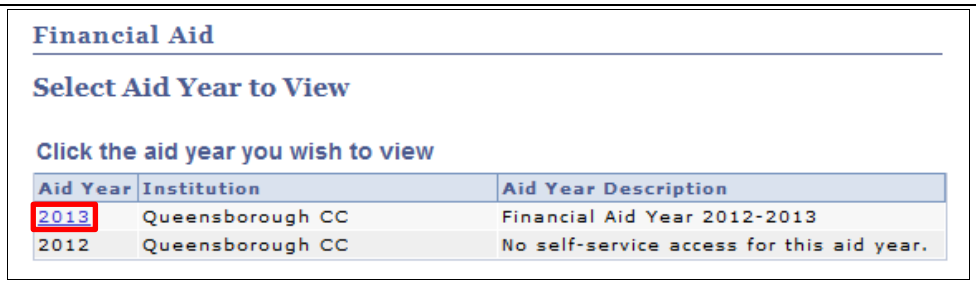
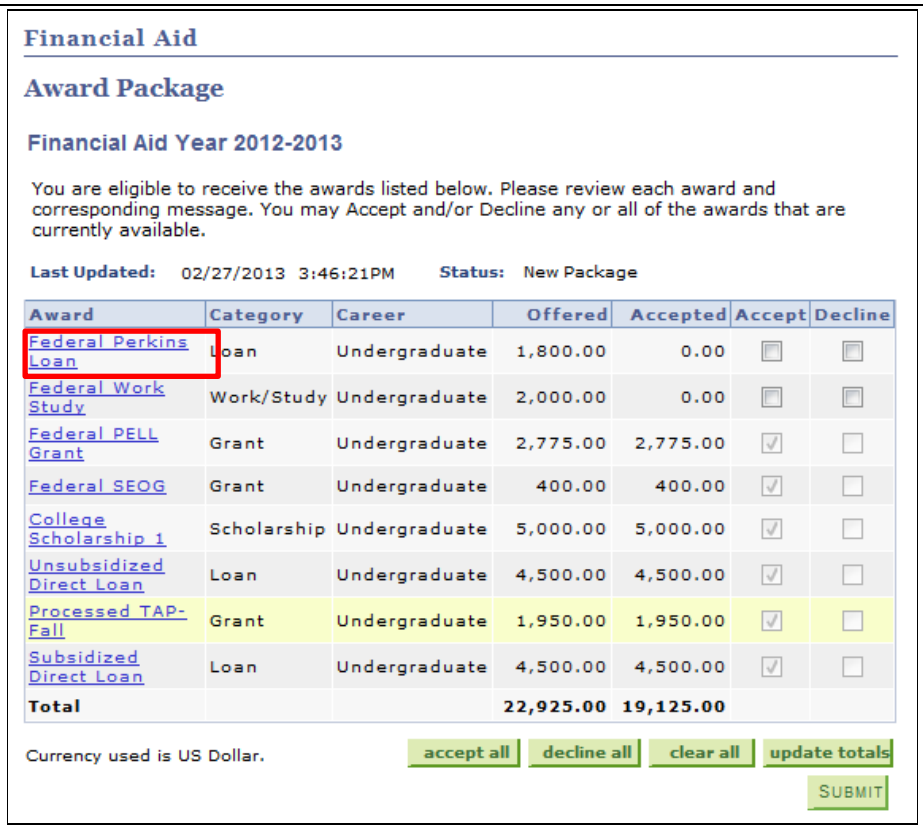
# Accept/Decline Awards

Students may use Self Service to accept or decline a Perkins Loan and a Work Study Award.

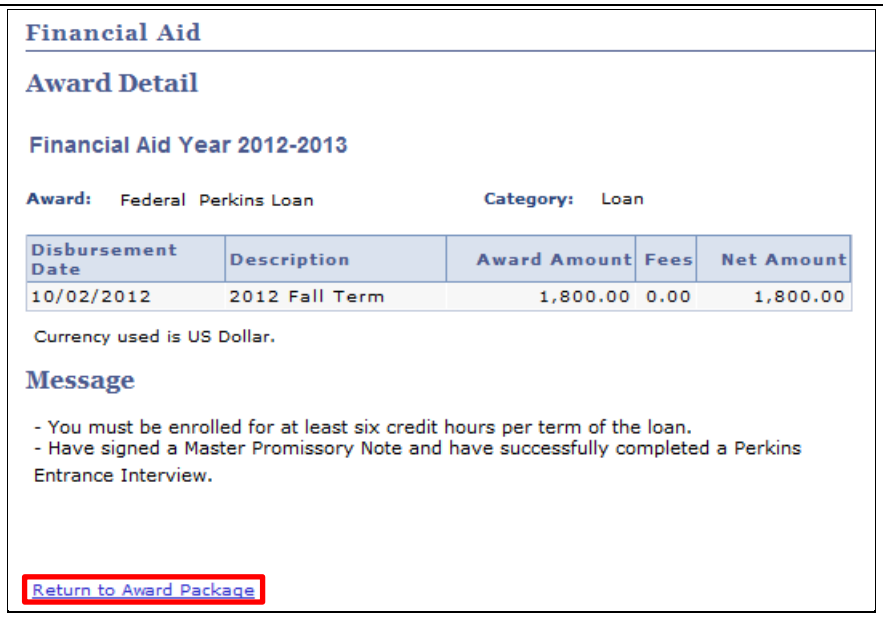
| Step | Action |
|---|---|
| 1. | Enter *https://home.cunyfirst.cuny.edu* in your browser's address bar:<br>• Enter your Username and Password and click the **Go** icon.<br>• From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2. |  <br>On the **Student Center** page in the **Finances** section, click the **Accept/Decline Awards** link. |
| 3. |  <br>On the **Financial Aid Select Aid Year to View** page, select a link in the **Aid Year** column to view all awards. |

4.




On the **Award Package** page in the **Award** column, select the **Federal Perkins Loan** link.

5.




The **Award Detail** page displays for you to review the award amount and terms of the loan.

6. Select the **Return to Award Package** link.

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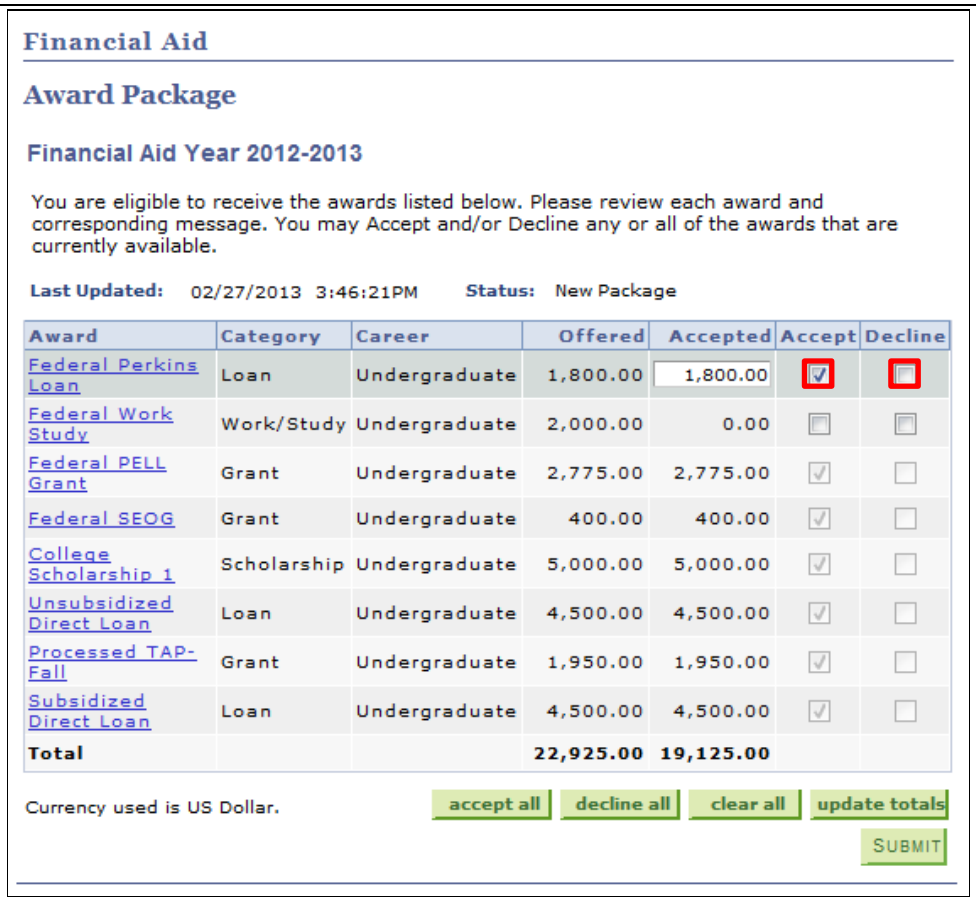
| 7. |  <br>Select either the **Accept** or **Decline** checkbox for the viewed award. |
| 8. | Click the **Federal Work Study** link. |

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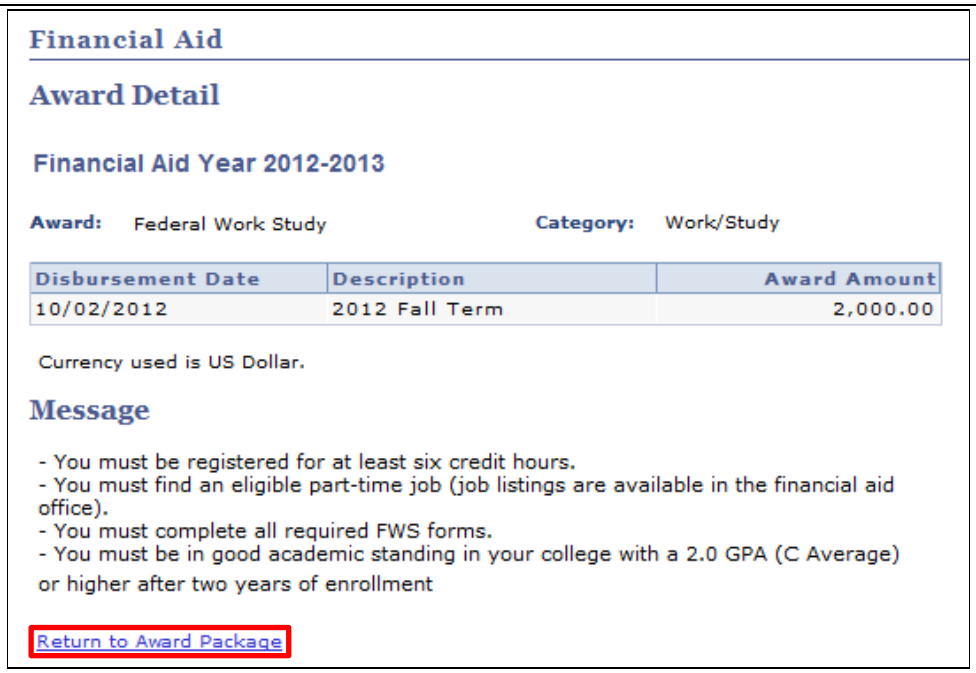
| 9. |  <br>The **Award Detail** page displays for you to review the amount and terms of the loan. |
| 10. | Select the **Return to Award Package** link. |

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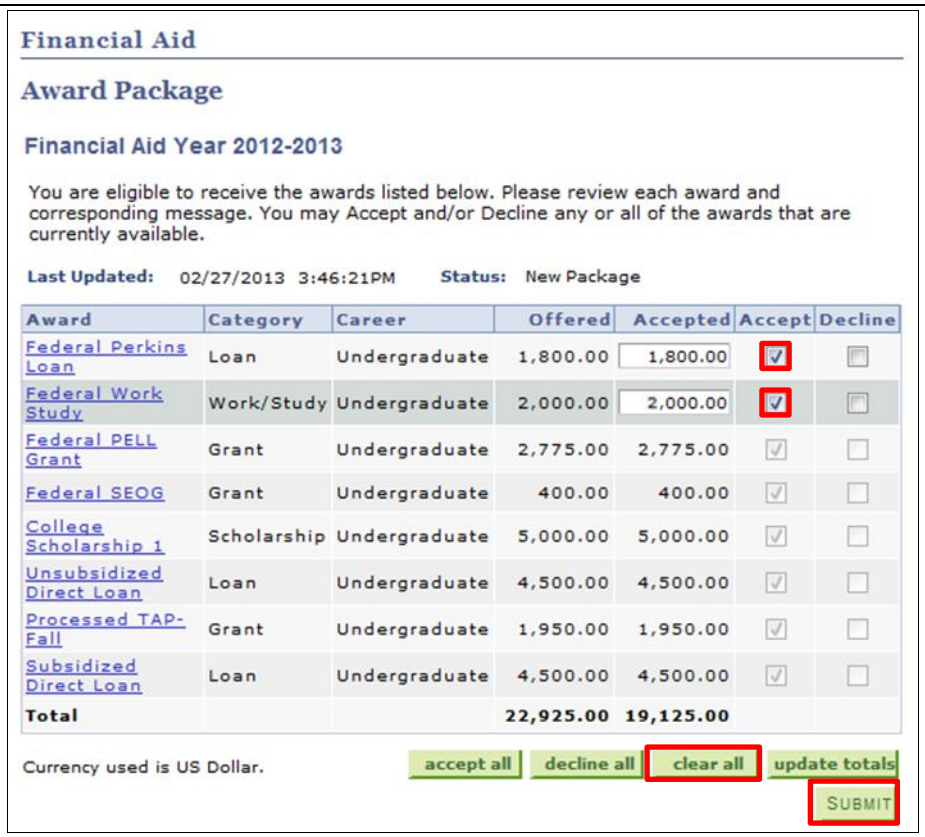
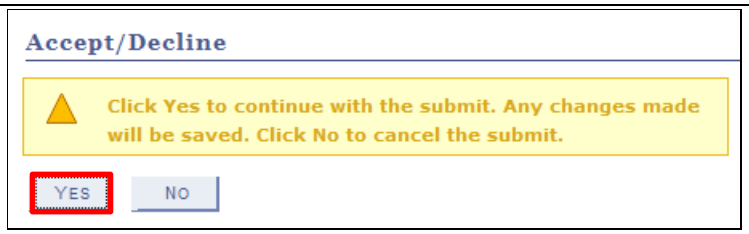
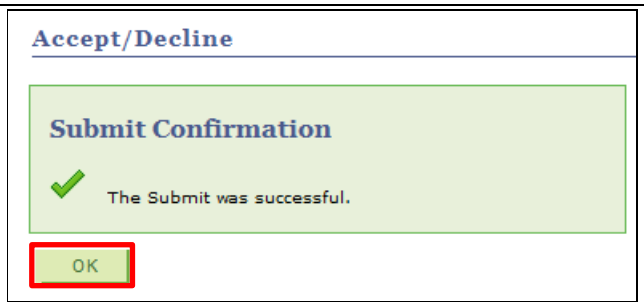
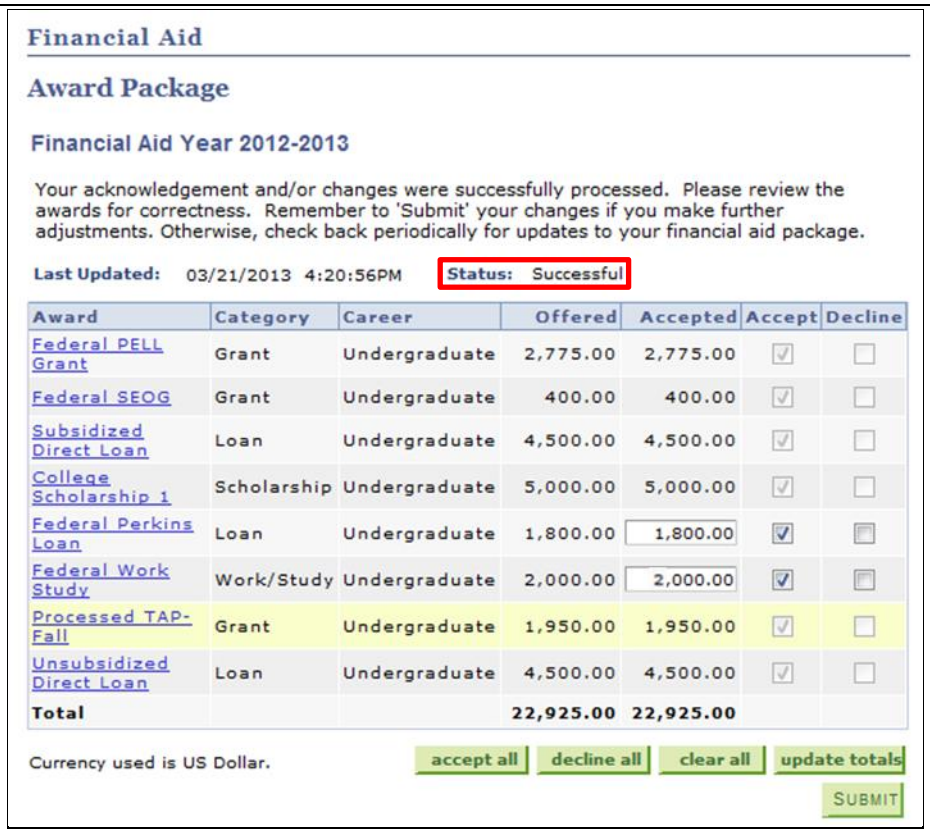
|---|---|
| 11. |  <br>Select either the **Accept** or **Decline** ☑ checkboxes for the viewed award. |
| 12. | Select the **clear all** button to begin again. |
| 13. | When you have made a final decision to decline awards or accept awards and for what amount, then select the **SUBMIT** button. |
| 14. |  <br>Click the **YES** button to confirm submission. |

15.




Click the **OK** button.

16.




The **Award Package** page displays with the Status **Successful**.

**End of Procedure.**