How to Accept Financial Aid in the PennWest Portal

1. Log into https://my.pennwest.edu/ and click Financial Aid Self-Service link in the Quick Access section

2. On the **Home** tab, make sure select the appropriate Award Year at the top.
   a. Complete any ***Responses Required*** and *Unsatisfied Requirements*
   b. Click *View Questions*

3. Click the **Award Offer** tab
   a. Scroll down to *Options to Pay Net Cost* to accept or modify acceptance of loans

4. Under *Take Action*, click the drop down to box to **Accept All.**
   a. To reduce the amount of the loan, you will still need to Accept All, then send an e-mail to financialaid@pennwest.edu from your PennWest e-mail account with your name, last 4 digits of your PennWest ID number, and a written request indicating what you would like the loan reduced to. Please note, the loan amount must be the same amount in the all semesters.

5. Be sure to also complete your Entrance Counseling and Master Promissory Note on https://studentaid.gov/