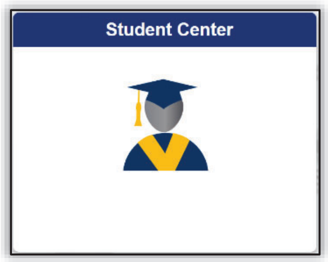
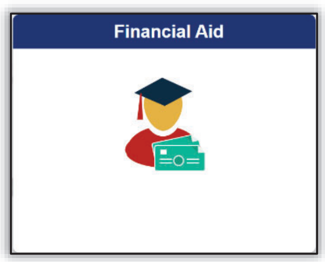
ACCEPT, REDUCE, OR DECLINE YOUR OFFERED FEDERAL WORK-STUDY OR OFFERED FEDERAL DIRECT LOANS

STEP# 1: Login to CUNYfirst at [https://home.cunyfirst.cuny.edu.](https://home.cunyfirst.cuny.edu)

STEP# 2: Student Center Tile

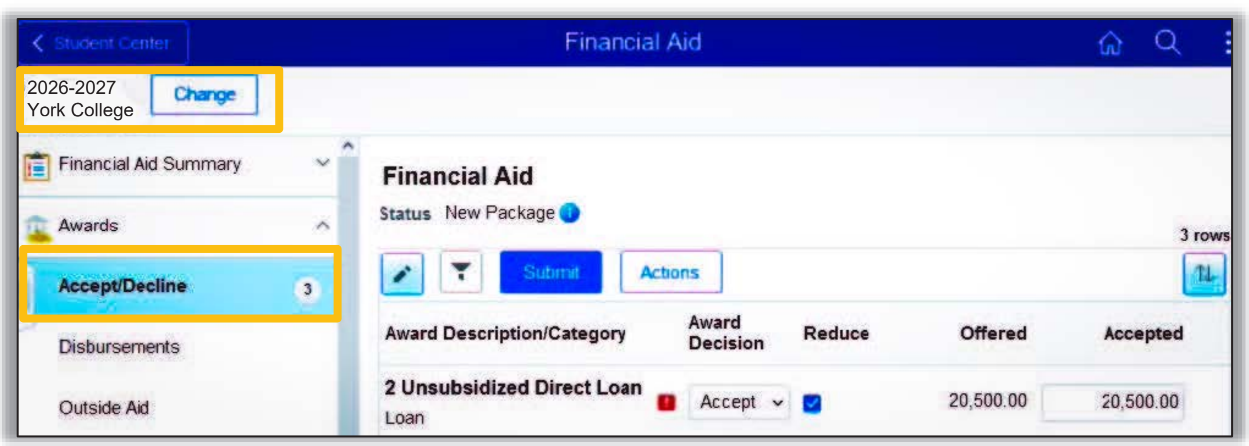


STEP# 3: Click on the **Financial Aid** Tile

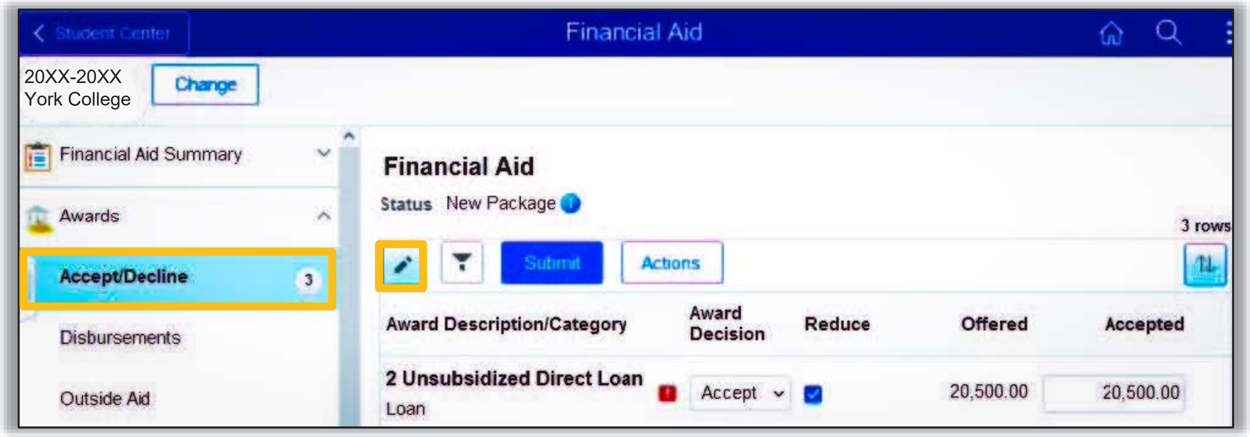


STEP# 4: Confirm the financial aid year that you wish to review at the top left section of the page. Students will only have the option to accept and decline direct loan and federal work-study offers. All grant aid and scholarships are automatically packaged as offered and accepted and do not require action on this page.

STEP# 5: Navigate to **Awards** on the left sidebar to open the dropdown menu, click on **Accept/Decline**



STEP# 6: Click on the **Pencil icon** to activate the **Submit** and **Actions** buttons.



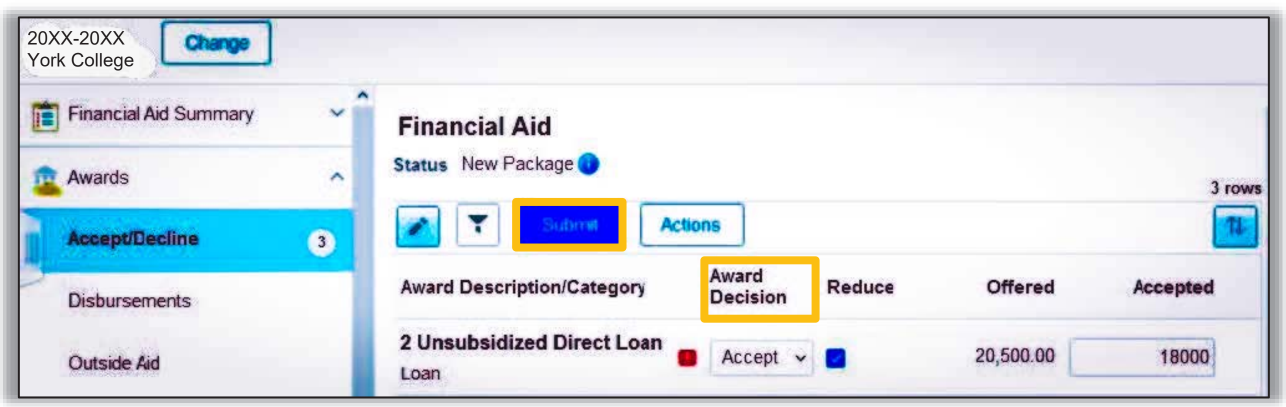
STEP# 7: Click on the dropdown option under the **Award Decision** column.

From the dropdown you can choose to accept, decline, or reset. If you want to reduce the award you must first select the **Accept** option from the dropdown menu (this will activate the reduce check box) and then click on the **reduce check box**. The dollar amount will be adjustable in the **accepted column** and allow you to lower the amount.

The **reset** option allows you to start over again before you finalize your submission.

The **decline** option allows you to set the offer to $0.

The **Actions** button will allow you to accept all, decline all or reset all.



STEP# 8: Click the **Submit** button to finalize your decision.