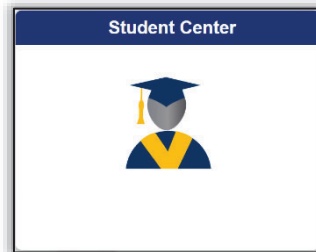




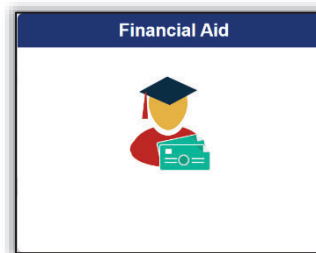
ACCEPT, REDUCE, OR DECLINE YOUR OFFERED FEDERAL WORK-STUDY OR OFFERED FEDERAL DIRECT LOANS

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Student Center Tile



STEP# 3: Click on the Financial Aid Tile



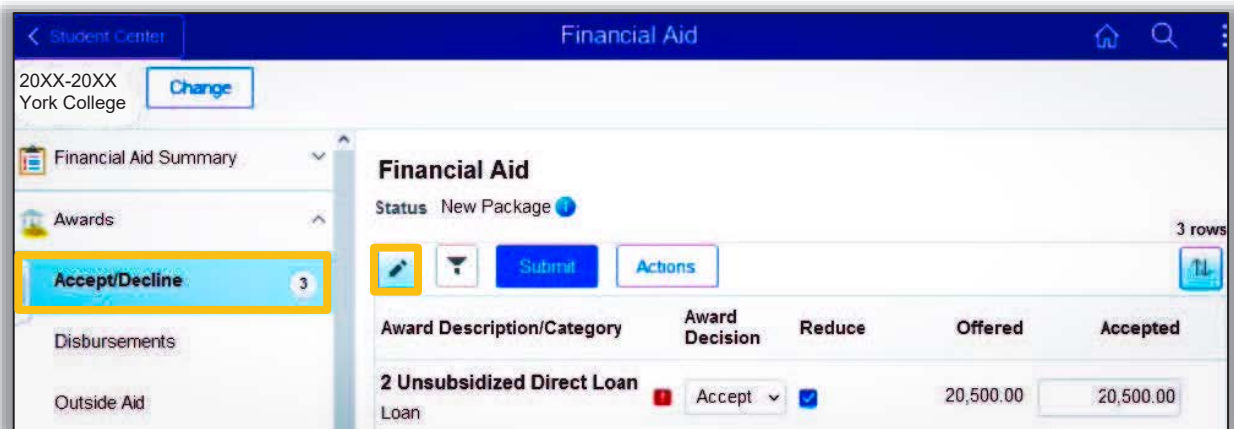
STEP# 4: Confirm the financial aid year that you wish to review at the top left section of the page. Students will only have the option to accept and decline direct loan and federal work-study offers. All grant aid and scholarships are automatically packaged as offered and accepted and do not require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

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

The screenshot displays the CUNYfirst Financial Aid interface. On the left sidebar, the '2026-2027 York College' section is highlighted, and the 'Accept/Decline' option is selected. The main area shows the 'Financial Aid' section with a 'Status: New Package' indicator. Below this, there is a table of financial aid awards. The table has columns for 'Award Description/Category', 'Award Decision', 'Reduce', 'Offered', and 'Accepted'. The first row shows '2 Unsubsidized Direct Loan' with an 'Accept' decision, a '20,500.00' offered amount, and a '20,500.00' accepted amount.

Award Description/Category	Award Decision	Reduce	Offered	Accepted
2 Unsubsidized Direct Loan	Accept	☒	20,500.00	20,500.00

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



The screenshot shows the 'Financial Aid' section of a student center. On the left sidebar, the 'Accept/Decline' option is highlighted with a yellow box. The main area displays a table with the following columns: Award Description/Category, Award Decision, Reduce, Offered, and Accepted. A row for '2 Unsubsidized Direct Loan' is visible, with a dropdown menu set to 'Accept' and a checked 'Reduce' checkbox. The 'Offered' amount is 20,500.00 and the 'Accepted' amount is 20,500.00. Above the table, there are buttons for 'Pencil icon', 'Submit', and 'Actions'. The 'Pencil icon' button is highlighted with a yellow box.

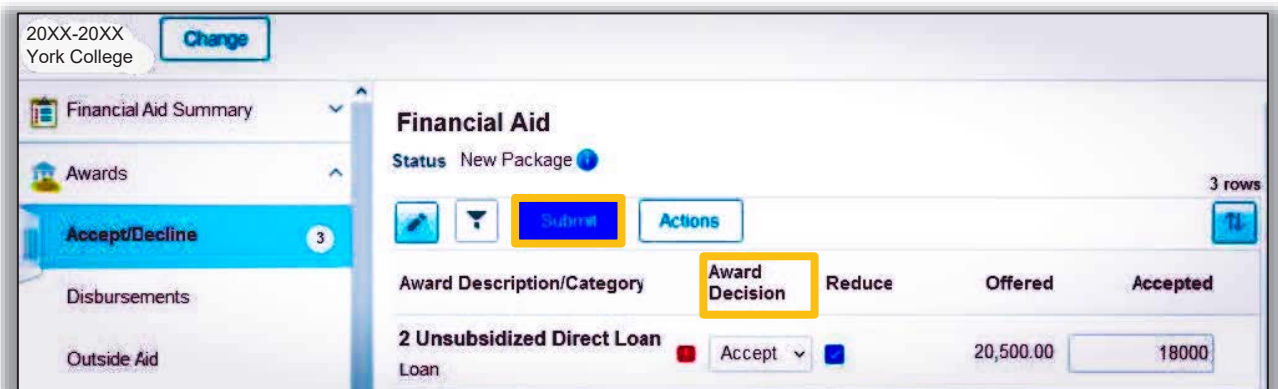
STEP# 7: Click on the dropdown option under the **Award Decision** column.

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.



This screenshot is similar to the previous one, but the 'Submit' button is now highlighted with a yellow box. Additionally, the 'Award Decision' dropdown menu is open, showing 'Accept' as the selected option. The 'Accepted' amount in the table has been changed to 18000.

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