Once you view your financial aid offers, you are required to accept or decline the offered items. This document will show you how to access your financial aid award offers and how to accept or decline the various items in the package.

Contents:

- Accessing Your Financial Aid
- Accepting/Declining Your Offers
- Reporting Other Financial Aid

Accessing Your Financial Aid

1. Log into CampS.

   New First-Year Students: If you need help with your login, please visit http://myusername.uwec.edu. If additional assistance is required, contact the Help Desk at 715-836-5711 or helpdesk@uwec.edu

2. Click the Financial Aid tile. Make sure the Academic Year at the top is the one you want to view. If you need to change the year, click the Change button.

3. Click Award Summary to see all your financial aid offers. Clicking on the name of the aid will give a description of that type of aid. You can change the display to show a Summary for the entire academic year (fall/spring), or you may choose to see Fall semester or Spring semester amounts. The College Financing Plan is simply another view in which to see your offers.

Accepting/Declining Your Offers

1. If you are on a mobile device:

   To accept or decline any loans that are offered to you, click on Outstanding Offers.

   1. Click on the aid type, then you may select Accept or Decline from the drop-down. If you want to reduce the loan amount, select Accept, then check the Reduce box and enter in your desired lesser amount. NOTE: If you reduce the amount of the Subsidized Direct Loan being offered to you, the Unsubsidized Direct Loan will automatically become unavailable to you. This is because you want to maximize your subsidized eligibility before borrowing
unsubsidized funds.

2. When you are done with your selection, click Submit.

3. Once you have clicked the Submit button, you may continue to reduce or decline your loans until they have been processed by going to Manage Accepted Awards. After that, any reductions, increases, or declines will require you to contact Blugold Central to have your eligibility reassessed.

2. If you are on a desktop computer:

   To accept or decline any loans that are offered to you, click on Accept/Decline.

   1. Click on the Accept/Decline Awards button, then you may select Accept or Decline from the drop-down for each offer. If you want to reduce the loan amount, select Accept, then check the Reduce box and enter in your desired lesser amount. NOTE: If you reduce the amount of the Subsidized Direct Loan being offered to you, the Unsubsidized Direct Loan will automatically become unavailable to you. This is because you want to maximize your subsidized eligibility before borrowing unsubsidized funds.

   2. When you are done with your selection, click Submit.

   3. Once you have clicked the Submit button, you may continue to reduce or decline your loans here until they have been processed. After that, any reductions, increases, or declines will require you to contact Blugold Central to have your eligibility reassessed.

Reporting Other Financial Aid

You must report outside scholarships and other financial aid resources because those resources may affect the federal and state aid for which you are eligible.

To let us know about any other resources you are going to receive:

1. Go to the Financial Aid tile in CampS. Make sure the Academic Year at the top is the one you want to view. If you need to change the year, click the Change button.

2. Click on Outside Aid.

3. Click on the green Report Outside Aid button.

4. Use the drop-down arrow to select whether the scholarship/aid will be split between fall and spring semesters, or all for fall or spring. Use Other only if the award you are receiving is NOT a scholarship.

5. In the Award Description field, type the name of the award you will receive.
6. In the Amount field, type in the amount of the award you will receive.

7. Click **Submit** at the top.

8. If you have more outside sources of aid to report, click the plus sign button and repeat the steps above.

9. The financial aid team will process this information.