Guide to Accepting/Declining Your Student Loans

1. Access Banner|8 Self-Service through one of the methods below:
   A) New students without CardinalApps access: https://www.uiw.edu/finaid/ofa.html
   B) Returning students, via CardinalApps
      Click on Banner 8 Self-Service app

2. Click the Financial Aid tab

   Financial Assistance Menu

   Financial Assistance Status
   Click the links below to view your missing documents, your award, your Federal shopping sheet, and your Satisfactory Academic Progress (SAP) status.
   - View your Missing Documents
   - View Your Award by Aid Year
   - View Your Federal Shopping Sheet
   - View Your Satisfactory Academic Progress (SAP)

   Contact and Forms
   Contact our office via email or by submitting a loan change request form. Access all other forms through your missing documents link or via the forms page below.
   - Forms and Information
   - E-mail UIW Office of Financial Assistance
   - Submit Loan Change Request
   - Submit Documents (Secure Upload)

3. Click View Your Award by Aid Year.

4. Select the Sum 2023/Fall 2023/Spring 2024 Aid Year and Submit.

5. In the General Information Menu, you will see important instructions and messages.

6. If you have not done so, click Resources/Additional Information to accept consent to electronic communications.

Consent for Electronic Communications
In order to utilize BannerWeb, you must accept electronic communications from the Office of Financial Assistance (OFA).
If you click “Yes”, all communications from the OFA (including but not limited to your award letter, notifications, etc.) can be sent electronically.

State Aid Eligibility - Child Support
We are required to ask you (the student) whether you are required to pay child support, and if required to pay, whether you are more than 30 days behind on payments.
7. If you have not done so, click Terms and Conditions to review and Accept the Terms and Conditions of your awards towards the bottom of the page. You will not be able to accept/decline your awards until you have accepted your Terms and Conditions.

8. Click Accept Award Offer and read the Important Award Acceptance Notes.

9. View available loan(s) to accept/decline. You may accept/decline full amounts or accept a lower amount. You may also choose to Accept Full Amount of All Awards. Click Submit Decision when you are ready to submit.
10. Your award will refresh to reflect your submissions, and any accepted amounts will be divided over the semester(s) for which you are awarded.

<table>
<thead>
<tr>
<th>Loan-Federal Subsidized</th>
<th>Web Accept</th>
<th>Fall 2023</th>
<th>$1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Web Accept</td>
<td>Spring 2024</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Fund Total:</td>
<td></td>
<td></td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

| Loan-Federal Unsubsidized | Web Decline | Fall 2023 | $.00 |
|                          | Web Decline | Spring 2024 | $.00 |
| Fund Total:              |            |            | $.00 |

11. A reminder to complete required loan documents will be added to the Important Notes. You may click on View Your Missing Documents to see loan requirements you need to complete.

**Loan Documents To Be Completed**

Once you've accepted a federal loan, please click on View Your Missing Documents to complete the required loan counseling, promissory note, and/or informed borrowing processes.

12. You will be prompted to select the Aid Year again to view your missing documents.

**Select Aid Year**

Financial assistance award information is determined by

![Select Aid Year dropdown menu](Select Aid Year.png)

13. Each loan may list the same requirements – they only need to be completed one time. Each link will take you directly to the task to be completed.