Accept/Decline Financial Aid Awards

Overview
This quick reference guide will cover how to view your financial aid package in Workday.

Process
1. After logging into Workday, click the Finances icon on your home page.

2. The Finances dashboard provides quick links to your account, payment, payment elections, 1098T information and financial aid.

3. Click the Accept/Decline Awards link under the Financial Aid heading.

4. Select the Academic Unit and Award Year for the Financial Aid Package and click the OK button at the bottom of the screen.

5. The Accept/Decline Awards screen will display the Total Estimated Costs, Amount Accepted and Estimated Out of Pocket Cost. The Total Estimated Costs amount is a link that will allow drill-down into the Student Cost amounts.

Note: You must accept/decline awards for each semester separately.
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6. The Accept/Decline Awards screen will list all the awards per period and will allow the Amount Accepted and the Decision columns to be updated.

Note: Grants and scholarships will be accepted on your behalf. You will only be able to accept or decline loans and federal work study.

7. Once all the awards have been accepted or declined, click the OK button.