



Detailed Steps to Accepting Your Financial Aid Awards

Step 1: How to accept your aid

1. Go to uaonline.alaska.edu
2. Log into the secure area
3. Click on **Financial Aid** tab
4. Click on **Award**
5. Click on **Award by Aid Year** and select the appropriate Aid Year (refer to your Award Letter)
6. Click on **Award Overview** – this page gives you the details of your award and cost of attendance.
7. Click on the **Resources/Additional Information** tab
 - a. You must read and then click on Yes to indicate you have read and understand the *Satisfactory Academic Progress* (SAP) policy.
8. Click on the **Accept Award** tab. You will have to make some decisions at this point.
 - a. You can accept all or a portion of your award. Remember that this is a yearly award and what you choose will be split in half – half for Fall and half for Spring. If you anticipate taking summer classes, call to speak to your Financial Aid Officer for added requirements.
 - b. Awards that you do not have to pay back are automatically accepted for you
 - c. Click the **Submit** button to finish
9. If you have chosen to accept any of the loans offered you must also complete steps 2, 3 and 4.

STEP 2: Choosing a lender

1. You must pick a lender to lend your loan money and you **MUST** sign a Master Promissory Note (MPN) with that lender. There are several lenders that the University works with and you may choose a local lender or a national lender from the list. Be sure to have the following information handy: your FAFSA PIN; the names, physical addresses and phone numbers of two references; and **your** driver's license and social security number
2. Start by going to our website... <http://www.uaa.alaska.edu/financialaid/lenders.cfm>
3. Select lender from **Lender List**
4. You will be taken to the lenders website to fill out the MPN
5. You will need your FAFSA Pin to electronically sign your MPN
6. **SAVE A COPY** of your Master Promissory Note – it is a legal document and you may need to refer to it from time to time

STEP 3: Entrance Loan Counseling

This is a federal requirement if you are taking out a Federal Stafford Loan for the first time. The Counseling session is done online and takes about 30 to 45 minutes, depending on your reading speed.

1. Start by going to <http://www.matsu.alaska.edu/students/financialaid/links.htm>
2. Click on **Entrance Counseling**
3. Follow the directions, answering all of the questions
4. Be sure to record your confirmation information.

STEP 4: It is HIGHLY suggested that you e-mail me with the following information.

To: Korry Dunham, Financial Aid Officer
Financial.aid@matsu.alaska.edu

Korry, I completed a Master Promissory Note with _____
(type lender name here)
today, _____ (date). I provided my signature:

- Electronically with my FAFSA PIN or authorization code from lender
- By Hard Copy and I am mailing my Master Promissory Note today!

My Stafford Entrance Loan Counseling confirmation number is: SE_____.

Have a great day! ☺

My name is: _____

My UA Student ID is: _____