**Instructions for Accepting Financial Aid Online**



This is the web address to access the student portal.

1. First sign into your student portal (MyHSC).





2. Click on the **FINANCIAL AID** link.

4. Select the **2015** Aid Year link.



3. Click on **MY AWARD INFORMATION** link





 

5. The top of the page shows you the yearly total of each award.

6. The bottom of the page shows you how the aid is split up for the school year. Select the **ACCEPT/DECLINE AWARDS** button to continue.

7. Click the boxes to ACCEPT or DECLINE your aid (a checkmark will appear in the boxes).

 

9. Once you click **submit** you will receive the following message (only if you accepted a loan).



These aid amounts are for the entire year and will split evenly among the semesters.

8. Once you choose Accept/Decline for each award, click **SUBMIT**. (IF YOU WANT TO REDUCE THE AMOUNT OF A LOAN PLEASE GO TO STEP 12).

11. The following screen will appear. It gives you a snapshot of your educational loan debt. Read **all** of theinformation. Once you are done click **CONFIRM** at the bottom of the page. This takes you back to the award screen. Click **SUBMIT (as you did previously)** and proceed to step 13.



10. Click **OK** to go through message and then choose **MY LOAN DEBT** at the bottom of the award screen.





12. If you want to accept an aid offer, but reduce the amount of a certain type of aid, click the **ACCEPT** box, which will open a place under the **Accepted** column. In that box you list the amount you do want to accept for this school year. Then click **Submit**.

**REDUCING AID**

9. If you want to accept an aid offer but reduce the amount of a certain type of aid, you click the **ACCEPT** box, which will open a place under the **ACCEPTED column**. In that box you list the amount you do want to accept for this school year. Then click **SUBMIT**.

**REDUCING AID**





13. You will need to select **YES** to complete the process or **NO** to go back and edit.

14. Last step: You must receive the **confirmation** page or your selections were not submitted.