



## Accepting and Declining Your Financial Aid

If you have been awarded Federal Work-Study, a Federal Perkins Loan, and/or a Federal Subsidized/Unsubsidized Stafford Loan for the 2008-2009 aid year, you must log onto MyUAlbany to accept, decline, or reduce the amounts of the awards.

Please refer to the instruction below for Accepting, Declining, or Reducing your Financial Aid Awards.

- 1) Go to [www.albany.edu](http://www.albany.edu), Click on **MyUAlbany**
- 2) **For First Time Users Only:**
  - a. Click on **Password Set/Reset**
  - b. Enter your **Social Security number** or your **9-digit Albany ID**, located on the top right of the financial aid award letter.
  - c. Enter the **PIN number**. Your PIN is **#####**
  - d. Follow the instructions for creating a complex password, before you complete the password process, write it down, and then click **Submit**. Your NetID and password will be confirmed.
  - e. **Write down your NetID and remember your password.**
  - f. At the bottom of the page, Click on **MyUAlbany LOG ON**
- 3) Click on **LOG ON**
- 4) Enter your **NET ID** and **PASSWORD**
- 5) Click **SIGN IN**
- 6) Scroll down to Student Financial Services Heading. Click on **My Financial Aid**
- 7) Select 2009aid year, then scroll down to bottom of Award Summary Page
- 8) Click on **Accept/Decline Awards**
- 9) Under Accept and Decline columns, click on **Accept** or **Decline** for each category of loan or work-study. To **Reduce** the amount you must click accept and type the amount you wish to receive in the accepted box.
- 10) Click **SUBMIT**, then click **OK**
- 11) Click on **LOGOUT**