



ACCESS MyUAlbany VIEW/ACCEPT/DECLINE YOUR FINANCIAL AID AWARDS

INSTRUCTIONS FOR FIRST TIME USERS – PASSWORD SETUP

Go to: www.albany.edu/myualbany

Click on Password Set/Reset

Enter your Social Security number or your 9-digit Albany ID, located on the top right of the financial aid award letter.

Enter the PIN number. **Your PIN is #####**

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.

Keep record of your Net ID and password.

TO VIEW, ACCEPT OR DECLINE FINANCIAL AID AWARDS

Go to: www.albany.edu/myualbany

Enter your NET ID and PASSWORD

Click LOG IN

Click the FINANCES tab at the top of the page

Click “Accept/Decline Awards” under financial aid tab at left

Select 2010 aid year, then scroll down to bottom of Award Summary Page

Click on Accept/Decline Awards

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

Click SUBMIT, then click OK

Click on LOGOUT

IMPORTANT NOTE If you have any of the following awards you **MUST** accept or decline them on MyUAlbany:

- Federal Stafford Loan
- Federal Work-Study
- Federal Perkins Loan
- Athletic Scholarship

Failure to accept/decline these awards will result in the cancellation of these awards.