1. To begin, go to the Sam Houston home page at www.shsu.edu

2. At the top of the screen, click the My Sam portal link.

   Note: If you have any trouble logging in, please contact the IT@Sam Service Desk.

3. Once in the portal, click the Campus Resources tab.

4. In the Banner Self-Service channel, choose the Banner Self-Service link.

5. A drop down list will appear. Click on the Financial Aid link, and then Award.

6. Under the Award drop down list, choose Award for Aid Year.

7. Select the appropriate aid year from the drop down menu and click the submit button.

8. You are now on the Aid Year screen and can view General Information or important messages.

9. Click on the Award Overview tab to view your award package. Note the need calculation used to determine the types and amounts of financial aid you may receive.
10. Scroll down to view your financial aid types offered and amounts for each semester.

11. Scroll back up and click on the Resources/Additional Information tab.

12. Read the Acknowledgements and accept or decline. To accept, click the drop down box to the right of the paragraphs and click accept.

13. Read the Authorization information and accept or decline.

14. Read the Statement of Educational Purpose & Certification and accept or decline.

15. You must accept all three. If you leave any as none or do not accept, you will not be able to continue accepting your aid and will need to contact the Financial Aid office.

16. Under Additional Recourses, if you have other funding, such as scholarships, tuition waver, or vocational rehabilitation, then select “Yes, Additional Resources” from the drop down box; otherwise, select “None” or “No Additional Resources.”

17. If you answered yes to additional resources, please fill in the blanks provided using one line per award, beginning with the name of the award and making sure to specify the semester and dollar amount.

18. When you are ready to continue, click the Submit Information button at the bottom of the page.

19. If you have a scholarship, view the Terms and Conditions tab to accept.

20. Otherwise, click the Accept Award Offer tab to view your award package.

21. Click on the name of the award to get further information about that award.

22. Once you have made your decision, select accept or decline from the drop down menu under the accept award column.
23. You may accept a partial amount of the award by **typing in the desired amount** (Note: Amounts accepted will be split in half if student is awarded for Fall/Spring). After making your decision, click on “Submit Decision.”

24. If you want to accept the full amounts of all awards, then you can click the “Accept Full Amount All Awards” button at the bottom without having to individually accept each item.

Note that the status of your awards has changed from “offered” to “WEB Accept” or “WEB Decline.”

25. If you have accepted your loans, then you will be given a link to complete:
   a. Direct Loan Entrance Counseling and
   b. Master Promissory Note

26. You may use the provided link or go directly to [www.studentloans.gov](http://www.studentloans.gov).

27. Once on the Student Loans website, you will **Sign-In** using the PIN number you used to sign in to your FAFSA application.

Parents applying for a Parent PLUS Loan will use their own FAFSA PIN to sign in.
28. After confirming your information, click on the link to **Complete Entrance Counseling**.

29. After completing the counseling, come back to this page and click on the link to **Complete a Master Promissory Note**.

30. Parents applying for the PLUS Loan will click on the Request a Direct PLUS Loan link to begin the credit application process. If approved for the PLUS Loan, parents will then choose the Complete a Promissory Note link.

31. Be sure to log out of the student loans website when you have completed your process.

**If you need additional assistance, please contact:**

Financial Aid and Scholarships  
TEL: (936) 294-1774  
Toll Free: (866)BEARKAT