The following is an informational video on How to Accept and Process your Financial Aid Awards.
Your financial aid award package for the academic year 2010-2011 is now available online! You can view, print, and accept or decline any offered financial award(s). Follow the steps below to complete this process.

- Log into SamWeb using your Sam Username and Password
- On SamWeb Menu Select Financial Aid
- Then select Banner Self Service
- On Main Menu select Financial Aid
- Then select Award
- Click on Award for Aid Year
- Select the appropriate year
- Review your award on the Award Overview Tab
- Enter response to questions on the Resource/Additional Information Tab
- Submit responses by selecting Submit Information
- Select Accept Award Offer tab
- Then accept or reject offered aid

When you are awarded financial aid you will receive this e-mail with instructions on how to process your financial aid and a link to SamWeb prompting you to check your Banner Self Service.
Please login under the preferred login with your user name and password.

Login

There are three methods for logging in to SamWeb:

1. Username and Password
2. Social Security Number and Personal Identification Number (PIN)
3. SamID and PIN

The best method for login is using your SHSU computer account Username and Password. You can use all the programs with this method.

If you login using either of the other methods, you will receive only a limited number of programs.

Username

Once you are on the University payroll or accepted as an SHSU student, you may activate your computer account with the

An SHSU Username is assigned when you activate your computer account.
After logging in, please select Financial Aid, Banner Self Service.
Under the Main Menu, please click Financial Aid.
Next, click award.
Please click Award for Aid Year.
Select the appropriate aid year from the drop down menu.
After selecting the appropriate aid year, you are able to view your award package. In order to continue please click the Read Terms and Conditions link at the bottom of the page.
Award Package for Academic Year 2009-2010

General Information Award Overview Resources/Additional Information Terms and Conditions Accept Award Offer

Additional Information

Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once the additional information is entered, please press Submit to send this information to the Financial Aid Office.

AUTHORIZATION

By accepting this statement, I authorize SHSU to apply any scholarship, grant, or loan proceeds received by electronic funds transfer (EFT) to my student account for the payment of my current or prior year tuition, fees, room, board or any other SHSU debt. These charges may include any current award year and/or past due balances, such as tuition and fees, room and board, semester loans, aid, rebates, and miscellaneous charges for library, parking fines, clinic fees, or non-sufficient funds checks. If current year funds remain and I owe prior year debt, I authorize SHSU to use such funds to pay the prior debt. I have determined that payment of such prior charges will not prevent me from paying my current educational expenses. If the total disbursements of my aid will not cover my past due balances and my current semester charges, I certify that I will have other funds to cover the balance of my SHSU charges. If I do not authorize SHSU to apply my aid to my student account, I will submit a separate written statement requesting the funds to be held. The statement must be submitted to the Financial Aid and Scholarships Office at least ten (10) business days prior to aid disbursement. A Financial Aid Counselor will need to be contacted for disbursement instructions.

STATEMENT OF EDUCATIONAL PURPOSE & CERTIFICATION STATEMENT

I certify:

1. I will use all Title IV money received only for expenses related to my study at Sam Houston State University.

2. Under the Title IV programs, at any institution: I do not owe a refund on any grant; I am not in default on any loan; and I have not borrowed in excess of loan limits.

3. The information on this form is true and correct.

4. I have read and understand the steps I must follow to apply for financial aid at SHSU.

5. I have read and understand the Satisfactory Academic Progress Policy and the Program Eligibility requirements pertaining to my

Please read the following acknowledgments and accept or decline. To accept, please click the drop down box to the right of the paragraphs and click accept and submit.
Read the paragraph above the word acknowledgements. If you have any resources such as Vocational Rehabilitation, Scholarships, ROTC awards and stipends, or tuition waivers, select yes additional resources from the drop down box next to the paragraph. If you do have resources, please fill in the blanks toward the bottom of the page with one line per award, beginning with the name of the award. If you do not have any resources, select no additional resources from the drop down box next to the paragraph (above the word acknowledgements).
After accepting the terms and conditions, you will be taken to the following screen that will acknowledge your acceptance of the terms and conditions.
View your award package by clicking the accept award offer tab (last tab). Click on the name of the award to get further information about that award. Once you have made your decision whether to accept or decline, please select accept or decline from the drop down menu under the accept award column. Keep in mind that you can accept a partial amount of the award by typing in the desired amount. In order to continue, you must complete the requirements listed at the bottom of the page (these are associated with the awards you are offered). In this case, you must complete Direct Loan Entrance Counseling by clicking on Direct Loan Entrance Counseling link.
Select your loan type below and complete Entrance Counseling.
After selecting the appropriate loan type you will be taken to studentloans.gov, where you can manage your Direct Loan. On this website, you are able to complete Entrance Counseling, fill out your loan application and sign your Master Promissory Note.
In order to sign in to studentloans.gov, please use the PIN number you used to sign your FAFSA application.
Select your Financial Aid Refund Preferences under SamWeb, Financial Aid, Financial Aid Refund Preferences. Select the appropriate academic year from the drop down menu.
Request residual funds if you would like financial aid refund before the twelfth class day. Available funds will be dispersed up to five business days prior to the first class day of the semester. For summer sessions, available funds will begin applying three business days before the first class day.
This concludes the video on How to Accept and Process your Financial Aid Awards.