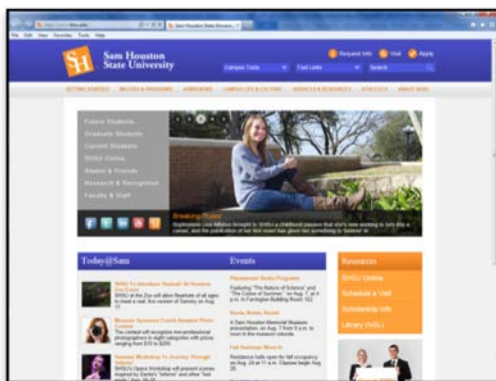


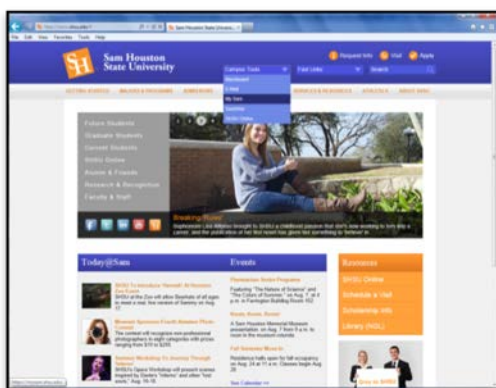


HOW TO ACCEPT YOUR FINANCIAL AID

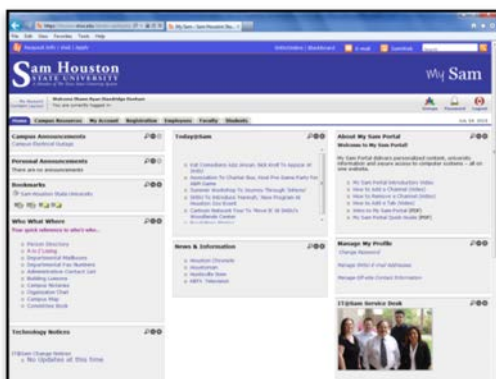


1. To begin, go to the Sam Houston home page at www.shsu.edu
2. At the top of the screen, click the **Campus Tools** portal link.

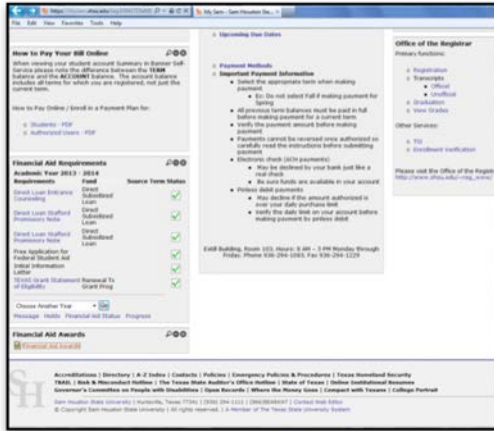
Note: If you have any trouble logging in, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).



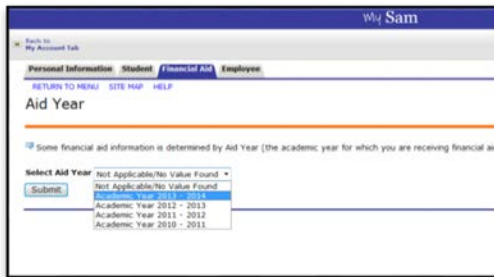
3. A drop down menu will appear, select the **My Sam** option within this menu



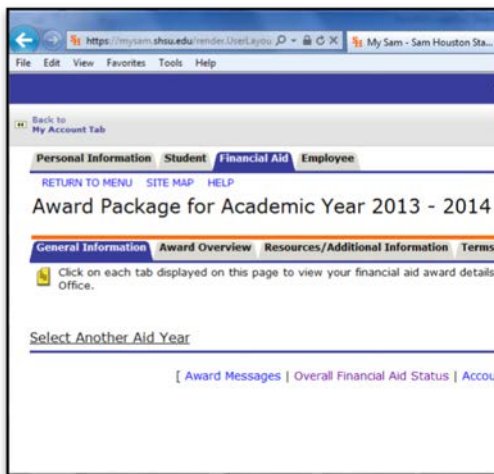
4. Once in the portal, click the **My Account** tab.



5. At the **bottom left hand corner**, choose the **Financial Aid Awards** link.



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



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

8. 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



9. Scroll down to view your financial aid types offered and amounts for each semester.

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

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

12. Read the **Authorization** information and **accept or decline**.

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

14. 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.

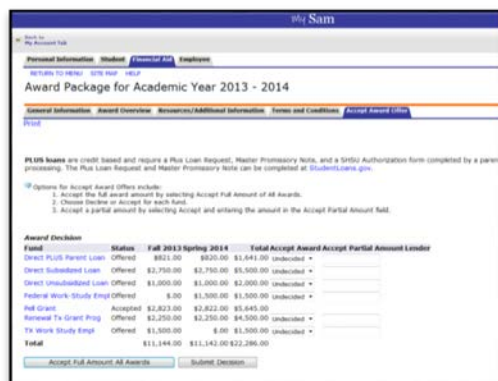
15. Under **Additional Resources**, if you have other funding, such as scholarships, tuition waver, or vocational rehabilitation, then select **“Yes, Additional Resources”** from the drop down box; otherwise, select **“None”** or **“No Additional Resources.”**

16. 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.

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

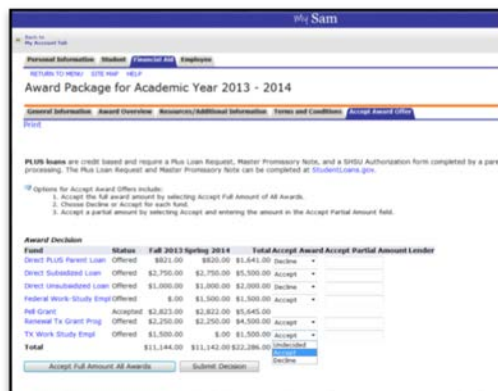


18. If you have a scholarship, view the **Terms and Conditions** tab to accept.



19. Otherwise, click the **Accept Award Offer** tab to accept Your award package.

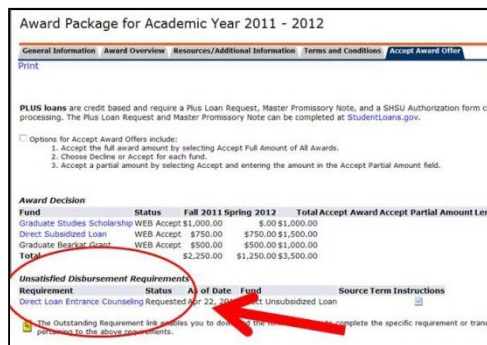
20. Click on the name of the award to get further information about that award.



21. Once you have made your decision, select **accept or decline** from the drop down menu under the accept award column. Then click on **Submit Decision**.



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



24. If you have accepted your loans, then you will be given a link to complete:

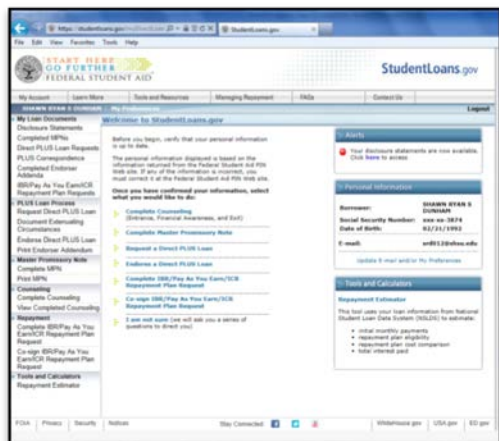
- Direct Loan Entrance Counseling and
- Master Promissory Note

25. You may use the provided link or go directly to www.studentloans.gov.



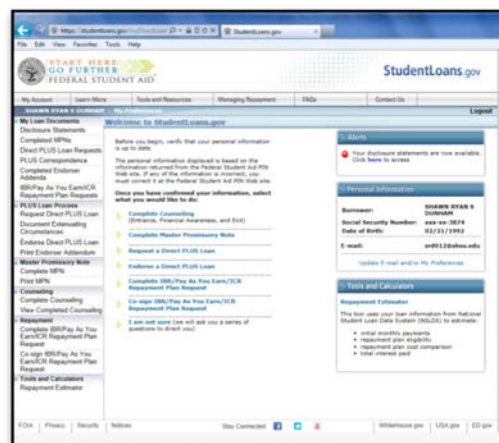
26. Once on the Student Loans website, you will **Log In** using the FSA ID you used to sign in to your FAFSA application.

Parents applying for a Parent PLUS Loan will use their own FSA ID to sign in.



27. After confirming your information, click on the link to **Complete Counseling**, select **Entrance**.

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



29. 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 Master Promissory Note** link. PLUS Counseling is voluntary unless required by the Department of Education. Parents will be contacted by the Department of Education if this is required.

30. 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
Estill Building Room 201
TEL: (936) 294-1774
Toll Free: (866)BEARKAT