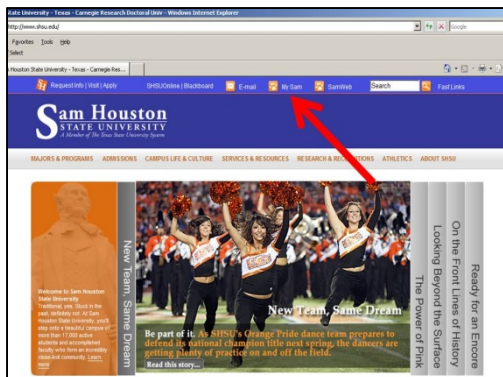


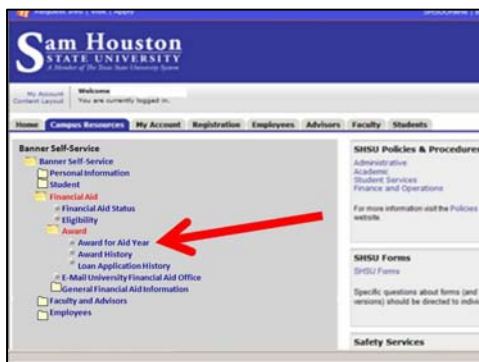


## HOW TO ACCEPT YOUR FINANCIAL AID (page 1 of 4)

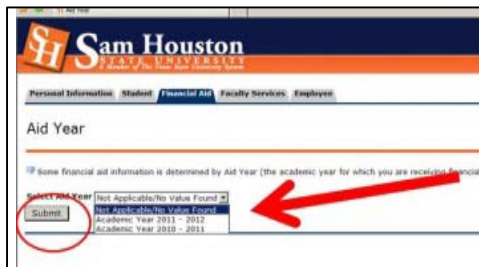


1. To begin, go to the Sam Houston home page at [www.shsu.edu](http://www.shsu.edu)
2. At the top of the screen, click the **My Sam** portal link.

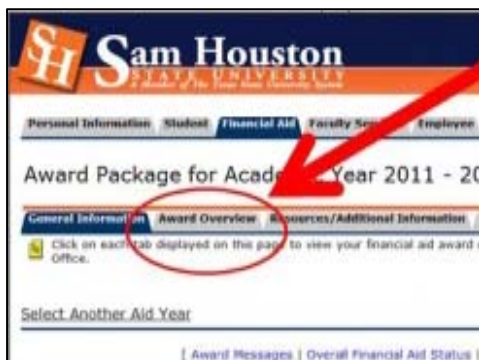
*Note: If you have any trouble logging in, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).*



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.



Component	Amount
Cost of Attendance	\$19,060.00
Estimated Family Contribution	\$2,613.00
Unmet Need	\$16,447.00
Outside Resources	\$3,150.00
Need	\$13,297.00

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.

Resource Description	Term	Amount	Comments
50 character maximum	Fall 2011		2000 character maximum
	Fall 2011		
	Fall 2011		

16. 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.”**

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.

Fund	Status	Fall 2011	Spring 2012	Total Accept Award	Accept Partial Amount Under
Graduate Student Scholarship	Offered	\$1,000.00	\$0.00	\$1,000.00	Unselected
Direct Subsidized Loan	Offered	\$4,200.00	\$4,200.00	\$8,400.00	Unselected
Graduate Research Grant	Offered	\$500.00	\$500.00	\$1,000.00	Unselected
<b>Total</b>		\$5,700.00	\$4,700.00	\$10,400.00	

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.



# SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

## FINANCIAL AID & SCHOLARSHIPS

www.shsu.edu  
1-866-BEARKAT

PLUS loans are credit based and require a Plus Loan Request, Master Promissory Note, and a SHSU Authorization form completed by a parent or guardian. The Plus Loan Request and Master Promissory Note can be completed at StudentLoans.gov.

Options for Accept Award Offers include:

- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Choose Decline or Accept for each fund.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Fund	Status	Fall 2011	Spring 2012	Total Accept	Award	Accept Partial Amount	Amount Lender
Graduate Studies Scholarship	Offered	\$1,000.00	\$0.00	\$1,000.00	Accept		
Direct Subsidized Loan	Offered	\$4,250.00	\$4,250.00	\$8,500.00	Accept		
Graduate Bearkat Grant	Offered	\$500.00	\$500.00	\$1,000.00	Accept	1000	
<b>Total</b>		<b>\$5,750.00</b>	<b>\$4,750.00</b>	<b>\$10,500.00</b>			

Buttons: Accept Full Amount All Awards, Submit Decision

23. 18. You may accept a partial amount of the award by **typing in the desired amount**. After making your decision, click on **“Submit Decision.”**

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Options for Accept Award Offers include:

- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Choose Decline or Accept for each fund.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Fund	Status	Fall 2011	Spring 2012	Total Accept	Award	Accept Partial Amount	Amount Lender
Graduate Studies Scholarship	Offered	\$1,000.00	\$0.00	\$1,000.00	Accept		
Direct Subsidized Loan	Offered	\$4,250.00	\$4,250.00	\$8,500.00	Accept		
Graduate Bearkat Grant	Offered	\$500.00	\$500.00	\$1,000.00	Accept		
<b>Total</b>		<b>\$5,750.00</b>	<b>\$4,750.00</b>	<b>\$10,500.00</b>			

Buttons: Accept Full Amount All Awards, 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.

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Options for Accept Award Offers include:

- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Choose Decline or Accept for each fund.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Fund	Status	Fall 2011	Spring 2012	Total Accept	Award	Accept Partial Amount	Amount Lender
Graduate Studies Scholarship	WEB Accept	\$1,000.00	\$0.00	\$1,000.00			
Direct Subsidized Loan	WEB Accept	\$750.00	\$750.00	\$1,500.00			
Graduate Bearkat Grant	WEB Accept	\$500.00	\$500.00	\$1,000.00			
<b>Total</b>		<b>\$2,250.00</b>	<b>\$1,250.00</b>	<b>\$3,500.00</b>			

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

PLUS loans are credit based and require a Plus Loan Request, Master Promissory Note, and a SHSU Authorization form completed by a parent or guardian. The Plus Loan Request and Master Promissory Note can be completed at StudentLoans.gov.

Options for Accept Award Offers include:

- Accept the full award amount by selecting Accept Full Amount of All Awards.
- Choose Decline or Accept for each fund.
- Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Fund	Status	Fall 2011	Spring 2012	Total Accept	Award	Accept Partial Amount	Amount Lender
Graduate Studies Scholarship	WEB Accept	\$1,000.00	\$0.00	\$1,000.00			
Direct Subsidized Loan	WEB Accept	\$750.00	\$750.00	\$1,500.00			
Graduate Bearkat Grant	WEB Accept	\$500.00	\$500.00	\$1,000.00			
<b>Total</b>		<b>\$2,250.00</b>	<b>\$1,250.00</b>	<b>\$3,500.00</b>			

**Unsatisfied Disbursement Requirements**

Requirement	Status	As of Date	Fund	Source Term Instructions
Direct Loan Entrance Counseling	Requested	4/22/2011	Unsubsidized Loan	

The Outstanding Requirement link provides you to do more on the StudentLoans.gov website to complete the specific requirement or transfer the requirement by the above assignment.

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

- Direct Loan Entrance Counseling and
- Master Promissory Note

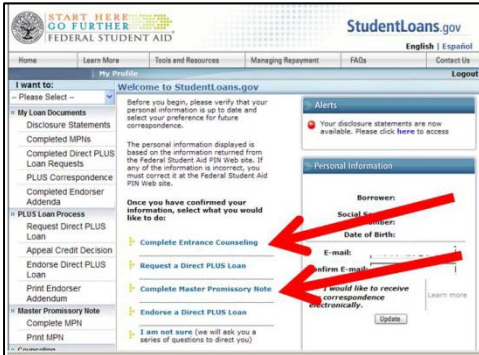
26. You may use the provided link or go directly to [www.studentloans.gov](http://www.studentloans.gov).

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

StudentLoans.gov

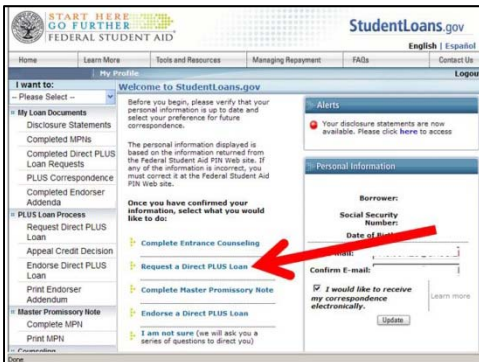
Manage My Disbursement | Sign In | View My Loan Documents | Entrance Counseling | Sign Master Promissory Note

Parents applying for a Parent PLUS Loan will use their own FAFSA PIN to sign in.

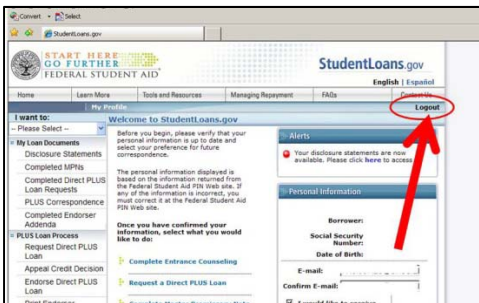


28. After confirming your information, click on the link to **Complete Entrance Counseling**.

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  
EMAIL: [ww2.shsu.edu](mailto:ww2.shsu.edu)