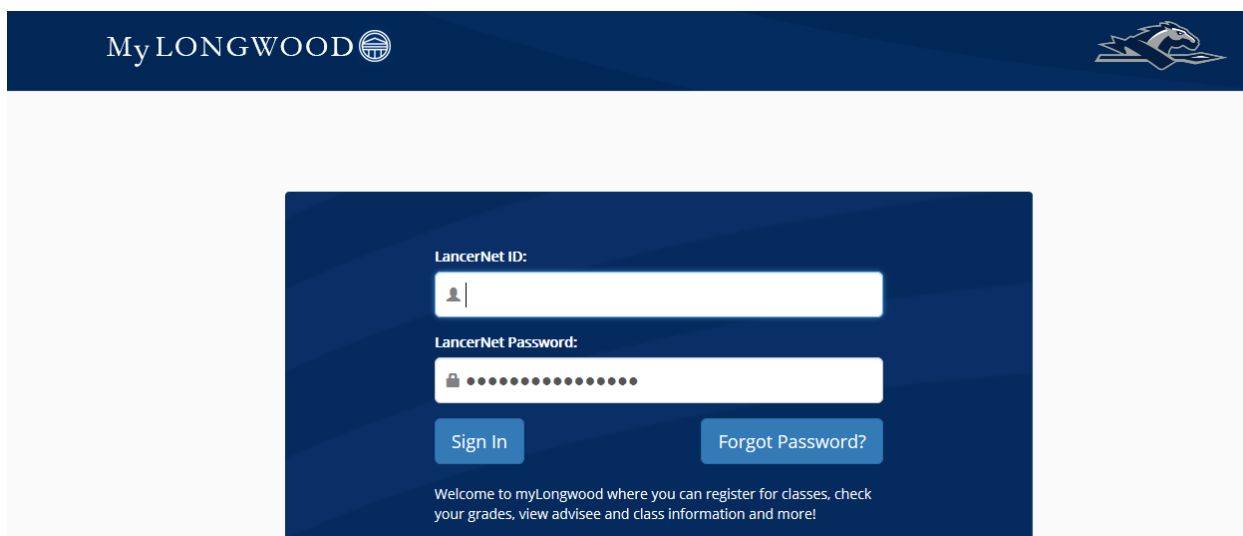


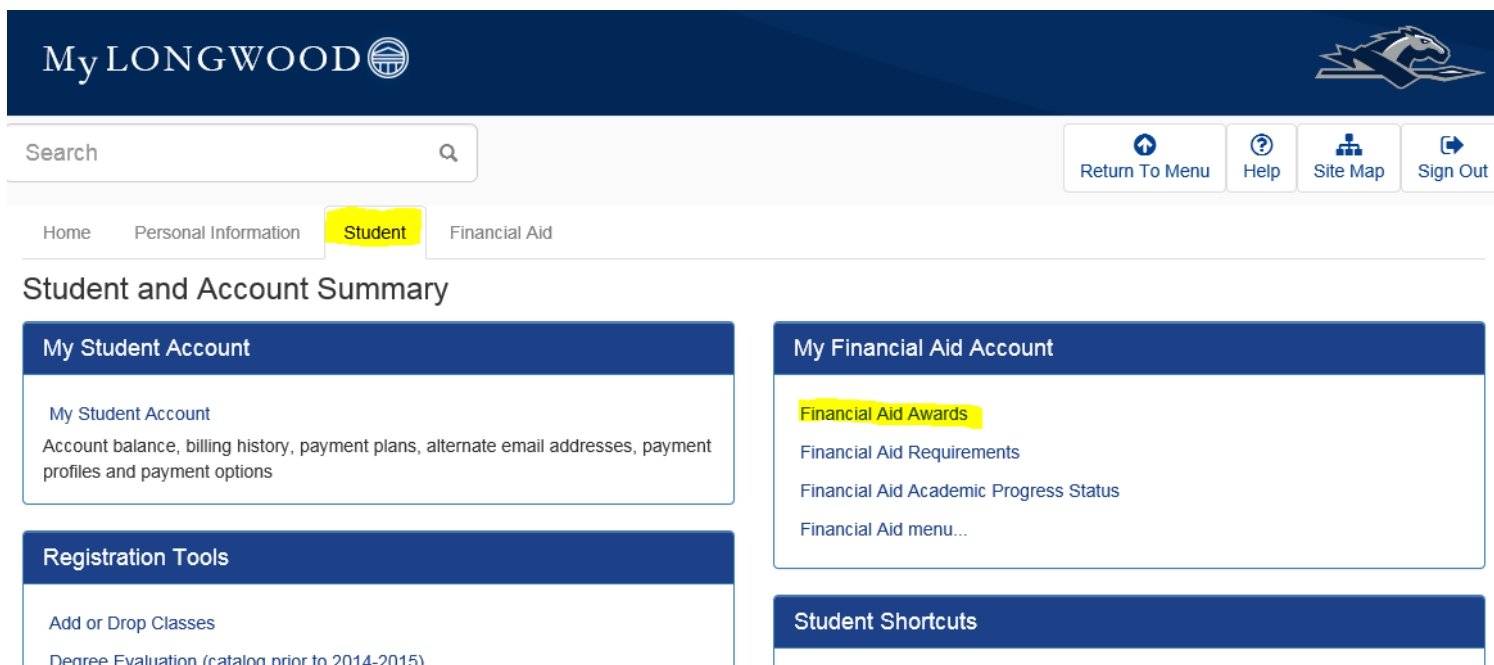
How to Accept Your Financial Aid

1. Sign in to myLongwood.



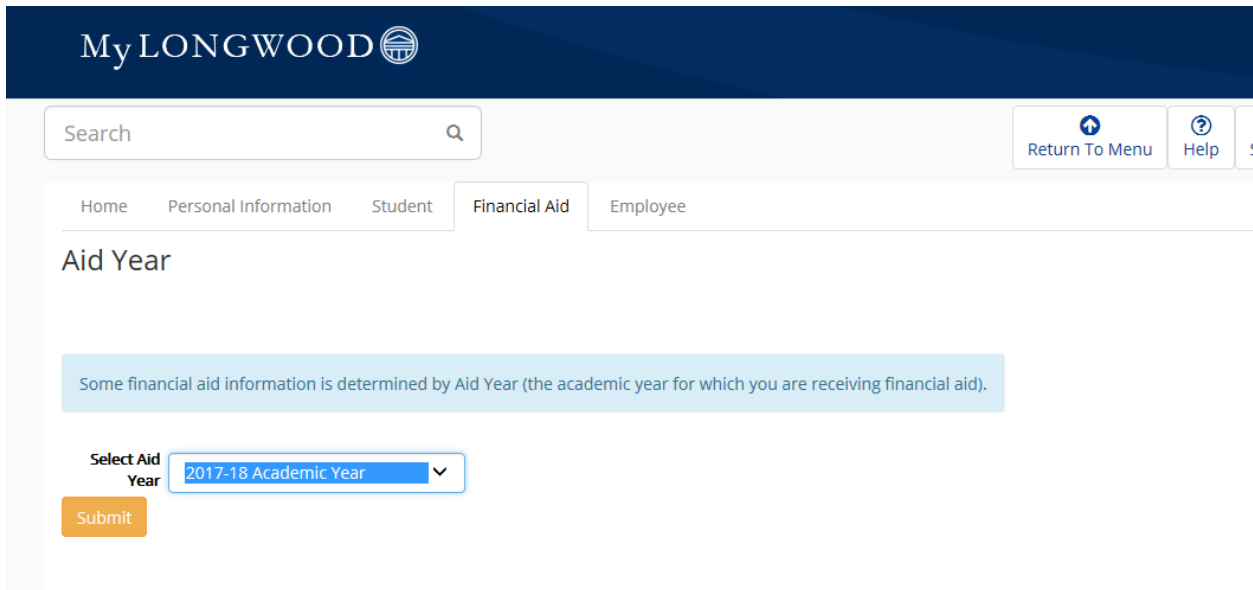
The screenshot shows the myLongwood login interface. At the top, there is a dark blue header with the "My LONGWOOD" logo on the left and a horse logo on the right. Below the header is a white background containing a dark blue login box. Inside the box, there are two input fields: "LancerNet ID:" with a person icon and "LancerNet Password:" with a lock icon. Below these fields are two buttons: "Sign In" and "Forgot Password?". At the bottom of the box, there is a welcome message: "Welcome to myLongwood where you can register for classes, check your grades, view advisee and class information and more!" and a link: "Looking for additional links like Canvas, email and Banner IIR?"

2. Click the “Student” tab at the top. Then click “Financial Aid Awards” to the right.



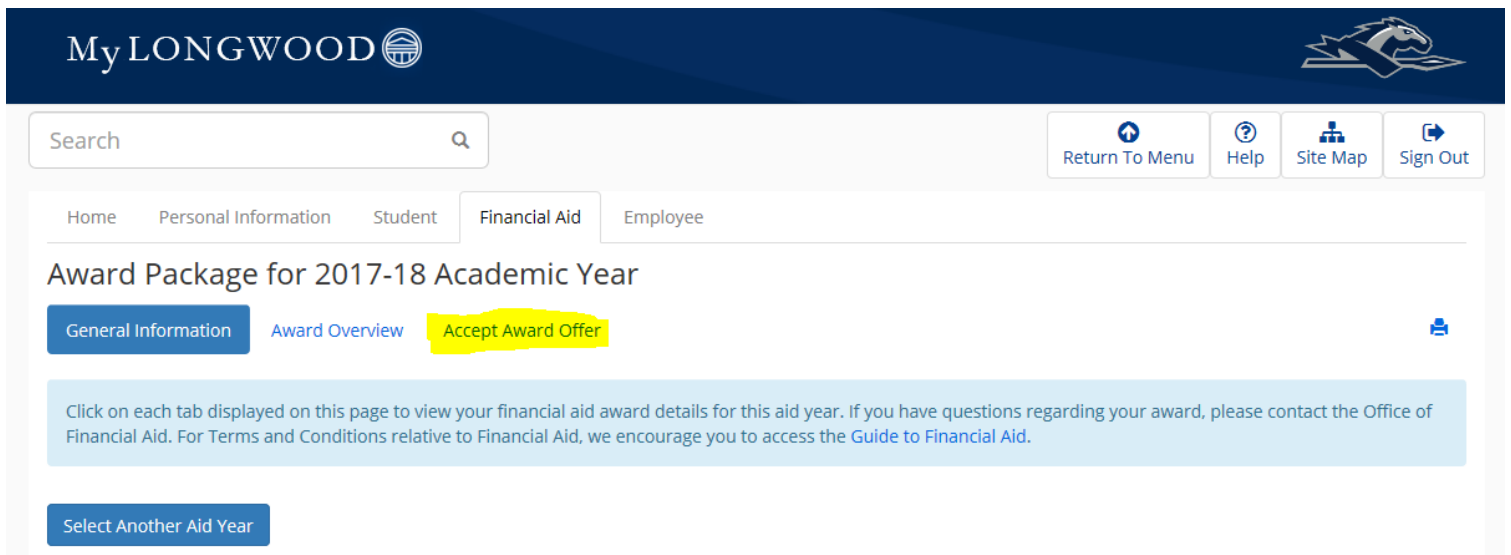
The screenshot shows the myLongwood student dashboard. At the top, there is a dark blue header with the "My LONGWOOD" logo on the left and a horse logo on the right. Below the header is a white background containing a search bar on the left and a navigation menu on the right. The navigation menu includes "Return To Menu", "Help", "Site Map", and "Sign Out". Below the navigation menu is a horizontal menu with four tabs: "Home", "Personal Information", "Student", and "Financial Aid". The "Student" tab is highlighted in yellow. Below the tabs is a section titled "Student and Account Summary". This section contains four main areas: "My Student Account", "My Financial Aid Account", "Registration Tools", and "Student Shortcuts". The "My Student Account" area includes a link to "My Student Account" and a description: "Account balance, billing history, payment plans, alternate email addresses, payment profiles and payment options". The "My Financial Aid Account" area includes a link to "Financial Aid Awards" (highlighted in yellow), "Financial Aid Requirements", "Financial Aid Academic Progress Status", and "Financial Aid menu...". The "Registration Tools" area includes a link to "Add or Drop Classes" and "Degree Evaluation (catalog prior to 2014-2015)". The "Student Shortcuts" area is currently empty.

3. Select the correct aid year, then click submit.



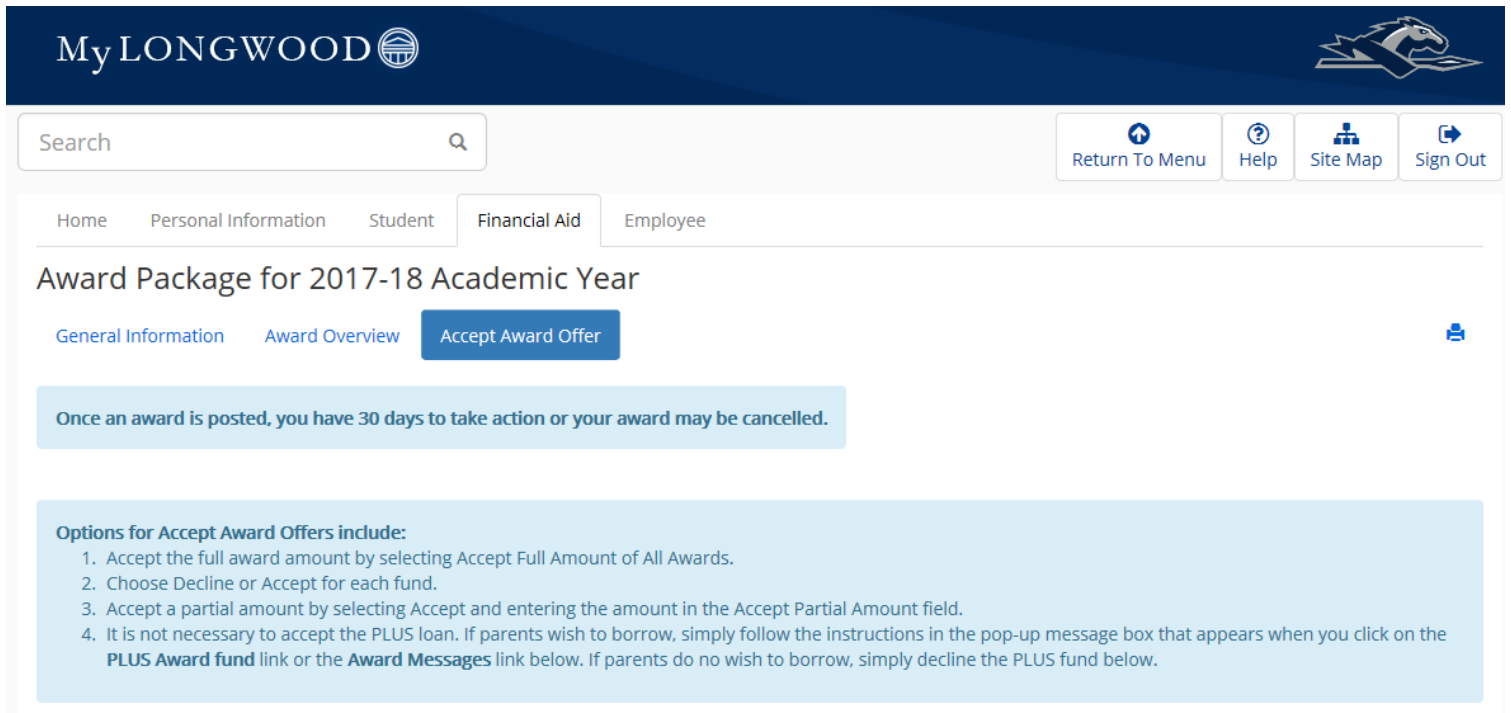
The screenshot shows the 'MyLONGWOOD' header with a search bar and navigation links for 'Return To Menu' and 'Help'. Below the header is a navigation menu with 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. The 'Financial Aid' tab is active. The main heading is 'Aid Year'. A light blue informational box states: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. Below this is a 'Select Aid Year' dropdown menu with '2017-18 Academic Year' selected. An orange 'Submit' button is located below the dropdown.


4. Click the “Accept Award Offer” tab.




The screenshot shows the 'MyLONGWOOD' header with a search bar and navigation links for 'Return To Menu', 'Help', 'Site Map', and 'Sign Out'. Below the header is a navigation menu with 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. The 'Financial Aid' tab is active. The main heading is 'Award Package for 2017-18 Academic Year'. Below this are three tabs: 'General Information', 'Award Overview', and 'Accept Award Offer', which is highlighted in yellow. A light blue informational box states: 'Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Office of Financial Aid. For Terms and Conditions relative to Financial Aid, we encourage you to access the Guide to Financial Aid.' Below the box is a blue button labeled 'Select Another Aid Year'.

5. Scroll down to view awards and any unsatisfied requirements. Please be sure to review the four options for accepting.




My LONGWOOD 

Search 

[Return To Menu](#) [Help](#) [Site Map](#) [Sign Out](#)

[Home](#) [Personal Information](#) [Student](#) **[Financial Aid](#)** [Employee](#)

Award Package for 2017-18 Academic Year

[General Information](#) [Award Overview](#) **[Accept Award Offer](#)** 

Once an award is posted, you have 30 days to take action or your award may be cancelled.

Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.
4. It is not necessary to accept the PLUS loan. If parents wish to borrow, simply follow the instructions in the pop-up message box that appears when you click on the **PLUS Award fund** link or the **Award Messages** link below. If parents do not wish to borrow, simply decline the PLUS fund below.