

Instructions to Check/Accept My Financial Aid

MyUSI USERNAME and PASSWORD is required.



Log on to MyUSI at <https://my.usi.edu> by entering your USI username and password.

- Select the Self Service Button (right side of screen)
- Select Financial Aid

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A menu lists all the functions available in the Financial Aid area. Click on your menu choice and choose an item from the sub menu.

- Financial Aid Status
- Eligibility
- - **Award** (to accept, change, or reject a Stafford Loan and/or Work Study award)
- Email the USI Financial Aid Office
- General Financial Aid (links)

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After selecting "Award," a sub menu lists more options.

- Account Summary By Term
- - **Award for Aid Year** (An "Aid Year" must be selected and submitted by clicking on "Submit.")
- Award Payment Schedule
- Award History
- Loan Application History
- Withdrawal Information

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Select Accept Award Offer Tab

If "Accept Award Offer" tab was chosen. Options include:

1. Accept the full award amount by selecting "Accept Full Amount of All Awards."
2. Choose "Decline" or "Accept" for each fund/award (under "Accept Award" column).
3. Accept a partial amount by selecting "Accept" and entering the amount in the "Accept Partial Amount" field.

After making a decision, "Submit Decision" must be clicked.

After submitting the decision, a confirmation of the decision will show on the screen. After completing this process, Stafford Loan changes can only be made by submitting a paper document called the Stafford Loan Adjustment form. This document is available in the Student Financial Assistance Office and online at www.usi.edu/finaid.

To check on non-University scholarships, select in order the following menu items -

- Student and Financial Aid
- Financial Aid
- Financial Aid Status (not to be confused with financial aid awards)

At the top of the Financial Aid Status page it will say "You have outside resources" if we have a record of any non-University scholarships. Click on outside resources and it will display these scholarships.