



University of Pittsburgh

How Student Views-Accepts-Declines Awards in PeopleSoft Self-Service

This step-by-step is for students who are admitted and need to accept/decline offered loans and work-study awards in PeopleSoft Self Service. Students are also able to view their financial aid awards by aid year and by term, view their Estimated Financial Aid Budget, scheduled disbursement dates, and any previously declined awards.

Step 1: Log into <http://my.pitt.edu>

Welcome to My Pitt

My Pitt is your personal guide to the Pitt experience!

It's your one-stop source for accessing University online services and resources. With home pages customized for students, faculty, and staff, and one-click access to services like email, you'll find what you need quickly and easily.

Students, Faculty, & Staff

Username:

Password:

Log In

Student Applicants

Username:

Password:

Log In

Step 2: Click on "Student Center Login"

My Pitt

University Services & Information | Academic Resources | Getting Around | Life on Campus | My Resources | Help Me

Announcements » Student

Papers and projects are due, and finals week is looming. Maybe you need a little furry affection? The therapy dogs will be at Hillman Library on Saturday and back in the Cathedral on Tuesday.

All Spring Term 2015 grades will be available on Thursday, April 30th, though some will be posted as early as April 21st. You will be able to see your grades on your My Pitt 'Academic Resources' page.

Student Center Login

Step 3: Click on "Self Service"

Menu

Search:

- My Favorites
- Self Service**
- Campus Community
- My Personalizations

Step 4: Click on "Student Center"

Self Service

Navigate to your self service information and a

Student Center

Use the student center to manage school r

Step 5: Click on "Accept/Decline Awards"

Student Center

Academics

Search

Mid-Term Grades

You are not enrolled in classes.

Finances

Financial Aid

View Financial Aid

Accept/Decline Awards

You have no outstanding charges at this time.

Step 6: Click on the Aid Year you wish to view (example below: select "2017")

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017	University of Pittsburgh	Financial Aid Year 2016-2017
2016	University of Pittsburgh	Financial Aid Year 2015-2016

Step 7: The student's award package will show any grants, scholarships, loans, or work-study that the student is eligible to receive for the academic year.

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

Student Center

Financial Aid

Award Package

Financial Aid Year 2016-2017

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Subsidized Loan 01	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal UnSubsidized Loan 01	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Work Study	Work/Study	Undergraduate	2,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Spring	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Fall	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Grant	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			17,339.00	7,339.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

To accept specific loan or work-study awards and decline others, use the check boxes in the "Accept" and "Decline" columns to accept/decline individual awards. To reduce an award, change the amount in the Accepted column you wish to receive. Please note that This amount will be split between fall and spring.

Financial Aid

Award Package

Financial Aid Year 2016-2017

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	2,000.00	1500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Subsidized Loan 01	Loan	Undergraduate	3,500.00	3,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal UnSubsidized Loan 01	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Work Study	Work/Study	Undergraduate	2,500.00	2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Spring	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Fall	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Grant	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			17,339.00	7,339.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

To accept all loans and work-study listed in your award package, select "accept all" and click "Submit".

Financial Aid

Award Package

Financial Aid Year 2016-2017

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Subsidized Loan 01	Loan	Undergraduate	3,500.00	3,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal UnSubsidized Loan 01	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study	Work/Study	Undergraduate	2,500.00	2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Spring	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Fall	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Grant	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			17,339.00	7,339.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

To decline all loans and work-study listed in your award package, select "decline all" and click "Submit".

Financial Aid

Award Package

Financial Aid Year 2016-2017

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 04/10/2015 9:58:20AM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Subsidized Loan 01	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal UnSubsidized Loan 01	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Work Study	Work/Study	Undergraduate	2,500.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	3,525.00	3,525.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Spring	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHEAA-PA State Grant FT Fall	Grant	Undergraduate	1,657.00	1,657.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Grant	Grant	Undergraduate	500.00	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			17,339.00	7,339.00		

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

Step 8: Select "Yes"

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

Accept/Decline


Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

Step 9: On the confirmation page, select "OK".

Favorites | Main Menu > Self Service > Student Center > Accept/Decline Awards

Accept/Decline

Submit Confirmation

 The Submit was successful.

How to View Financial Aid Awards

Step 1: On the Student Center tab, select "View Financial Aid"

Step 2: Click on the Aid Year you wish to view (example below: select "2017")

Aid Year	Institution	Aid Year Description
2017	University of Pittsburgh	Financial Aid Year 2016-2017
2016	University of Pittsburgh	Financial Aid Year 2015-2016

Aid years listed indicate your access to eligibility information regarding your Financial

Step 3: On the Award Summary page you can view your financial aid for the aid year or by term.

Financial Aid Year 2016-2017

Select the term hyperlinks below to see more detailed information.

Aid Year	Award Description	Category	Offered	Accepted
2016-2017	Federal Pell Grant	Grant	3,525.00	3,525.00
	Federal SEOG Grant	Grant	500.00	500.00
	Federal Perkins Loan	Loan	1,500.00	1,500.00
	Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
	Federal Work Study	Work/Study	2,500.00	2,500.00
	PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
	PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
	Aid Year Totals		14,339.00	14,339.00

Currency used is US Dollar.

Financial Aid Award Summary ACCEPT/DECLINE AWARDS
View Declined Awards

Terms

Spring Term 2015-2016 View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,762.00	1,762.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
Term Totals		7,169.00	7,169.00

Currency used is US Dollar.

Fall Term 2015-2016 View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,763.00	1,763.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
Term Totals		7,170.00	7,170.00

Currency used is US Dollar.

Step 4: To view the Estimated Financial Aid Budget, select, "Financial Aid Budget".

Financial Aid Year 2016-2017

Select the term hyperlinks below to see more detailed information.

Aid Year	Award Description	Category	Offered	Accepted
2016-2017	Federal Pell Grant	Grant	3,525.00	3,525.00
	Federal SEOG Grant	Grant	500.00	500.00
	Federal Perkins Loan	Loan	1,500.00	1,500.00
	Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
	Federal Work Study	Work/Study	2,500.00	2,500.00
	PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
	PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
	Aid Year Totals		14,339.00	14,339.00

Currency used is US Dollar.

Financial Aid Budget ACCEPT/DECLINE AWARDS
View Declined Awards

Step 5: The Estimated Financial Aid Budget screen will appear. This displays the costs associated with attending the University of Pittsburgh broken up by term.

Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2016-2017

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

Spring Term

Category Description	Amount
Fees	464.00
Housing	5,768.00
Personal	1,302.00
Transportation	346.00
Tuition PITT	9,490.00
Term Total	17,370.00

Fall Term

Category Description	Amount
Fees	464.00
Housing	5,768.00
Personal	1,302.00
Transportation	346.00
Tuition PITT	9,490.00
Term Total	17,370.00
Total Cost of Attendance	34,740.00

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.

[Return](#)

How to View Scheduled Disbursements of Financial Aid Awards

Step 1: On the Student Center tab, select "View Financial Aid"

Navigation: Favorites | Main Menu > Self Service > Student Center

Student Center

Academics: Search, Mid-Term Grades, You are not enrolled in classes.

Finances: **Financial Aid** (highlighted), View Financial Aid, Accept/Decline Awards, You have no outstanding charges at this time.

Personal Information

Holds: No Holds.

To Do List: Parent '14 Fed Tax Transcript, Parent 2014 Federal W-2 Forms, Student 2014 Fed W-2 Form(s), Student 2014 Tax Transcript, Verification Worksheet

Step 2: Click on the Aid Year you wish to view (example below: select "2017")

Navigation: Favorites | Main Menu > Self Service > Student Center > View Financial Aid

Student Center

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017 (highlighted)	University of Pittsburgh	Financial Aid Year 2016-2017
2016	University of Pittsburgh	Financial Aid Year 2015-2016

Aid years listed indicate your access to eligibility information regarding your Financial

Step 3: Select "View Scheduled Disbursement Dates".

Award Summary

Financial Aid Year 2016-2017

Select the term hyperlinks below to see more detailed information.

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	3,525.00	3,525.00
Federal SEOG Grant	Grant	500.00	500.00
Federal Perkins Loan	Loan	1,500.00	1,500.00
Federal Subsidized Loan 01	Loan	3,000.00	3,000.00
Federal Work Study	Work/Study	2,500.00	2,500.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
Aid Year Totals		14,339.00	14,339.00

Currency used is US Dollar.

[Financial Aid Award Summary](#)

[ACCEPT/DECLINE AWARDS](#)

[View Declined Awards](#)

Terms

Spring Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,762.00	1,762.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00
Term Totals		7,169.00	7,169.00

Fall Term

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Pell Grant	Grant	1,763.00	1,763.00
Federal SEOG Grant	Grant	250.00	250.00
Federal Perkins Loan	Loan	750.00	750.00
Federal Subsidized Loan 01	Loan	1,500.00	1,500.00
Federal Work Study	Work/Study	1,250.00	1,250.00
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00
Term Totals		7,170.00	7,170.00

Step 4: The Scheduled Disbursements page will display the dates and amounts for the term that your awards are scheduled to disburse (funds will be applied to your account).

Financial Aid

Scheduled Disbursements

Financial Aid Year 2016-2017

Fall Term

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Pell Grant	Grant	1,763.00	0.00	1,763.00	08/21/2015
Federal SEOG Grant	Grant	250.00	0.00	250.00	08/21/2015
Federal Perkins Loan	Loan	750.00	0.00	750.00	08/21/2015
Federal Subsidized Loan 01	Loan	1,500.00	16.00	1,484.00	08/21/2015
PHEAA-PA State Grant FT Fall	Grant	1,657.00	0.00	1,657.00	08/21/2015
Term Totals		5,920.00	16.00	5,904.00	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

[Account Inquiry](#)

How to View Declined Financial Aid Awards

Step 1: On the Student Center tab, select “View Financial Aid”

Student Center

Academics

Search

Mid-Term Grades

You are not enrolled in classes.

Finances

Financial Aid

View Financial Aid

Accept/Decline Awards

You have no outstanding charges at this time.

Personal Information

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

Parent '14 Fed. Tax Transcript

Parent 2014 Federal W-2 Forms

Student 2014 Fed. W-2 Form(s)

Student 2014 Tax Transcript

Verification Worksheet

Step 2: Click on the Aid Year you wish to view (example = below: select “2017”)

Student Center

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2017	University of Pittsburgh	Financial Aid Year 2016-2017
2016	University of Pittsburgh	Financial Aid Year 2015-2016

Aid years listed indicate your access to eligibility information regarding your Financial

Step 3: Click “View Declined Awards”

Award Summary

Financial Aid Year 2016-2017

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category	Offered	Accepted	
Federal Pell Grant	Grant	3,525.00	3,525.00	
Federal SEOG Grant	Grant	500.00	500.00	
Federal Perkins Loan	Loan	1,500.00	1,500.00	
Federal Subsidized Loan 01	Loan	3,000.00	3,000.00	
Federal Work Study	Work/Study	2,500.00	2,500.00	
PHEAA-PA State Grant FT Fall	Grant	1,657.00	1,657.00	
PHEAA-PA State Grant FT Spring	Grant	1,657.00	1,657.00	
Aid Year Totals		14,339.00	14,339.00	

Currency used is US Dollar.

[Financial Aid Award Summary](#)

ACCEPT/DECLINE AWARDS

View Declined Awards

Terms

Step 4: The Declined Awards page will display any financial aid awards you have declined for the academic year.

Financial Aid

Declined Awards

Financial Aid Year 2016-2017

You have declined the following awards.

Award Description	Category
Federal UnSubsidized Loan 01	Loan

You may or may not be eligible to have the listed awards reinstated.