



# University of Pittsburgh

## View-Accept-Denial Awards in PeopleSoft Self Service

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

You can also watch a video on how to accept, decline, or reduce your aid at <https://oafa.pitt.edu/financialaid/manage-aid/>.

## How to Accept or Decline Financial Aid Awards

### Step 1: Log into my.pitt.edu.

### Step 2: Click on "Student Center Login."

### Step 3: Click on "Self Service."

### Step 4: Click on "Student Center."

### Step 5: Click on "Accept/Decline Awards."

### Step 6: Click on the Aid Year you wish to view. For the 2017-18 academic year, select 2018.

#### Financial Aid

#### Select Aid Year to View

#### Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2018	University of Pittsburgh	Financial Aid Year 2017-2018
2017	University of Pittsburgh	No financial aid awards available.
2016	University of Pittsburgh	No financial aid awards available.
2015	University of Pittsburgh	Award access not available.

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

**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.**

**Financial Aid**

**Award Package**

**Financial Aid Year 2017-2018**

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: 01/30/2017 2:19:27PM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Subsidized Loan 01</a>	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	1,980.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Panther Scholarship</a>	Scholarship	Undergraduate	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>8,480.00</b>	<b>1,000.00</b>		

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, this amount will be divided equally between the fall and spring semesters.

**Financial Aid**

**Award Package**

**Financial Aid Year 2017-2018**

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.

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<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	1,980.00	1,980.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Panther Scholarship</a>	Scholarship	Undergraduate	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>8,480.00</b>	<b>1,000.00</b>		

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."

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 2017-2018**

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Last Updated: 01/30/2017 2:19:27PM Status: New Package

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<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	1,980.00	1,980.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Panther Scholarship</a>	Scholarship	Undergraduate	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>8,480.00</b>	<b>1,000.00</b>		

Currency used is US Dollar.

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

**Financial Aid**

**Award Package**

**Financial Aid Year 2017-2018**

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<a href="#">Federal UnSubsidized Loan 01</a>	Loan	Undergraduate	2,000.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	1,980.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Panther Scholarship</a>	Scholarship	Undergraduate	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>			<b>8,480.00</b>	<b>1,000.00</b>		

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 and Budget

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

**Step 2: Click on the Aid Year you wish to view.  
For the 2017-18 academic year, select 2018.**

### Financial Aid

#### Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
<b>2018</b>	University of Pittsburgh	Financial Aid Year 2017-2018
2017	University of Pittsburgh	No financial aid data available.
2016	University of Pittsburgh	No financial aid data available.
2015	University of Pittsburgh	No financial aid data available.

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

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

### Financial Aid

#### Award Summary

##### Financial Aid Year 2017-2018

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Federal Subsidized Loan 01	Loan	3,500.00	0.00
Federal UnSubsidized Loan 01	Loan	2,000.00	0.00
Federal Work Study	Work/Study	1,980.00	0.00
Panther Scholarship	Scholarship	1,000.00	1,000.00
<b>Aid Year Totals</b>		<b>8,480.00</b>	<b>1,000.00</b>

Currency used is US Dollar.

[Financial Aid Budget](#)

[ACCEPT/DECLINE AWARDS](#)

#### Terms

##### Spring Term 2017-2018

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Subsidized Loan 01	Loan	1,750.00	0.00
Federal UnSubsidized Loan 01	Loan	1,000.00	0.00
Federal Work Study	Work/Study	990.00	0.00
Panther Scholarship	Scholarship	500.00	500.00
<b>Term Totals</b>		<b>4,240.00</b>	<b>500.00</b>

##### Fall Term 2017-2018

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal Subsidized Loan 01	Loan	1,750.00	0.00
Federal UnSubsidized Loan 01	Loan	1,000.00	0.00
Federal Work Study	Work/Study	990.00	0.00
Panther Scholarship	Scholarship	500.00	500.00
<b>Term Totals</b>		<b>4,240.00</b>	<b>500.00</b>

Currency used is US Dollar.

**Step 4: To view the Estimated Financial Aid Budget, select “Financial Aid Budget.”**

### Financial Aid

#### Award Summary

##### Financial Aid Year 2017-2018

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category	Offered	Accepted	
Federal Subsidized Loan 01	Loan	3,500.00	0.00	
Federal UnSubsidized Loan 01	Loan	2,000.00	0.00	
Federal Work Study	Work/Study	1,980.00	0.00	
Panther Scholarship	Scholarship	1,000.00	1,000.00	
<b>Aid Year Totals</b>		<b>8,480.00</b>	<b>1,000.00</b>	

Currency used is US Dollar.

[Financial Aid Budget](#)

[ACCEPT/DECLINE AWARDS](#)

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

### Financial Aid

#### Estimated Financial Aid Budget

##### Financial Aid Year 2017-2018

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

##### Estimated Financial Aid Budget Breakdown

###### Spring Term 2017-2018

Category Description	Amount
Fees	464.00
Housing	2,453.00
Personal	1,423.00
Transportation	1,193.00
Tuition PITT	6,464.00
<b>Term Total</b>	<b>11,997.00</b>

###### Fall Term 2017-2018

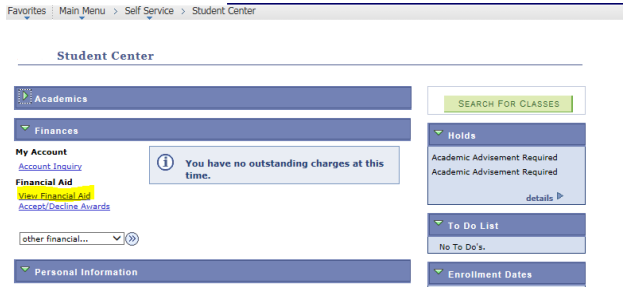
Category Description	Amount
Fees	464.00
Housing	2,453.00
Personal	1,423.00
Transportation	1,193.00
Tuition PITT	6,464.00
<b>Term Total</b>	<b>11,997.00</b>
<b>Total Cost of Attendance</b>	<b>23,994.00</b>

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.

## How to View Scheduled Disbursements of 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. For the 2017-18 academic year, select 2018.**

### Financial Aid

#### Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2018	University of Pittsburgh	Financial Aid Year 2017-2018
2017	University of Pittsburgh	No financial aid data available.
2016	University of Pittsburgh	No financial aid data available.
2015	University of Pittsburgh	No financial aid data available.

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

**Step 3: Select "View Scheduled Disbursement Dates."**

### Financial Aid

#### Award Summary

##### Financial Aid Year 2017-2018

Select the term hyperlinks below to see more detailed information.

Aid Year				
Award Description	Category	Offered	Accepted	
Federal Subsidized Loan 01	Loan	3,500.00	0.00	
Federal UnSubsidized Loan 01	Loan	2,000.00	0.00	
Federal Work Study	Work/Study	1,980.00	0.00	
Panther Scholarship	Scholarship	1,000.00	1,000.00	
<b>Aid Year Totals</b>		<b>8,480.00</b>	<b>1,000.00</b>	

Currency used is US Dollar.

[Financial Aid Budget](#)

[ACCEPT/DECLINE AWARDS](#)

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

### Financial Aid

#### Scheduled Disbursements

##### Financial Aid Year 2017-2018

##### Fall Term 2017-2018

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

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Subsidized Loan 01	Loan	0.00	0.00	0.00	
Federal UnSubsidized Loan 01	Loan	0.00	0.00	0.00	
Panther Scholarship	Scholarship	500.00	0.00	500.00	08/18/2017
<b>Term Totals</b>		<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	

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](#)

#### Terms

##### Spring Term 2017-2018

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted	
Federal Subsidized Loan 01	Loan	1,750.00	0.00	
Federal UnSubsidized Loan 01	Loan	1,000.00	0.00	
Federal Work Study	Work/Study	990.00	0.00	
Panther Scholarship	Scholarship	500.00	500.00	
<b>Term Totals</b>		<b>4,240.00</b>	<b>500.00</b>	

##### Fall Term 2017-2018

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted	
Federal Subsidized Loan 01	Loan	1,750.00	0.00	
Federal UnSubsidized Loan 01	Loan	1,000.00	0.00	
Federal Work Study	Work/Study	990.00	0.00	
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