# Accepting an Admissions Offer from NIU

After successful login to the MyNIU Portal at [http://myniu.niu.edu](http://myniu.niu.edu):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Select <strong>MyNIU Student Center</strong> from the <strong>MyNIU Quick Links</strong> area. This link opens directly to the <strong>Student Center</strong> page.</td>
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</tbody>
</table>
| 2.   | Scroll down the **Student Center** page to view the **Admissions** area.  
**Note:** Accepting or declining admissions to Northern Illinois University is completed in the **Admissions** area of the Student Center page. |
| 3.   | As an applicant, you may check the status of your application on this page.  
Notice the Admissions legend:  
• Incomplete  
• Complete  
• Admitted |
| 4.   | Click the **Accept or Decline** link.  
**Accept or Decline** |
| 5.   | Notice the admission information for your application.  
**Note:** Once you have accepted or declined admission to a particular program, it will no longer appear on the **Accept Admission** page.  
| 6.   | Click the **ACCEPT/DECLINE** link.  
**ACCEPT/DECLINE** |
| 7.   | Click the **I Accept Admission** button.  
**I ACCEPT ADMISSION** |
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<td>8.</td>
<td>Click the <strong>Confirm Acceptance</strong> button.</td>
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</table>
| 9.   | Notice the **Accept Admission** message.  

> We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance. |
| 10.  | Return to the **Student Center** to view your **Admissions** status.  

Click the **Student Center** link. |
| 11.  | Using the legend, view to see your updated status for admissions to Northern Illinois University.  

**Example:** Your application shows as incomplete.  

Click the **View Status** link to see additional information needed. |
| 12.  | Outstanding items for the application are listed. Each item is listed with a description of actions needed.  

Click the **View All To Do Items** link. |
| 13.  | View the **Item List**. Each **To Do Item** link will give you additional details.  

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Official ACT or SAT Scores</td>
</tr>
<tr>
<td>Official High School Trans</td>
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</tbody>
</table>
| 14.  | **Note:** If you need to navigate to another page, use the **go to ...** dropdown list located at the top of the page. Select the area needed, then click >> (GO!) button.  

Click the **Student Center** link. |
| 15.  | Use the **MyNIU Portal Home** link to select different options from the portal or to sign out of MyNIU.  

**MyNIU Portal Home** |
| 16.  | You have completed the Accepting an NIU Admissions Offer.  

**End of Procedure.**