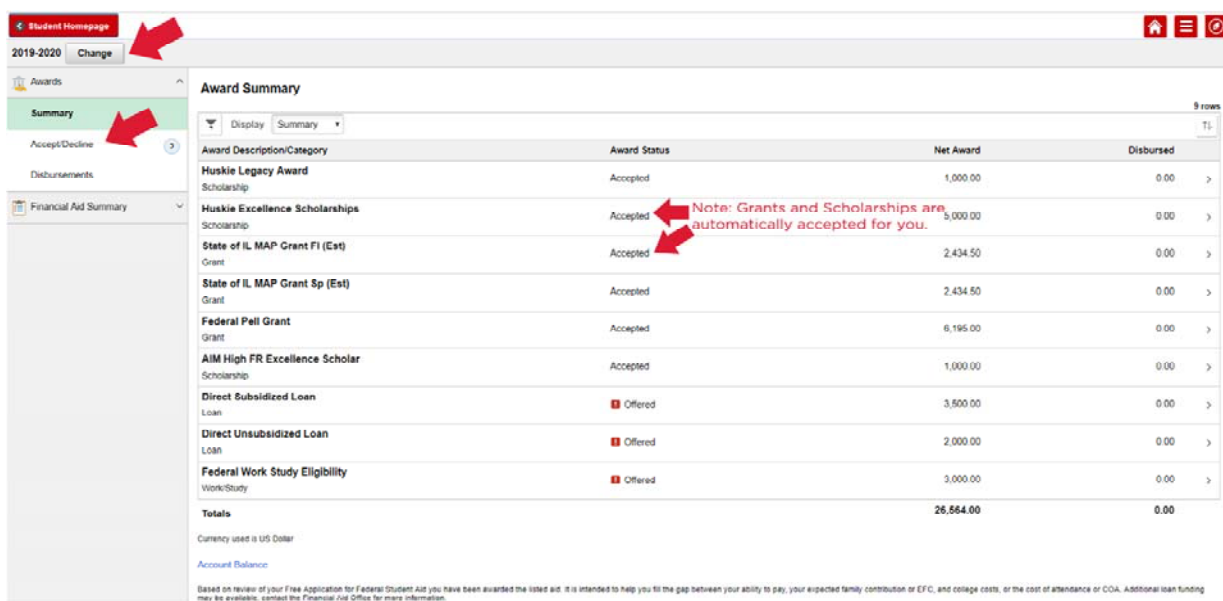# Accepting/Declining Your Award

After logging in to MyNIU Student System at myniu.niu.edu, click on **Financial Aid** tile.

You must **accept** or **decline** your awards in a timely manner or you run the risk of losing the funding or being charged incorrectly.
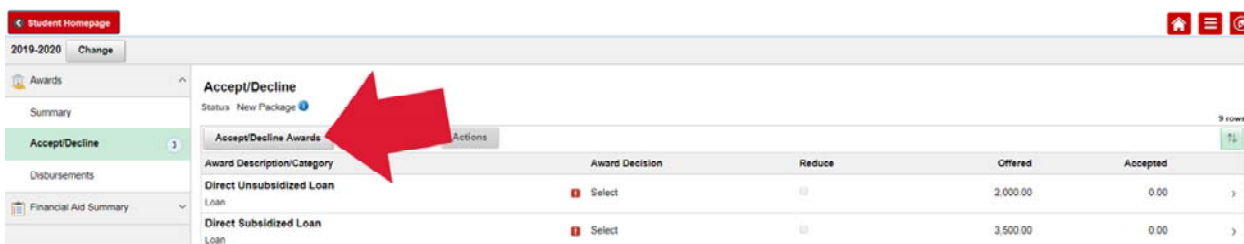
Select the current year to view/accept/decline awards. From the left navigation, click **Accept/Decline**.

Note: Grants and Scholarships are automatically accepted for you.

Click **Accept/Decline Awards** button.

Need Help? Contact Financial Aid and Scholarship Office at 815-753-1395 or finaid@niu.edu.

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Accept All Awards (To reduce, see the next step)
To accept all awards, click **Actions**, select **Accept All**. When you are finished, click **Submit.**

Accept/Decline/Reduce Individual Award
1. For each award, choose your award decision from the drop down. You can decline the offer if you don't need the loan.
2. If you need the loan, but not as much as is listed on the award letter, you can reduce the amount by checking the **Reduce** box.
3. Specify the adjusted amount that you want to accept.
4. When you are finished, click **Submit**.

Please note: Once a loan has been reduced, it cannot be reinstated to original offered amount in MyNIU. You will have to contact Financial Aid and Scholarship Office.

A confirmation message will display. Click **Yes** to submit the award decision.

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