

# Accepting your Financial Aid Award

Please follow these simple steps to Accept/Decline your Awards:

- \_\_\_ Step 1: Go to **www.northweststate.edu**
- \_\_\_ Step 2: Log in to your **myNSCC** account
- \_\_\_ Step 3: Click on the **Financial Aid Tab**
- \_\_\_ Step 4: Click on the **Award Notification**, then click on **Award for Aid Year**
- \_\_\_ Step 5: Select the **Financial Aid Year 2015-2016** and click submit
- \_\_\_ Step 6: Click on the “Terms and Conditions” tab. **Read** the information and **Accept or Not Accept the Terms**
- \_\_\_ Step 7: Click on the “Accept Award Offer” tab
- \_\_\_ Step 8: Accept or Decline the awards  
  
You may accept a partial award by selecting ‘Accept’ and entering a dollar amount in the ‘Partial Amount’ box
- \_\_\_ Step 9: Click ‘Submit Decision’ once you have accepted/declined the awards
  - If you want a paper copy of your award for your records, click on the Print link on the “Accept Award Offer” tab
- \_\_\_ Step 10: If you are accepting a Direct Subsidized or Direct Unsubsidized Loan, please follow the steps on the reverse side to complete the Master Promissory Note and Entrance Counseling (**ALL students accepting a loan MUST complete both**)

# STUDENT LOAN BORROWERS

**ALL NORTHWEST STATE COMMUNITY COLLEGE STUDENTS that wish to borrow a student loan for the 2015-2016 Aid Year MUST follow the instructions below in order for the Financial Aid Office to process your Federal Direct Subsidized or Unsubsidized Student Loan.**

**THESE ARE 2 SEPARATE STEPS.**

**PLEASE MAKE SURE YOU COMPLETE BOTH STEPS!**

## THINGS YOU WILL NEED

- Department of Education PIN
- Student's Social Security Number
- Student's Permanent Address
- Student's Date of Birth (for the MPN, enter your birthday in the following format: mm/dd/yyyy - make sure to include the slashes)
- Driver's license number
- E-mail address
- Two Separate References (2 different people at different addresses)

## Entrance Counseling

**STEP 1:** Go to [www.studentloans.gov](http://www.studentloans.gov)

**STEP 2:** Select "Sign in" (use same PIN used for FAFSA)

**STEP 3:** Click the "Complete Entrance Counseling" link

**STEP 4:** Follow directions until complete

If you do not come to a screen that says "congratulations, you have completed your entrance counseling," you may have missed something and will have to do it over.

## Master Promissory Note (MPN)

**STEP 1:** Repeat the above steps 1-2

**STEP 2:** Click on the "Complete MPN link"

**STEP 3:** Follow directions until complete

If you do not come to a screen that says "congratulations, you have completed your MPN," you may have missed something and will have to do it over.

If you have any questions please email the Financial Aid Office at [finaid@northweststate.edu](mailto:finaid@northweststate.edu)

