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 **Billing and Financial Aid Tab**

_____Step 4: Click on **Financial Aid Status**

_____ Step 5: Select **Financial Aid Year 2016-2017** and click submit

_____Step 6: Click on **"Awarded"**

_____ Step 7: Click on the "Terms and Conditions" tab. **Read** the information and Accept or Not Accept the Terms

_____ Step 8: Click on the "Accept Award Offer" tab

_____ Step 9: Accept or Decline any loans by clicking on the drop down box.
PLEASE BE ADVISED THAT THIS IS A STUDENT LOAN AND YOU WILL BE REQUIRED TO REPAY ANY FUNDS THAT YOU CHOOSE TO ACCEPT.

→ You may accept a partial award by selecting 'Accept' and entering a dollar amount in the 'Partial Amount Box'

_____ Step 10: 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 11: If you are accepting a Direct Subsidized or Direct Unsubsidized Loan, please follow the steps on the reverse side to complete the Entrance Counseling and Master Promissory Note (***ALL*** students accepting a loan ***MUST*** complete both, unless previously completed in a prior aid year)

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STUDENT LOAN BORROWERS

ALL NORTHWEST STATE COMMUNITY COLLEGE STUDENTS that wish to borrow a student loan for the 2016-2017 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

- FSA Username & Password
- 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**

***STEP 2*:** Select "Sign in" (use same FSA ID & Password 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

Northwest State Community College