



# How to Accept/Decline Loans in myPugetSound

## **Accept or Decline your loan(s) and update your bill immediately!**

If you have been offered federal loans as a part of your financial aid package, you must accept or decline loans via the myPugetSound portal. Both your financial aid and Bill + Payment will be updated in real time.

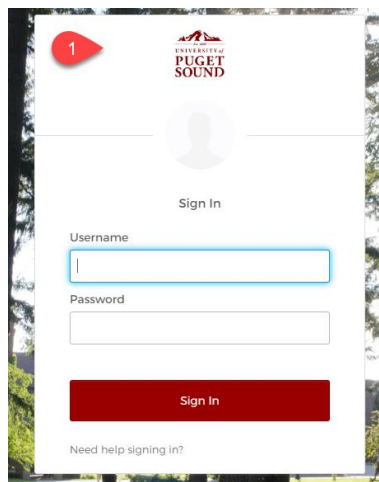
### ***Before you begin***

If you want to reduce your loan amount or decline one term only, you will need to email Student Financial Services at [sfs@pugetsound.edu](mailto:sfs@pugetsound.edu) to make this adjustment for you.

1. Log into myPugetSound portal at my.pugetsound.edu
2. Click the **Student Finances** tile
3. Click **Financial Aid** tile
4. Select **Accept/Decline** from menu on left
5. Click **Edit** button
6. Select **Accept or Decline** from the drop down menu next to the loan you are adjusting
7. Click **Submit** button
8. Click **Yes** button to confirm the award decision

### ***Don't Worry!***

We won't let you accidentally decline scholarships and grants. Only federal loans and work-study awards can be accepted/declined in the portal.



Student Homepage

Welcome, [Name]

**To Do List**

5 To Do's

**My Advising**

Advisor [Name]

Advising Class [Name]

More advising information

**Housing Information**

**Orientation Information**

**Weekly Schedule**

**Academics**

**Registration & Course Planning**

2

**Bill + Payment**

**Campus Resources**

**Student Finances**

Student Finances

3

**Financial Aid**

**Student Loan Statement**

Financial Aid

2023-2024 Change year to 2024-2025

Awards

- Summary
- Accept/Decline 4
- College Financing Plan
- Financial Aid Summary

**Accept/Decline**

Status: New Package (i)

Edit 5
Submit 7
Actions

| Award Description/Category                     | Award Decision   | Reduce                   | Offered          | Accepted         |
|--|--|--------------------------|------------------|------------------|
| <b>PS Provost's Scholarship</b><br>Scholarship | Accept <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> | <input type="checkbox"/> | 28,000.00        | 28,000.00        |
| <b>Puget Sound Scholarship</b><br>Scholarship  | Accept <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> | <input type="checkbox"/> | 2,000.00         | 2,000.00         |
| <b>Fed Loan-Unsubsidized 1 PY</b><br>Loan      | Select <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> | <input type="checkbox"/> | 5,500.00         | 0.00             |
| <b>Totals</b>                                  |  |                          | <b>35,500.00</b> | <b>30,000.00</b> |

Currency used is US Dollar

You may accept or decline any or all of the awards that are currently available. Remember to "Submit" your changes if you make further adjustments. Otherwise, check back periodically for updates to your financial aid package.

Do you want to submit this award decision?

Yes 8
No