THE OFFICE OF STUDENT FINANCIAL ASSISTANCE

How to View and Accept Financial Aid Awards

- 1. To view your financial awards go to The College of New Jersey website at: <u>www.tcnj.edu</u>.
- 2. Click the **Web Tools** box in the top right hand corner.



4. Enter your TCNJ Username and Password

my <mark>TCNJ</mark>	
🧧 Sign In	🗞 Support
Enter your TCNJ username and password. Username: Password: LOGIN For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!	The myTCNJ portal allows you access to your email, calendar, SOCS, PAWS, and other features and services. If you are experiencing issues please use the links below to find the proper support. myTCNJ Help myTCNJ Issues myTCNJ Suggestions/Comments Account Lookup Help Desk PAWS Help and Tutorial

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5. Click on the **Student Center** link



6. Click View Financial Aid

▼ Finances	
My Account	Account Summary
Account Inquiry	You owe 5,470.00.
Financial Aid View Financial Aid Accept/Decline Awards	■ Due Now 0,00 ■ Future Due 5,470.00 Currency used is US Dollar.
other financial 💌 测	

7. Click on the 'Aid Year' you want to view



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"How to View and Accept Financial Aid Awards in PAWS"

8. You have the option to view your financial aid by 'Aid Year' or 'Term' as shown below.

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Award Summary				
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9. To accept/decline/reduce your Financial Aid Awards click green ACCEPT/DECLINE button.

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Term Total		1,250.00	0,00		<i>r</i>		

The award package page allows you to accept, decline and reduce your awards where applicable. All grants and scholarship are automatically posted as "offered" and "accepted".

- <u>Click "Accept All"</u> to accept all of the awards.
 - **Loans:** If you want to accept a loan amount less than the amount offer insert the lower award amount in the "accepted" field. Then click update totals.
- <u>Click "Decline All"</u> to decline any awards.
- <u>Click "Clear All"</u> to clear any selections you want to change.
- <u>Click "Update Totals"</u> to update the total amount of your financial aid package if you have accepted a lower loan amount.
- <u>Click "Submit"</u> submit your award selections. You will be prompted select either "Yes" to confirm your submission or "No" to cancel the selections.

- <u>Clicking "NO"</u> will re-direct you back to the "Award Package" page.
- <u>Clicking "YES</u>" you will receive a confirmation that your submission was successful.