

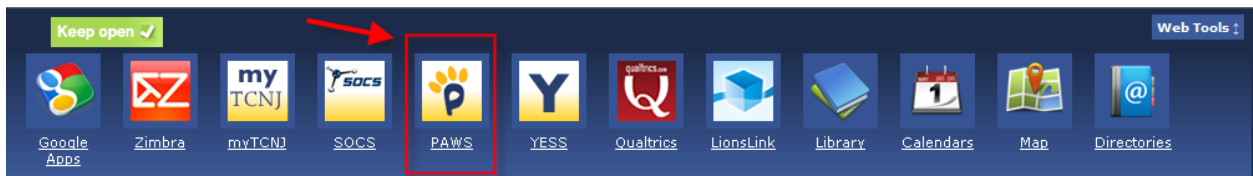
THE OFFICE OF STUDENT FINANCIAL ASSISTANCE

How to View and Accept Financial Aid Awards

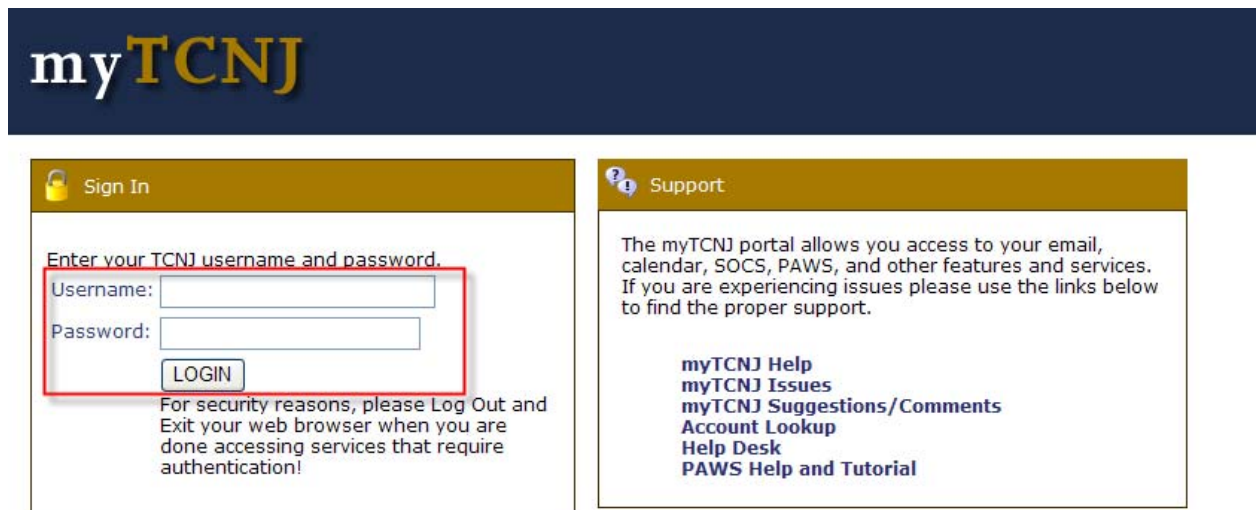
1. To view your financial awards go to The College of New Jersey website at: www.tcnj.edu.
2. Click the **Web Tools** box in the top right hand corner.



3. Click on the **PAWS icon**



4. Enter your TCNJ Username and Password



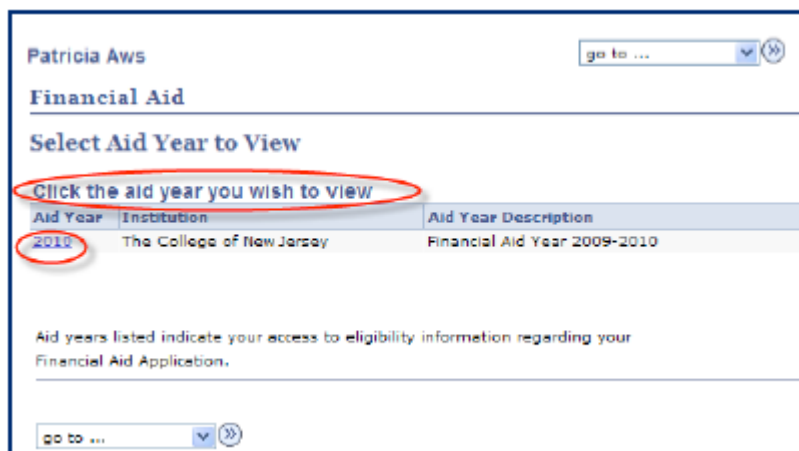
5. Click on the **Student Center** link



6. Click **View Financial Aid**



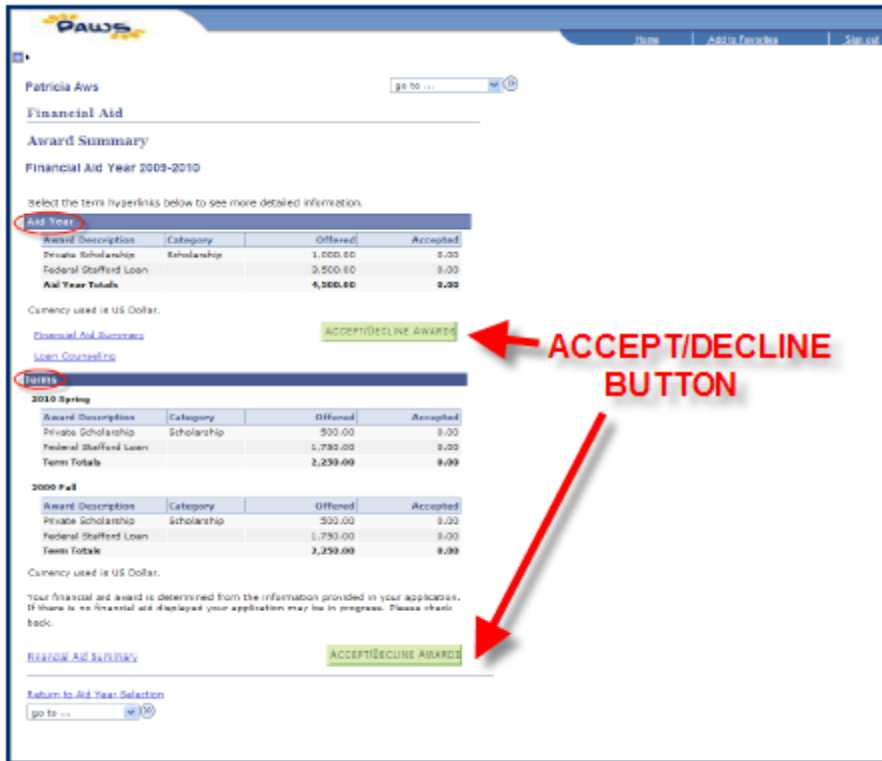
7. Click on the '**Aid Year**' you want to view



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

The screenshot shows the PAWS Financial Aid Award Summary page for Patricia Aves. The page title is "Financial Aid Award Summary" and it is for the "Financial Aid Year 2009-2010". Below the title, there is a section titled "Select the term by clicking below to see more detailed information." This section contains two radio buttons: "Aid Year" (which is selected) and "Term". Red arrows point from the text "AID YEAR VIEW" to the "Aid Year" radio button, and from "TERM VIEW" to the "Term" radio button. Below the radio buttons, there are two tables. The first table is for the "2009-2010" aid year, showing a total of \$4,500.00 offered and \$0.00 accepted. The second table is for the "2010 Spring" term, showing a total of \$2,250.00 offered and \$0.00 accepted. A green "ACCEPT/DECLINE AWARDS" button is visible below each table. At the bottom of the page, there is a "Return to Aid Year Selection" link and a "go to ..." search bar.

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



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”.

- **Click “Accept All”** 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.
- **Click “Decline All”** to decline any awards.
- **Click “Clear All”** to clear any selections you want to change.
- **Click “Update Totals”** to update the total amount of your financial aid package if you have accepted a lower loan amount.
- **Click “Submit”** submit your award selections. You will be prompted select either “Yes” to confirm your submission or “No” to cancel the selections.

- Clicking “NO” will re-direct you back to the “Award Package” page.
- Clicking “YES” you will receive a confirmation that your submission was successful.