

THE OFFICE OF STUDENT FINANCIAL ASSISTANCE

How to View and Accept Financial Aid Awards

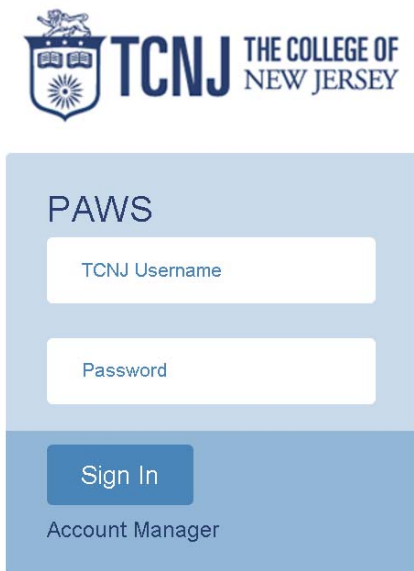
1. To view your financial awards go to The College of New Jersey website at: www.tcnj.edu.
2. Click the **TCNJ TODAY** in the top right hand corner.



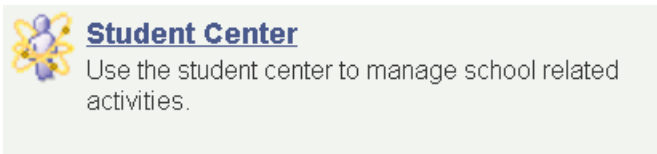
3. Click on the **PAWS icon**



4. Enter your **TCNJ Username** and **Password**

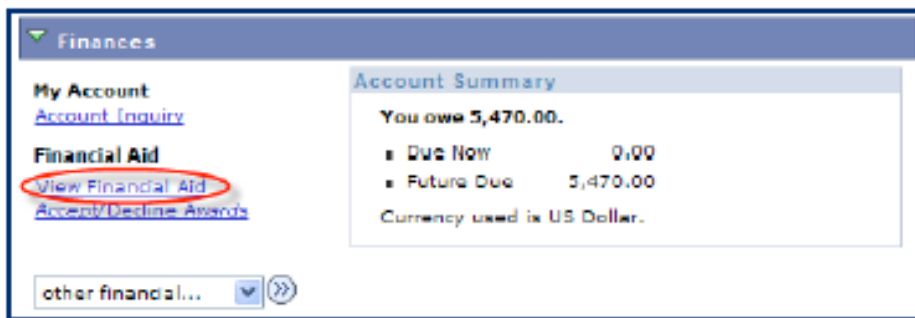
A screenshot of the PAWS login form. It has a light blue background. At the top left is the TCNJ logo. Below it, the word 'PAWS' is written in a large, bold, blue font. There are two white input fields: the first is labeled 'TCNJ Username' and the second is labeled 'Password'. Below the input fields is a blue button with the text 'Sign In'. At the bottom of the form, there is a link that says 'Account Manager'.

5. In the Self Service box click on the **Student Center** link



Student Center
Use the student center to manage school related activities.

6. Click **View Financial Aid**



Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... [dropdown] [arrow]

Account Summary
You owe 5,470.00.
■ Due Now 0.00
■ Future Due 5,470.00
Currency used is US Dollar.

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

Financial Aid

Select Aid Year to View

Select the aid year you wish to view

Aid Year	Institution	Aid Year Description
2016	The College of New Jersey	Financial Aid Year 2015-2016

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

go to ... [dropdown] [arrow]

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

Award Summary

Financial Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Aid Year

AID YEAR VIEW

Award Description	Category	Offered	Accepted	Loan Details
Federal Direct Sub Loan	Loan	3,500.00	3,500.00	Loan Details
Aid Year Totals		3,500.00	3,500.00	

Currency used is US Dollar.

ACCEPT/DECLINE AWARDS

Terms

TERM VIEW

2016 Spring

Award Description	Category	Offered	Accepted
Federal Direct Sub Loan	Loan	1,750.00	1,750.00
Term Totals		1,750.00	1,750.00

2015 Fall

Award Description	Category	Offered	Accepted
Federal Direct Sub Loan	Loan	1,750.00	1,750.00
Term Totals		1,750.00	1,750.00

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

ACCEPT/DECLINE AWARDS

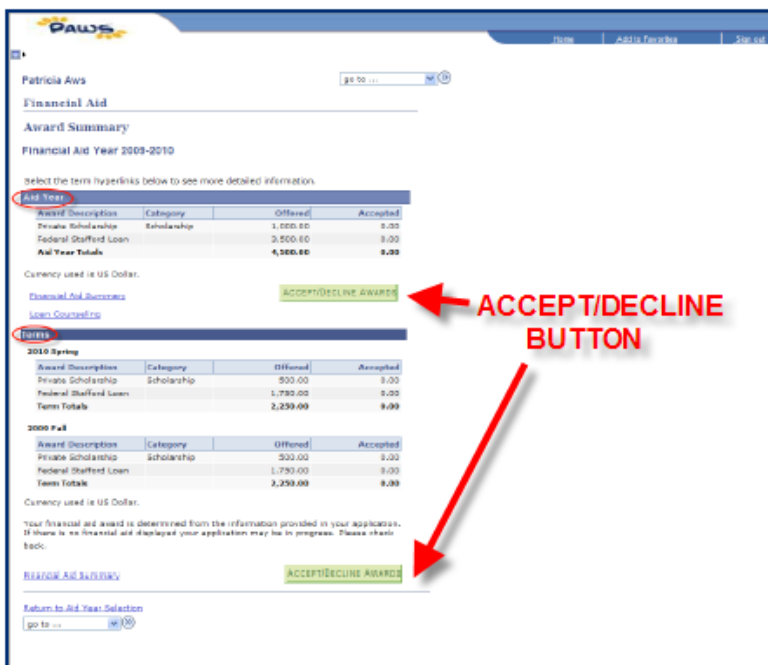
[Return to Aid Year Selection](#)

go to ...

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

APRIL – MAY: You can only view your ‘ESTIMATED Financial Aid Awards’

JUNE: A Financial Aid Award Notification will be emailed to your TCNJ email address with instructions to view your official Financial Aid Awards in PAWS. At this time you will have the ability to ‘accept and/or decline’ awards.



The award package page allows you to accept, decline and reduce your awards where applicable. All grants, scholarships and Direct Loans are automatically posted as “offered” and “accepted”.

- **Click “Accept All”** to awards.
 - Some awards are automatically accepted for you such as all grants, scholarships and Federal Direct Loans.
 - There may be other awards that you will have to accept
- **Click “Decline All”** to decline any awards.

- **Click “Clear All”** to clear any selections you want to lower (i.e. Federal Direct Stafford Loan).
 - If you want to change the amount of a Private/Alternative Loan you must email our office at OSFA@TCNJ.EDU. Please include the student’s PAWS six-digit ID number.
- **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.

YOU HAVE SUCCESSFULLY VIEWED AND ACCEPTED/DECLINED YOUR FINANCIAL AID AWARDS.