



How to accept your financial aid

Step one

You **MUST** first accept the terms and conditions of your financial aid electronically on WebOPUS or your financial aid will not be applied to your student account.

1. Login to your WebOPUS account*
2. Click on Financial Aid
3. Click on My Award Information
4. Click on Award for Aid Year and select the appropriate aid year from the drop down box and submit it.
5. Click on Terms and Conditions. Read the terms and conditions all the way to the bottom of the page and click on the accept button. **Accepting the Terms and Conditions is not accepting loans or any kind of Financial Aid.** To do so go to Step Two.

*You may access WebOPUS by going to www.fortlewis.edu and clicking on “theFort”. If you have not already activated your account, click on **activate your network account** and follow the instructions. If you need assistance setting up or accessing your WebOPUS account, contact the Information Technology department at 970-247-7444 or askIT@fortlewis.edu

Step two

Once you have accepted the terms and conditions of your financial aid offer, you will be redirected to the “Accept Award Offer” screen. There you will be able to accept or decline each individual award based on your needs. You may notice that certain types of aid are already automatically accepted on your behalf. After you choose which awards you would like to accept or decline, click on “**Submit Decision**”.

If your financial aid changes, we will notify you via your Fort Lewis College email.

If you accepted loans, there may be additional steps needed. Please continue to Step Three.

Step three

If you are a **first-time borrower** at Fort Lewis College, or your parent wants to borrow a Parent PLUS Loan, follow the directions on page 2.

How to borrow Federal Direct Loans and Parent PLUS loans

Directions for first-time student borrowers at Fort Lewis College

1. Go to studentloans.gov. You must use **your** FSA ID* (your username and password) when logging in.
2. As a first-time **student** loan borrower, you need to **complete Entrance Counseling** (not Awareness Counseling) AND
3. As a first-time **student** loan borrower, you also need to **complete a Master Promissory Note**. Click on Complete Loan Agreement for Subsidized/Unsubsidized Loan (MPN).

Directions for parent loan borrowers at Fort Lewis College

For the 2020-21 academic year - YOU CANNOT APPLY FOR THIS LOAN UNTIL JUNE 1, 2020

1. Parents must apply for the Federal Direct Parent Loan (PLUS) at studentloans.gov. **This is a credit-based loan so a credit check will be completed.**
 - *Parent logs in by using their (the parent) FSA ID username and password.*
 - *Click on 'Apply for a Direct PLUS Loan', then 'Direct PLUS Loan Application for Parents' **START***
 - *Complete application*
 - *Specify the award year August to April*
 - *Specify to whom any excess funds (refund) should be sent: parent or student.*
 - *Specify loan amount or select 'maximum' loan amount.*
 - *Specify if you wish to defer payment.*
2. **New Parent Borrowers** must complete a Master Promissory Note for Parent PLUS Loan in their name at studentloans.gov. Your Parent must use **his/her** FSA ID (his/her username and password) when logging in. Click on 'Complete Loan Agreement for a PLUS Loan (MPN)'.

Questions?

Please contact: Fort Lewis College, Financial Aid Office
101 Skyhawk Station
1000 Rim Drive, Durango, CO 81301-3999
800-352-7512 or 970-247-7142
finaid_off@fortlewis.edu