How to accept your financial aid

Step one

Make sure your financial aid file is complete!

1. Login to your WebOPUS account*
2. Click on **My Student Profile**
3. On the left side of your profile page, click **My Financial Aid (If Applicable)**
4. Make sure the **Award Year** in the upper right-hand corner is correct
5. If you have unsatisfied student requirements they will be listed at the top of the Student Requirements list. Click on the drop-down arrow on the right side of the requirement to get more detail.
6. Some requirements have links for either the directions to complete the requirement or the form that is needed. Hover over the name of the requirement to see if it is a link.

*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

1. Click on **Award Offer** at the top of the page
2. You can accept, modify or decline each individual award based on your needs. You may notice that certain types of aid are automatically accepted on your behalf. After you choose which awards you would like to accept, modify or decline, click on the blue **Submit** button at the bottom of the page.
3. Read the terms and conditions and click the **Accept** button if you accept.

You can accept Federal Direct loans and work-study for each semester. If you were offered and think you will need Federal Direct loans and/or work-study we encourage you to accept for both semesters.

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.

How to borrow Federal Direct Loans and Parent PLUS loans

Directions for first-time student borrowers at Fort Lewis College

1. Go to studentaid.gov.

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2. As a first-time **student** loan borrower, you need to **complete Entrance Counseling.** Hover over "Loans and Grants" and click on "Loan Entrance Counseling."
3. Choose your student status and click the "Log in to Start" button. You must use <u>**your**</u> FSA ID* (your username and password) when logging in.
4. As a first-time **student** loan borrower, you also need to **complete a Master Promissory Note (MPN)**. Hover over "Loans and Grants" and click on "Master Promissory Note (MPN)." Again, you must use <u>**your**</u> FSA ID* (your username and password) when logging in.

Directions for parent loan borrowers at Fort Lewis College

For the 2023-24 academic year - <u>YOU CANNOT APPLY FOR THIS LOAN UNTIL JUNE 1, 2023</u>

1. Parents must apply for the Federal Direct Parent Loan (PLUS) at <u>studentaid.gov</u>. **This is a credit-based loan, so a credit check will be completed.**
   - *Hover over "Loans and Grants" and click on "PLUS Loans: Grad PLUS and Parent PLUS"*
   - *Click the "Learn More" button next to "I am a Parent of a Student," then click the "Log in to Start" button*
   - *Your parent must use <u>**their**</u> FSA ID (their username and password) when logging in*
   - *Helpful tips for the 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 the Parent PLUS Loan in their name at <u>studentaid.gov</u>. **Hover over "Loans and Grants," click on "Master Promissory Note (MPN),"** then **"I'm a Parent of an Undergraduate Student."** Your parent must use <u>**their**</u> FSA ID (their username and password) when logging in.

Questions?

Please contact: Skyhawk Station

                    1000 Rim Drive, Durango, CO 81301-3999

                    800-352-7512 or 970-247-7142

                    finaid_off@fortlewis.edu

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