

### **Navigation Tips for Accepting Aid on my.newpaltz.edu**

- 1) Sign on to my.newpaltz.edu. Navigate to the Financial Aid page. (Student Services/Money/My.Financial.Aid)
- 2) Under the section **Financial Aid: What You Need To Know**, click on **Accept/Decline your financial aid awards**.
- 3) On the Aid Year page, click the drop down box next to **Select Aid Year**. Then select **Award Year 2009-10** and click **Submit**.
- 4) On the page that says Award Package for Award Year 2009-10 Click on **Resources/Additional Information tab**. Answer the questions regarding enrollment plans. Input information about private scholarships if applicable. Then click **Submit Information** at the bottom.
- 5) Click on the **Terms and Conditions** tab. Read, then scroll to the bottom and click **Accept**.
- 6) Click on **Accept Award Offer**. Accept or Decline Aid as instructed. Click either **Accept Full Amount All Awards** or **Submit Decision**.
- 7) You may now want to return to the first page by clicking on the **Financial Aid** tab at the top to review the section **Important Things to Be Aware Of After You Have Been Awarded Aid**.