

## HOW-TO GUIDE: Accepting/Declining Awards & Viewing Financial Aid Packages

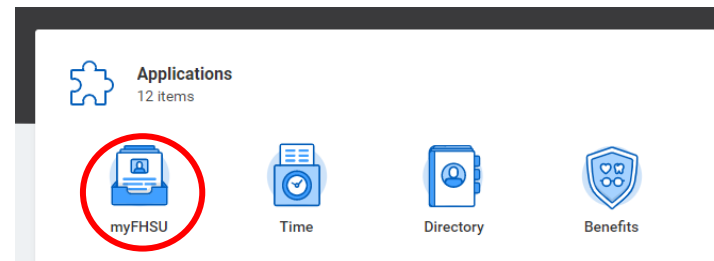
This guide explains how to accept/decline awards and how to view financial aid packaging.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

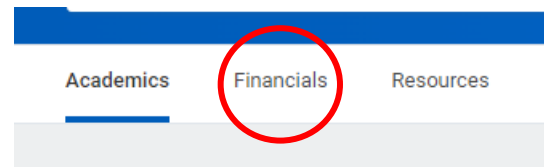
For assistance or training using these procedures, contact: Financial Aid

### Steps:

1. Go to <https://www.myworkday.com/fhsu> and sign in to Workday using your TigerNetID username and password.
2. Next, **click** on the **myFHSU** tab.



3. Next, select the **Financials** tab.



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4. You are now at the **financial aid dashboard**. From here, you can navigate to the **accept/decline awards** and **view financial aid tabs**.
- Use the guidance below for how to navigate these tabs.

myFHSU

Need help with WorkDay?  
If you are needing quick guidance on tasks and navigation in the WorkDay system, please visit our WorkDay resources page for tutorials and more.  
Workday Student Resources

Home Contact  
View or Update your Home Contact information below.  
Change My Home Contact Information

Academics Financials Resources

Student Financial Account	Total		
	Sum of Future Due Amount	Sum of Current Due Amount	Sum of Past Due Amount
[REDACTED]	0.00	0.00	0.00
Total	0.00	0.00	0.00

View More ...

My Financial Aid Action Items

Financial Aid Application (2022-2023 Award Year)

Latest Step: Awaiting Me Show Steps

Go to Inbox

Financial Aid

- Accept/Decline Awards
- View Financial Aid

My Account

- Financials Overview
- View Account Activity
- myFHSU Payment Portal
- More (4)

Financial Resources

- Financial Aid Eligibility
- Scholarship Application

# HOW-TO GUIDE: Accepting/Declining Awards & Viewing Financial Aid Packages

## Accepting/Declining Awards

- From the **financial aid dashboard**, select the **accept/decline awards** tab – a screen will appear asking for the **academic unit** and **award year**.
  - Academic Unit** – Fort Hays State University (this must be input **FIRST**)
  - Award Year** – The academic year that financial aid decisions are being made on (i.e. 2022-2023)
- After selecting **OK**, the **accept/decline** page should generate with the aid offered for the academic year, split by the terms the student will be attending (see below)

×

### Accept/Decline Awards

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Academic Unit \*  ⋮

Award Year \*  ⋮

OK
Cancel

### Accept/Decline Awards

Verify that your decision and the amount you're accepting are correct. You can't make any changes after your awards are disbursed. Contact your financial aid administrator if you need to make changes after your awards have been disbursed.

Total Estimated Costs 11,384.00    Amount Accepted 13,658.00    Estimated Out of Pocket (2,274.00)

Fall Semester 2022 (08/22/2022-12/16/2022) Awards					
Period Costs	9,933.00	Period Subtotal	10,908.00	Amount Remaining for Period	(975.00)
Award Type	Amount Offered	Amount Accepted	Current Status	Decision	
Elta County Housing Waiver	1,000.00		Accepted		
Kansas Comprehensive Grant - Dep	1,500.00		Accepted		
Federal Pell Grant FF	3,173.00		Accepted		
Federal Work Study	2,750.00	2,750.00	Accepted	<input type="text" value="Accept"/>	
Federal DL Subsidized Loan	1,732.00		Accepted		
Federal DL Unsubsidized Loan	753.00		Accepted		
4					
Spring Semester 2023 (01/17/2023-05/12/2023) Awards					
Period Costs	1,451.00	Period Subtotal	2,750.00	Amount Remaining for Period	(1,299.00)
Award Type	Amount Offered	Amount Accepted	Current Status	Decision	
Kansas Comprehensive Grant - Dep	1,500.00	0.00	Offered	<input type="text"/>	
Federal Pell Grant FF	3,172.00	0.00	Offered	<input type="text"/>	
Federal Work Study	2,750.00	2,750.00	Accepted	<input type="text" value="Accept"/>	
Federal DL Subsidized Loan	1,732.00	0.00	Offered	<input type="text"/>	
Federal DL Unsubsidized Loan	752.00	0.00	Offered	<input type="text"/>	
4					

OK
Cancel

3. After viewing the awards offered, use the **decision** column to individually accept/decline the awards. The amounts of the offers can be altered if available after choosing to accept it (see **Fall 2022 Federal Work Study Offer**).

4. Carefully read any generated errors or alerts that may occur when making the decisions. Once decisions have been made for each award, then select **OK** to submit decisions.

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## Viewing Financial Aid Packages

- From the **financial aid dashboard**, select **view financial aid**. The next window will ask for the **Academic Unit** and **Award Year**.
  - Academic Unity** – Fort Hays State University (this must be input **FIRST**)
  - Award Year** – The desired academic year (i.e. 2022-2023)
- After selecting **OK**, a screen will appear with various breakdowns of that year’s financial aid packaging.
- From here, the student can also **view estimated costs, accept/decline awards, print award letter, and print college financing plan** by utilizing the various options on the page.

▼ Awards Breakdown

Fall Semester 2022 (08/22/2022-12/16/2022) Awards

Award Type	Amount Offered	Amount Accepted	Status	Anticipated Disbursement Date	Anticipated Disbursement Amount
Ellis County Housing Waiver	1,000.00	1,000.00	Accepted		
Kansas Comprehensive Grant-Dep	1,500.00	1,500.00	Accepted	11/14/2022	1,500.00
Federal Pell Grant-FF	3,173.00	3,173.00	Accepted	11/14/2022	3,173.00
Federal Work Study	2,750.00	2,750.00	Accepted		
Federal DL Subsidized Loan	1,732.00	1,732.00	Accepted	11/14/2022	1,732.00
Federal DL Unsubsidized Loan	753.00	753.00	Accepted	11/14/2022	753.00

Spring Semester 2023 (01/17/2023-05/12/2023) Awards

Award Type	Amount Offered	Amount Accepted	Status	Anticipated Disbursement Date	Anticipated Disbursement Amount
Kansas Comprehensive Grant-Dep	1,500.00	0.00	Offered	01/08/2023	1,500.00
Federal Pell Grant-FF	3,172.00	0.00	Offered	01/08/2023	3,172.00
Federal Work Study	2,750.00	2,750.00	Accepted		
Federal DL Subsidized Loan	1,732.00	0.00	Offered	01/08/2023	1,732.00
Federal DL Unsubsidized Loan	752.00	0.00	Offered	01/08/2023	752.00

### View Financial Aid

#### Estimated Financial Aid

Grants and Scholarships	10,345.00
Loans	4,969.00
Employment	5,500.00
<b>Total Financial Aid</b>	<b>20,814.00</b>

<b>Total Estimated Costs</b>	<b>11,384.00</b>
<b>Out of Pocket Without Loans</b>	<b>(4,461.00)</b>
<b>Out of Pocket With Loans</b>	<b>(9,430.00)</b>

