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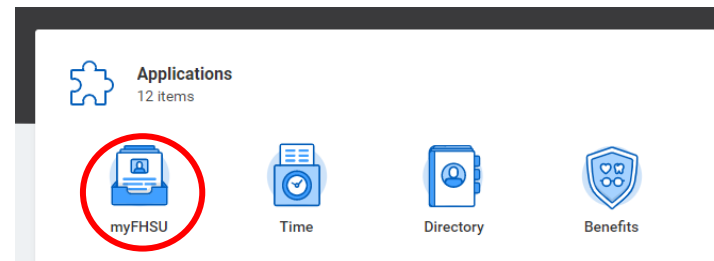## Accepting/Declining Awards & Viewing Financial Aid Packages

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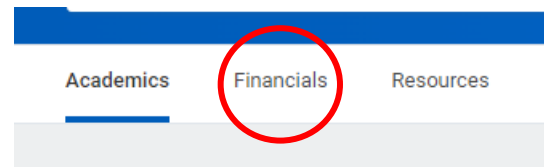
For assistance or training using these procedures, contact: Financial Aid

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.

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.

Accepting/Declining Awards

1. 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)

2. 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)

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.

Viewing Financial Aid Packages

1. 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)
2. After selecting **OK**, a screen will appear with various breakdowns of that year's financial aid packaging.

3. 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.

View Financial Aid

Estimated Financial Aid

Grants and Scholarships	10,345.00
Loans	4,969.00
Employment	5,500.00
Total Financial Aid	20,814.00
Total Estimated Costs	11,384.00
Out of Pocket Without Loans	(4,461.00)
Out of Pocket With Loans	(9,430.00)

Awards Breakdown

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

6 items

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 PF	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

5 items

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 PF	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