

Steps for Accepting an Award Offer on Trailhead:

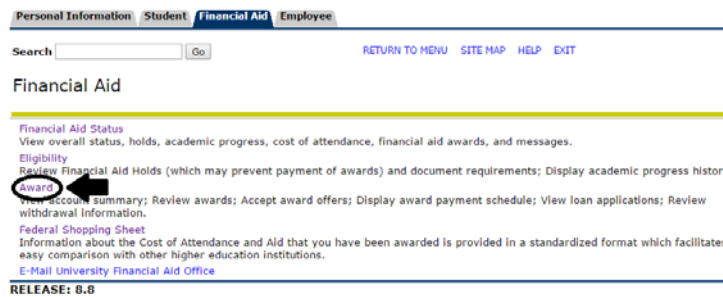
Step 1: After logging into Trailhead, click on “Self Service” on the left hand side.



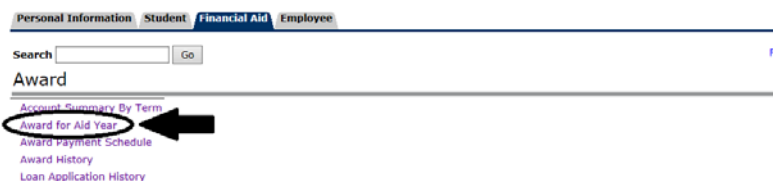
Step 2: Click on “Financial Aid.”



Step 3: Click on “Award.”



Step 4: Click on “Award for Aid Year.”



Step 5: Select aid year and the click on “Submit.”

Personal Information Student **Financial Aid** Employee

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Aid Year Feb 13, 2017 04:13 pm

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year Aid Year 2016-2017

Submit

Step 6: Click on "Accept Award Offer."

Personal Information Student **Financial Aid** Employee

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Award Package for Aid Year 2016-2017 Feb 13, 2017 04:16 pm

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer**

PARENT PLUS ELIGIBILITY
 Your parent may apply for a Direct Parent PLUS loan up to \$18,565.00. For more information and to apply, have your parent login to www.studentloans.gov. You cannot accept or apply for this loan on Trailhead.

Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

[Select Another Aid Year](#)

If "Accept Award Offer" tab is greyed out, the student must first accept the "Terms and Conditions"

Personal Information Student **Financial Aid** Employee

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Award Package for Aid Year 2016-2017 Feb 13, 2017 04:17 pm

General Information Award Overview Resources/Additional Information **Terms and Conditions** Accept Award Offer

Terms and Conditions
 POLICIES GOVERNING YOUR FINANCIAL AID AWARDS

Step 7: Accepting the award

- Scholarships and Grants don't have a pull down menu, they are automatically accepted
- Student Loans have the options "Decide Later", "Accept", and "Decline"
- The other option is to click "Accept Full Amount All Awards" at the bottom of the screen

General Information Award Overview Resources/Additional Information **Accept Award Offer** Special Messages

Print

Options for Accept Award Offers include:
 1. Accept the full award amount by selecting Accept Full Amount of All Awards.
 2. Choose Decline or Accept for each fund.
 3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

| Award Decision Fund | Status | Term | Amount | Accept Award | Accept Partial Amount |
|----------------------------|--------------|-------------------------|-------------|--------------|-----------------------|
| Fed Pell Grant | Accept award | Fall 2013 | \$1,998.00 | | |
| | Accept award | Spring 2014 | \$1,997.00 | | |
| | | | Fund Total: | \$3,995.00 | |
| CSM Grant | Accept award | Fall 2013 | \$100.00 | | |
| | Accept award | Spring 2014 | \$100.00 | | |
| | | | Fund Total: | \$200.00 | |
| Colorado Grant | Accept award | Fall 2013 | \$2,500.00 | | |
| | Accept award | Spring 2014 | \$2,500.00 | | |
| | | | Fund Total: | \$5,000.00 | |
| Colorado Work Study | Accept award | Fall 2013 | \$750.00 | | |
| | Accept award | Spring 2014 | \$750.00 | | |
| | | | Fund Total: | \$1,500.00 | |
| CSM Employment Award | Accept award | Spring 2014 | \$750.00 | | |
| | Accept award | 2013-2014 Summer Period | \$2,800.00 | | |
| | | | Fund Total: | \$3,550.00 | |
| Direct Subsidized Loan | Offer award | Fall 2013 | \$2,250.00 | | |
| | Offer award | Spring 2014 | \$2,250.00 | | |
| | Offer award | 2013-2014 Summer Period | \$1,000.00 | | |
| | | | Fund Total: | \$5,500.00 | Accept |
| Direct Unsubsidized Loan | Offer award | 2013-2014 Summer Period | \$2,000.00 | | |
| | | | | Fund Total: | \$2,000.00 |
| CSM Welch Employment Award | Offer award | 2013-2014 Summer Period | \$1,000.00 | | |
| | | | | Fund Total: | \$1,000.00 |

Accept Full Amount All Awards Submit Decision