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.”
Step 6: Click on “Accept Award Offer.”

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

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.