Award Acceptance Processing Tutorial

Please utilize the following steps in order to Accept/Decline/Change your awards.

Access your MyRecords page by

- 1. Using the Link on your Award Notification, or
- 2. Go to the UNMC Website: https://myrecords.nebraska.edu

Sign in using your UNMC NetID and Password. Contact the UNMC Help Desk at 402-559-7700 for UNMC Outlook and password assistance.

MyRecords Log	gin
UNMC NetID	
Password	
	Log In
	Forgot Password
For security reasons pleat require authentication!	se log out and exit your web browser when you are finished accessing services that

Upon your first visit to MyRecords, you will be prompted to verify your contact information to ensure that information on file is correct

Verify Contact Information	
I attest that my contact information, including but not limited number, emergency contact, is current and accurate. If it is update the information immediately prior to doing any other	I to address, phone not up to date, I will r business.
	Cancel Continue

After logging into your account, you will see your portal homepage with all your current information and other important areas for reviewing financial aid, enrollment, student hold (holds may block you from enrolling and receiving aid), and Student Accounts. Also, PLEASE NOTE: All notices will be sent to your UNMC email address. Page | 1 Message Center is where you will find holds placed on your account by UNMC, a list of all the notifications sent to your UNMC email and To Do List items that may pertain to your financial aid or your program.

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Student Accounts is where you will find tuition and fees calculated after you enroll for the term and see the aid disbursed to your account.

	MyRecords					Stud	ent Sign Out
			Home Academic Records	Admissions Er	nrollment Financial Aid	Student Accounts Pro	file Other Resources
Message Center		Enrollment			I Details	Information	
Holds		Fall 2015				Name	
Messages	0	Class	Description	Instructor	Credit Hours	Tuesday July 14, 2015	
Notices Sent	6	NRSG-311-K1	PATHOPHYS ALTRINS HLTH I	Nieveen	2		
To Do List		NRSG-312-K1	HLTH ASSESS ACROSS LIFE	Wehman	D	What I Owe	I Details
		NRSG-312-K2	HLTH ASSESS ACROSS LIFE	Wehman	4	\$ 0.00	Pay
Immunization Center		NRSG-313-K1	PATIENT CENTERED CARE I	Ellermeier	4	Financial Aid	⊘ Details
Access Immunization Center		NRSG-314-K1	PATIENT CNTRD CARE CLIN I	Miller	3	View My Financial Ald	
		NRSG-316-K1	EVIDENCE-BASED PRACT/LEAD	Ellermeier	3		

Stuart

Student Health Insurance

Profile		I Details
Address	Email	Phone
Current/Local Address		Cell
Permanent		FERPA Under the restrictions defined by the Family
		Education Rights and Privacy Act, you have not restricted your information from public release.

Academic Records		🕼 Details
Advisor You do not have an assign	ed advisor	
Career	Degree	Status
Undergraduate	Bachelor of Science in Nursing	Active

In the top menu; click on the Financial Aid tab. This will take you to your Financial Aid information. In the drop down menu in the top right corner of the page, select the aid year you want to see. The page will display loans offered, accepted and totals for your loans. Your cost of attendance is listed at the bottom of the page.

Einancial Aid			A	cademic Vear 2017-2018 -	Information	
Offered	A		Academic Year 2016-2017 Academic Year 2017-2018	Tuesday October 17, 2017		
Description		Fall	Spring	J Total		
No awards in this category		0.00	0.00	0.00	Message Center	\sim
Subtotal		0.00	0.00	0.00	Holds	
Accepted					Messages	
Description	Status	Fall	Spring	Total	Notices Sent	5
Direct Unsubsidized Loan 1	Accepted	7,500.00	7,500.00	15,000.00	To Do List	2
	Disbursed	7,420.00	0.00	7,420.00	Links	Q.
Subtotal	Disbursed	7,420.00	0.00	7,420.00	Accept/Decline Aid	
Totals					Apply for Scholarships	
Status	Fall	Spring	3	Total	Entrance Counseling	
Offered	7,500.00	7,500.0	0	15,000.00	Financial Aid Summary	
Accepted	7,500.00	7,500.0)	15,000.00	My Loan Information	
Disbursed	7,420.00	0.0	כ	7,420.00		
Cost of Attendance					Additional Resources	°₀
Category				Amount	Campus Partners	
First year Tuition				\$ 6.660.00	FAFSA	
Books and Equipment				\$ 2,200.00	Federal Work Study	
Course Fees				\$ 3,480.00	Financial Aid Vital Info	

Accept/Decline/Change your awards

Step 1: Click on "Accept/Decline Aid" in the links menu on the right side of the page.

	yRecords					Student Sign Out
		Home Academic	Records Admissions	Enrollment	Financial Aid	Student Accounts Profile Other Resources
Financial Aid			\mathbf{i}	Academic	Year 2018-2019 👻	Information
Offered				Academi	c Year 2018-2019	Thursday May 24, 2018
Description		Fall	Spring	Summer	Total	
No awards in this category		0.00	0.00	0.00	0.00	Message Center
Subtotal		0.00	0.00	000	0.00	Holds
Accepted						Messages
Description	Status	Fall	Spring	Summer	Total	
Direct Unsubsidized Loan 1 3	Accepted	8,200.00	8,200.00	4,100.00	20,500,00	To Do List
	Disbursed	0.00	0.00	0.00	0.00	Links %
Direct Grad PLUS Loan 1 🚯	Accepted	13,872.00	13,872.00	6,936.00	34,680.00	Accept/Decline Aid
	Disbursed	0.00	0.00	0.00	0.00	Apply for Scholarships
Subtotal	Disbursed	0.00	0.00	0.00	0.00	Entrance Counseling
Totals						Financial Aid Summary
Status	Fall	Spring	Summe	er	Total	My Loan Information
Offered	22,072.00	22,072.00	11,036.0	0	55,180.00	
Accepted	22,072.00	22,072.00	11,036.0	0	55,180.00	Additional Resources 🗞
Disbursed	0.00	0.00	0.0	0	0.00	Campus Partners

Step 2: Select the current aid year. Note: Awards for the entire year will appear under "Fall 20XX and Spring 20XX", including any awards that you may have for the summer term.

Accept/Decline Awards

Close 🖉

Please select the award period for which you would like to Accept/Decline your	financial aid.
Fall 2017 and Spring 2018	
Fall 2016 and Spring 2017	
Step 3: Read the "Student Rights and Responsibilities" statement	and click Continue at the bottom of the statement.
FINANCIAL AID INFORMATION - UNIVERSITY OF NEBRASKA MEDICAL CENTER Student Rights and Responsibilities	
Step 4: Read the "Disbursement Acknowledgement" statement, se	Yes No and click I Understand at the bottom of the statement.
Disbursement Authorization	_
Disbursement Acknowledgement Authorization	

Step 5: Review the awards offered to you. If you would like more information about a particular award, you may click on the **1** next to the awards name.

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Ise the Award Action boxes or buttons to accept, decline or reduce your aid. Click 'Submit' to finalize your selections.	
Award Summary Fall 2017 and Spring 2018	
ou are eligible to receive the awards listed below. Please review each award and corresponding message (please click on the hyperlink or symbol).	
StatusNew Package Last Updated 10/13/2017 09:49AM Total Accepted 55:20:00 Total Offered 51:8,420:00	
Award List	
Cancel Accept All Decline All Clear All Stoma	
Federal Pell Grant	
Amount Offered\$5,920.00	
Amount Accepted\$5.920.00 Award Action	
Amount Accepted55 200.00 Award Action	
Amount Accepted5:500.00 Award Action	
Amount Accepted55,500.00 Award Action No Action Direct Subsidized Loan 1 SEQ Amount Ortered5,500.00 Amount Accepted50.000 Award Action	

Step 6: You have the options of accepting or declining all or part of your awards. If you want to accept or decline ALL of your awards, you may click on either of the corresponding buttons at the top of your awards list.

Award List

Cancel Accept All Decline All Clear All S	ubmit		
In the drop down menu below each award, you lower amount. If you only want to accept a por accept in the box provided.	J have the option of accepting the full awa tion of your awards, select "Accept Lower	ard, declining the award or accepting a Amount". Enter the amount you want to	
Direct Subsidized Loan 1 SEQ			
Amount Offered\$5,500.00 Amount Accepted <u>Enter a whole</u> dollar amount betwe	en 1 and 5500		
4000]
Award Action			
Accept Lower Amount		•	
Step 7: After accepting or declining your award the information is correct, click ^{Submit} . After su Accept/Decline Awards	ds, please perform a secondary review to ubmitting, you will see a confirmation at th	confirm you are accepting the awards and a e top of the page confirming that your award	imounts you want. If Is have been saved.
Awards have been saved			

Use the Award Action boxes or buttons to accept, decline or reduce your aid. Click 'Submit' to finalize your selections.

Award Summary Fall 2017 and Spring 2018

PLEASE NOTE: FEDERAL LOAN AID <u>CANNOT</u> BE ACCEPTED FOR A SINGLE TERM ONLY. YOUR ACCEPTED AMOUNT OF LOAN AID WILL BE DELIVERED BASED ON THE TERM SPLIT OF YOUR PROGRAM.

You are required to review your Financial Aid Message Center for additional information or processing requirements. Your Financial Aid Message Page | 7

Center shows all Holds, Messages, Notices Sent and To Do List Items. We encourage you to review your Message Center under <u>each</u> area of MyRecords. Other areas may place your account on hold (missing transcripts, immunizations). These holds will not appear under the Financial Aid area.

Message Center	
Holds	
Messages	
Notices Sent	1
To Do List	2

Click on each box to review contents. Review your account for HOLDS on a regular basis. Holds may result in no registration, which will result in you not receiving aid. "Notices Sent" will show a copy of the communication sent to you. The "To Do List" will list any processing requirements that you may have. You can click on each to do list item for additional information and links about how to complete the requirement. If you fail to complete all To Do List requirements, your aid request will not be processed.

To Do List
▲ UNMC-Entrance Counseling
You are required to complete Entrance Counseling within 30 days. Please click on the link to access the federal web site. Allow at least 30 minutes to complete this counseling session.
Dept of Education Website - Studentioans.gov
UNMC will be notified after you successfully complete and submit the counseling session to the Dept of Education. Please allow 72 hours for the entrance counseling to be received by our office.
A UNMC - MPN for Sub/Unsub Loan
You have been awarded a Federal Direct Subsidized or Unsubsidized Loan. If you accept this loan, you are required to complete the Master Promissory Note (MPN) for the Direct Subsidized / Unsubsidized loans using the link.
Dept of Education Website - Studentloans.gov
UNMC will be contacted by the Department of Education once they have received and completed your MPN. No funds can be disbursed until all required loan documentation has been received.

Once UNMC has confirmed the document or process is completed, the item is removed from your To Do List. Please allow 72 hours after completing the process for the To Do List requirements to clear. Requirements clear using timed processing runs that rely on Department of Education processing. Most processing runs do not done every day.