

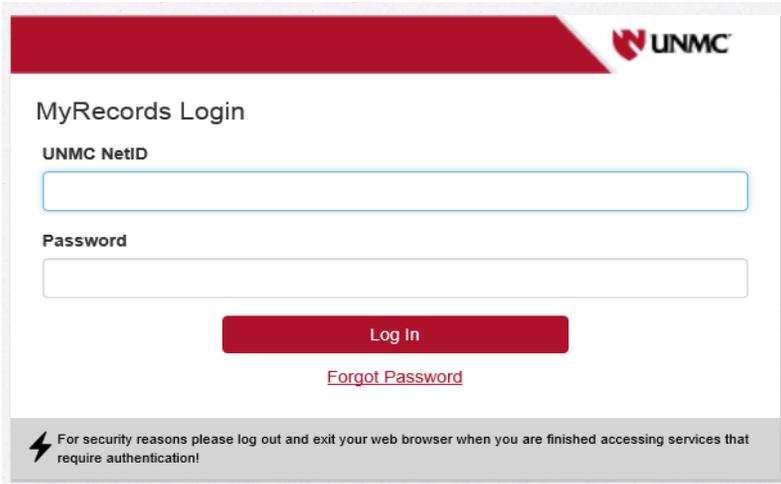
Award Acceptance Processing Tutorial

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 Login

UNMC NetID

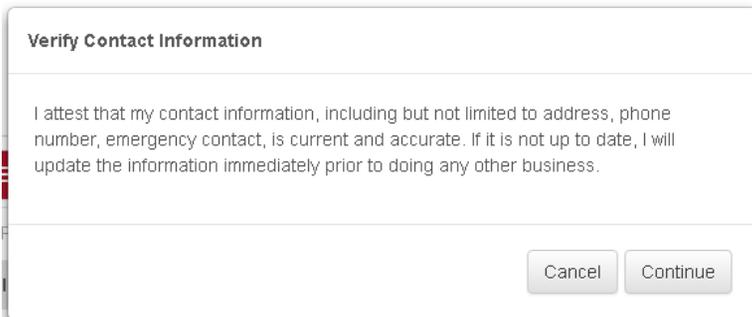
Password

Log In

[Forgot Password](#)

⚡ For security reasons please log out and exit your web browser when you are finished accessing services that require authentication!

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 to address, phone number, emergency contact, is current and accurate. If it is not up to date, I will update the information immediately prior to doing any other 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.

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.

Financial Aid

Academic Year 2017-2018 ▾

- Academic Year 2016-2017
- Academic Year 2017-2018

Offered

Description	Fall	Spring	Total
No awards in this category	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00

Accepted

Description	Status	Fall	Spring	Total
Direct Unsubsidized Loan 1	Accepted	7,500.00	7,500.00	15,000.00
	Disbursed	7,420.00	0.00	7,420.00
Subtotal	Disbursed	7,420.00	0.00	7,420.00

Totals

Status	Fall	Spring	Total
Offered	7,500.00	7,500.00	15,000.00
Accepted	7,500.00	7,500.00	15,000.00
Disbursed	7,420.00	0.00	7,420.00

Cost of Attendance

Category	Amount
First year Tuition	\$ 6,660.00
Books and Equipment	\$ 2,200.00
Course Fees	\$ 3,480.00

Information

Tuesday October 17, 2017

Message Center

Holds

Messages

Notices Sent

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To Do List

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Links

[Accept/Decline Aid](#)

[Apply for Scholarships](#)

[Entrance Counseling](#)

[Financial Aid Summary](#)

[My Loan Information](#)

Additional Resources

[Campus Partners](#)

[FAFSA](#)

[Federal Work Study](#)

[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.

Financial Aid

Academic Year 2018-2019

Academic Year 2018-2019

Offered

Description	Fall	Spring	Summer	Total
No awards in this category	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00

Accepted

Description	Status	Fall	Spring	Summer	Total
Direct Unsubsidized Loan 1 ⓘ	Accepted	8,200.00	8,200.00	4,100.00	20,500.00
	Disbursed	0.00	0.00	0.00	0.00
Direct Grad PLUS Loan 1 ⓘ	Accepted	13,872.00	13,872.00	6,936.00	34,680.00
	Disbursed	0.00	0.00	0.00	0.00
Subtotal	Disbursed	0.00	0.00	0.00	0.00

Totals

Status	Fall	Spring	Summer	Total
Offered	22,072.00	22,072.00	11,036.00	55,180.00
Accepted	22,072.00	22,072.00	11,036.00	55,180.00
Disbursed	0.00	0.00	0.00	0.00

Information

Thursday May 24, 2018

Message Center

Holds

Messages

Notices Sent

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To Do List

Links

[Accept/Decline Aid](#)

[Apply for Scholarships](#)

[Entrance Counseling](#)

[Financial Aid Summary](#)

[My Loan Information](#)

Additional Resources

[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

Continue

Step 3: Read the “Student Rights and Responsibilities” statement and click at the bottom of the statement.

Your Rights and Responsibilities

FINANCIAL AID INFORMATION - UNIVERSITY OF NEBRASKA MEDICAL CENTER
[Student Rights and Responsibilities](#)

- Yes
- No

I Understand

Step 4: Read the “Disbursement Acknowledgement” statement, select and click 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  next to the awards name.

Accept/Decline Awards Close

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

You are eligible to receive the awards listed below. Please review each award and corresponding message (please click on the hyperlink or symbol).

Status: New Package
Last Updated: 10/13/2017 09:49AM
Total Accepted: \$5,920.00
Total Offered: \$18,420.00

Award List

Federal Pell Grant

Amount Offered: \$5,920.00
Amount Accepted: \$5,920.00
Award Action

No Action

Direct Subsidized Loan 1 SEQ

Amount Offered: \$5,500.00
Amount Accepted: \$0.00
Award Action

No Action

Direct Unsub Loan 1 SEQ

Amount Offered: \$7,000.00
Amount Accepted: \$0.00
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

In the drop down menu below each award, you have the option of accepting the full award, declining the award or accepting a lower amount. If you only want to accept a portion of your awards, select "Accept Lower Amount". Enter the amount you want to accept in the box provided.

Direct Subsidized Loan 1 SEQ 

Amount Offered \$5,500.00
Amount Accepted Enter a whole dollar amount between 1 and 5500

Award Action

Step 7: After accepting or declining your awards, please perform a secondary review to confirm you are accepting the awards and amounts you want. If the information is correct, click . After submitting, you will see a confirmation at the top of the page confirming that your awards have been saved.

Accept/Decline Awards  Close

Awards have been saved

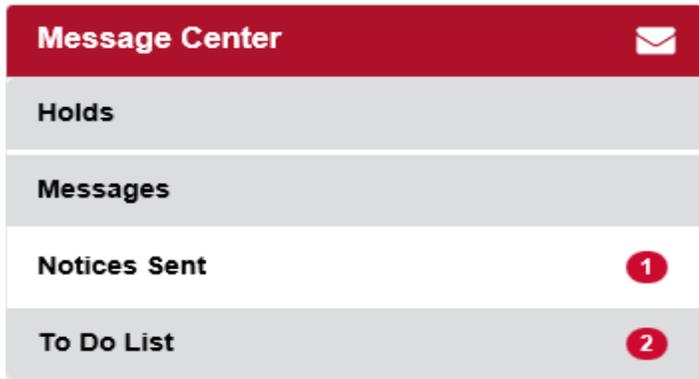
Use the Award Action boxes or buttons to accept, decline or reduce your aid. Click 'Submit' to finalize your selections.

Award Summary Fall 2017 and Spring 2018

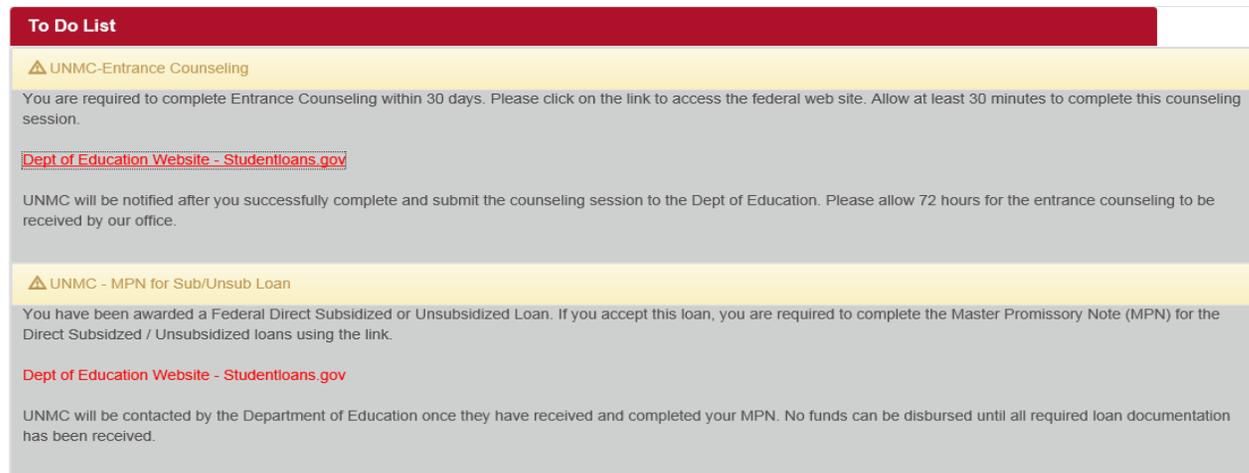
PLEASE NOTE: FEDERAL LOAN AID CANNOT BE ACCEPTED FOR A SINGLE TERM ONLY. YOUR ACCEPTED AMOUNT OF LOAN AID WILL BE DELIVERED BASED ON THE TERM SPLIT OF YOUR PROGRAM.

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

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



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.



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.