






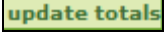


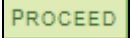
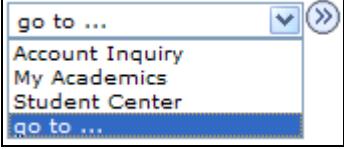



Adjusting your Financial Aid Award

After successful login to MyNIU Portal at <http://myniu.niu.edu>

Step	Action									
1.	<p>Select MyNIU Student Center from the My Quick Links area. This link opens directly to the Student Center Page.</p> 									
2.	<p>Click the Accept/Decline Awards link under the Finances section.</p> 									
3.	<p>Select the Aid year to adjust Financial Aid award.</p> <table border="1" data-bbox="354 934 1312 1039"> <thead> <tr> <th>Aid Year</th> <th>Institution</th> <th>Aid Year Description</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>Northern Illinois University</td> <td>Financial Aid Year 2010-2011</td> </tr> <tr> <td>2010</td> <td>Northern Illinois University</td> <td>No financial aid awards available.</td> </tr> </tbody> </table> <p>Note: Aid year listing indicates your access to eligibility information regarding your Financial Aid Application.</p> <p>Example: Click the 2011 link.</p> 	Aid Year	Institution	Aid Year Description	2011	Northern Illinois University	Financial Aid Year 2010-2011	2010	Northern Illinois University	No financial aid awards available.
Aid Year	Institution	Aid Year Description								
2011	Northern Illinois University	Financial Aid Year 2010-2011								
2010	Northern Illinois University	No financial aid awards available.								
4.	<p>Note: Once you have reached the Award Package Page, review each award and corresponding message for each award. If you choose to adjust your financial aid use the check boxes to Accept or Decline awards and adjust amount totals.</p> <p>Tip: You may also use the Accept all or Decline all buttons at the bottom of the page.</p>									
5.	<p>Click the Accept option for the first award that you wish to accept.</p> 									
6.	<p>If there are additional awards, click the Accept options for those awards.</p> 									
7.	<p>Enter the amount that you wish to receive in the Accepted field.</p> <p>Note: The amount offered and the amount you accept may be different.</p> <p>Example: Enter "2000.00" to adjust the award to a new amount in the Accepted column.</p>									

Step	Action
8.	Click the Decline option to decline an award that you do not want. Note: If you decline an award and realize that you need it, please contact the Financial Aid Office to reinstate it. 
9.	Click the Accept option on another award. 
10.	Click the Update Totals button after all the accepting and declining has been completed. 
11.	Click the Submit button. 
12.	Click the Yes button on the Accept/Decline window. 
13.	Click the Proceed button on the Accept/Decline Submit Confirmation window. 
14.	Note: If you need to navigate to another page, use the go to ... dropdown list located at the top of the page. Select the area needed, the click >> (GO!) button. 
15.	Use the MyNIU Portal Home link to select different options from the portal or to sign out of MyNIU. 
16.	You have completed the Adjusting your Financial Aid Award topic. End of Procedure.