CONCORDIA UNIVERSITY TEXAS

Accepting Your Financial Aid in MyInfo
(Satisfying Your E-Award Notification)
Page 1

Step 1

- Log into the secure area of MyInfo at Concordia University Texas. (https://myinfo.concordia.edu/)

- Select the Financial Aid tab

- Select Financial Aid Award Information

Financial Aid

Search [ ] Go

Financial Aid

Financial Aid Status
 View your financial aid requirements, holds and academic progress which left unresolved can prevent you from receiving you

Financial Aid Summary
 Get a snapshot of your cost of attendance, total financial aid award amount, financial aid history, and academic standing.

Financial Aid Award Information
 Access information regarding your financial aid package, online award letter, award history, and payment schedule.

E-Mail the Financial Aid Office
 If you do not use an email client such as Outlook, Windows Mail, or Thunderbird, please use your regular method to send an

Financial Aid Related Links
 Apply for financial aid and check out links to various educational resources from the U.S. Department of Education and other

Federal Shopping Sheet
 For veterans with applicable financial aid.

Step 2

- Select Award for Aid Year

Search [ ] Go

Award Information Overview

Charges and Payments By Term
 Jump to the Business Service module to see what charges and payments have been applied to your student account.

Award for Aid Year
 Review your awards for a specific aid year.

Award Payment Schedule
 View the anticipated date of the arrival of your funds at CTX. The actual date could be later, depending on when you compl

Award History
 View the history of your awards at CTX.

Step 3

- Select the Aid Year you need to review from the dropdown menu
  (Ex: Federal Aid Year 2020-2021)

- Click the "Submit" button

Search [ ] Go

Aid Year

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

Select Aid Year Not Applicable/No Value Found
Submit

Federal Aid Year 2019-2020
Federal Aid Year 2018-2019
Finanical Aid Year 2017-2018
Finanical Aid Year 2016-2017
Financial Aid Year 2015-2016
Financial Aid Year 2014-2015
Financial Aid Year 2013-2014
Financial Aid Year 2012-2013
Financial Aid Year 2011-2012
Financial Aid Year 2010-2011

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Step 4

- Click on the Terms and Conditions tab

Search [ ] Go

Award Package for Federal Aid Year 2019-2020

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

Click on each tab displayed on this page to view your financial aid award details for this aid year.

Step 5

- The Terms and Conditions link (in blue) will open a PDF file for you to read.

- Accept the Terms and Conditions by clicking the "Accept" button

Search [ ] Go

Award Package for Federal Aid Year 2019-2020

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

Terms and Conditions

Review the Financial Aid Terms and Conditions and click the "Accept" button in order to view Accept Award Offer on the next tab. After opening that tab, accept, decline or reduce the aid being offered.

Accept   Do Not Accept

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Page 2

Step 6

- After you accept the Terms and Conditions, the Accept Award Offer tab will be activated.

- Click on the Accept Award Offer tab

> Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Employee | Finance
>
> Search [_____] [Go]
> Award Package for Federal Aid Year 2019-2020
> General Information | Award Overview | Resources/Additional Information | Terms and Conditions | Accept Award Offer
>
> **Terms and Conditions**
> Review the Financial Aid Terms and Conditions and click the "Accept" button in order to view Accept Award Offer on the next tab. After openi... accept, decline or reduce the aid being offered.
>
> You have accepted the Terms and Conditions.

Step 7

- Accept or decline aid being offered:

  - Select Accept Full Amount All Awards button

    OR

  - Use the Select Decision drop down to accept or decline each award offered

- Press Submit Decision button to finalize your decisions.

- If you would like to request a lesser amount, accept the award for the amount shown and finalize your decision as described above. Then enter a comment on which award you want reduced and the amount you are requesting in the Comments section of the screen and select the Submit Information button.

- CTX Student Financial Services will make the adjustment after your comment is received. You can log into MyInfo to confirm that the award was adjusted correctly.

> Award Package for Federal Aid Year 2019-2020
> General Information | Award Overview | Resources/Additional Information | Terms and Conditions | Accept Award Offer
> Print
> Instructions for completing your award letter:
> 1. If you wish to accept all of the awards as offered, you may click on the "Accept Full Amount All Awards" button. Otherwise, column then click on the "Submit Decision" button when you have finished.
> 2. TO REDUCE A LOAN AMOUNT OFFERED: After accepting the loan and submitting your decision, use the comment box to ide... Information" button when you are finished.
> 3. Work-Study (for those that qualify) provides part-time employment for students. Students will receive their work-study in t... tuition balance. Positions are competitive and are not guaranteed. Students use the CTX Career Services website at www.m...
> 4. Use the "Resources/Additional Information" tab to report any outside scholarships or employee tuition reimbursement you ... resource. Report the amount for each term by using the pull-down menu under the Term column.
>
> **Award Decision**
>
> | Fund | Status Term | Amount | Accept Award |
> |---|---|---|---|
> | Student Loan | Offered Fall 2019 | $1,750.00 | |
> | | Offered Spring 2020 | $1,750.00 | |
> | | Fund Total: | $3,500.00 | |
> | College Work Study | Offered Unscheduled | $3,000.00 | |
> | | Fund Total: | $3,000.00 | Select Decision ▼ [____] |
> | Concordia Scholarship | Offered Fall 2019 | $2,500.00 | |
> | | Offered Spring 2020 | $2,500.00 | |
> | | Fund Total: | $5,000.00 | Select Decision ▼ |
>
> [Accept Full Amount All Awards] [Submit Decision]
>
> **Comments**
> 2000 character maximum
> [_____]
> [Submit Information]

Step 8

- If you are receiving any outside resources not listed in your financial aid award (grants from an employer, church, etc.), click on the Resources/Additional Information Tab to report that information.

- Enter the Resource Description (Ex: FFA Scholarship), the applicable Term, the Amount and any comments regarding the source. Then Submit Information.

- Be sure to exit MyInfo when you are finished.

> Award Package for Federal Aid Year 2019-2020   Dec
> General Information | Award Overview | Resources/Additional Information | Terms and Conditions | Accept Award Offer
> No outside resource information is available for you at this time.
>
> If you have additional outside resources that are not reflected above, please enter the information below and press Submit.
>
> | Resource Description | Term | Amount | Comments |
> |---|---|---|---|
> | 50 character maximum | | | 2000 character maximum |
> | [_____] | Fall 2019 ▼ | [____] | [_____] |
> | [_____] | Fall 2019 ▼ | [____] | [_____] |
> | [_____] | Fall 2019 ▼ | [____] | [_____] |
>
> [Submit Information]
>
> **my**i Myinfo at Concordia University
> Personal Information | Student | Financial Aid | Employee | Finance
> Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT