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

Step 1

- Log into the secure area of MyInfo at Concordia University Texas at https://myinfo.concordia.edu/
- Navigate to the **Student** tile.
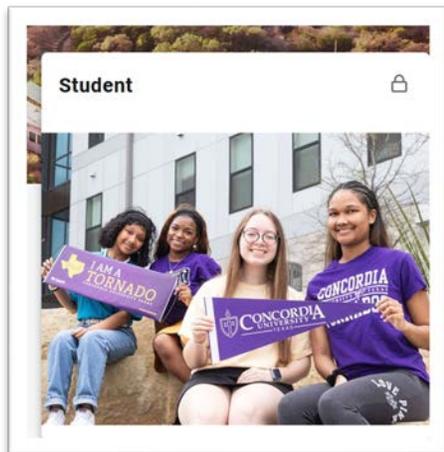
- Select the **Financial Aid** option
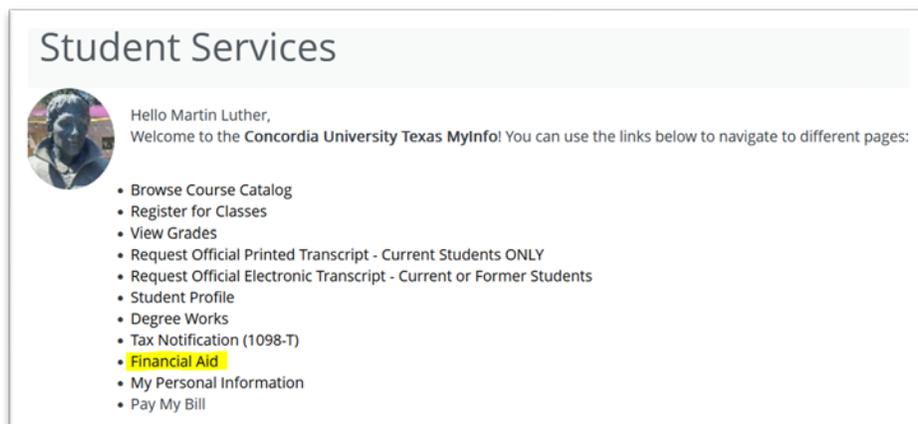
Step 2

- Select the **Aid Year** you need to review from the dropdown menu
  - (Ex: 2025 – 2026 Aid Year)
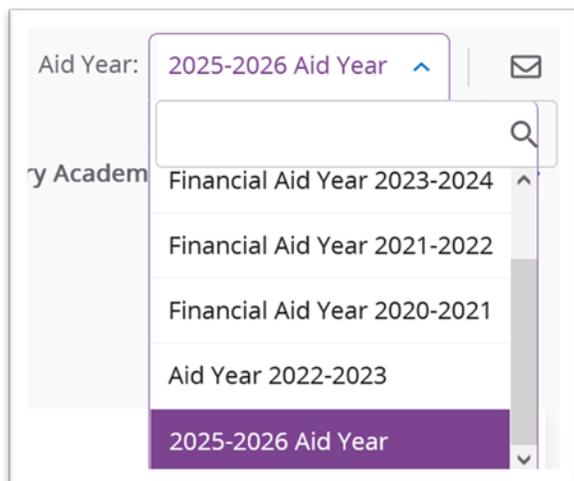
Step 3

- Click on the **Offer** tab.
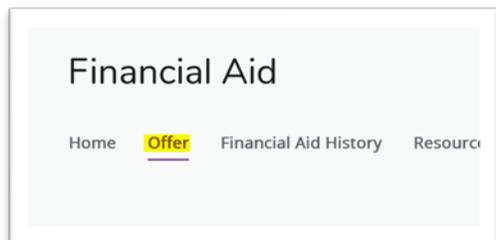
Step 4

- 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** 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** 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.

Step 5

- If you are receiving any outside resources not listed in your financial aid award (grants from an employer, church, etc.), click on the **Add/View Resource** button on the **Offer** 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**.

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

Step 6

- After you accept or decline your aid being offered, the Terms and Conditions will open in a pop-up window for you to read.
- Accept the **Terms and Conditions** by clicking the **Accept** button

Terms and Conditions

Financial Aid Terms and Conditions

By accepting your financial aid offer you are agreeing to the following terms and conditions set by federal and state regulations and Concordia University Texas (CTX) policies:

- You will notify the CTX Student Financial Services (CTX-SFS) immediately if you receive sources of assistance which are not listed on your award notice or are listed with different amounts.
- You confirm that the information reported on your aid application is correct and complete.

Step 7

- After you accept the Terms and Conditions, you can confirm the requirements are satisfied on the **Home** page.
- Check to confirm the **Digital Award Notification** status is marked as **Received/Satisfied**.
- Be sure to log out of MyInfo when you are finished.

Home   Offer   Financial Aid History   Resources

Student Requirements ⓘ

Satisfied Requirements

⊘ Merit Only Award Notification
Last update: 03/10/2025