

SFS AWARD ACTIVATION GUIDE

UNLV Student Financial Services (SFS) is pleased to offer you financial assistance. Please read this entire notice before going online to activate your financial aid.

To view and activate your award(s) online, go to financialaid.unlv.edu and follow these steps:

- 1) Under the category entitled **My Aid – Login**, log in with the username and password you previously created and proceed to Step 3. If you have forgotten your username and password, please call SFS at (702) 895-3424 and ask to have your username and password reset then proceed to Step 2. If you have not created a username and password proceed to Step 2.
- 2) If you have not created a username and password, click the link *Create new user*. Enter your Social Security number and date of birth. Then, create a username (from 6 characters to 14 characters) and a password (minimum of 4 characters). Make sure the e-mail address is correct, and then click *Submit*. A new screen will appear confirming the creation of your account with the username and password you have chosen. Print this page or write down the information and keep for your records. Click *Login*.
- 3) After you log in, read **IMPORTANT MESSAGE REGARDING YOUR ELIGIBILITY**. Click *Proceed*.
- 4) Make sure your personal information is correct. If not, click *Update Personal Information*.
- 5) View all your awards by clicking the **AWARD DETAILS** tab.
- 6) Activate your awards by clicking the **AWARD ACTIVATION** tab. Answer all the questions. If you were awarded grants and/or scholarships, they have been automatically accepted for you. However, you will still need to complete the entire Award Activation process for your funds to pay. If you were awarded loans and/or Federal work-study, you must accept or decline them.
- 7) To ensure timely processing and payment, you must provide complete answers to all activation questions. A confirmation page will be produced once you have finished and should be printed and retained for your records.

IMPORTANT: You are strongly encouraged to complete your award activation in the next 5 days. You may find a more user-friendly time period after 5:00 p.m. on weekdays and all day Saturday and Sunday.

All of your awards are available for your review at any time by clicking on the **AWARD DETAILS** tab at the same website.

You are also strongly encouraged to read the *Student Financial Assistance Guidebook*, available at financialaid.unlv.edu under **Resources**, and to explore all of the financial aid links provided for your information.

After you have activated your awards:

Your financial aid will pay directly to your UNLV fee account starting 10 days before the semester begins and each week thereafter. If more money pays out to your fee account than you owe, a refund check for the difference will be mailed to you by the Cashier's Office starting the Saturday before the semester begins and every Friday thereafter. It is strongly recommended that you plan on having other funds available upfront to purchase books. You can view your award disbursements online from the **Award Details** tab.

First time borrowers will need to complete a Master Promissory Note and Loan Counseling online. Instructions are available through the **Forms and Instructions** link located on the SFS website under **Resources**.

You will need to make sure the number of credits you enroll in matches the enrollment specified upon activation. If you change your enrollment, please contact SFS to update. You may also fax us a written request to update your enrollment status at (702) 895-1353. Please include your name, student ID number, and signature.

Please contact Student Financial Services at (702) 895-3424 with any questions or visit our office for assistance.