



Office of Student Financial Aid Instructions:

If you are interested in student loans, you will need to complete and submit a Loan Data Form. To access the **NEW Dynamic Secure Forms Portal**. Please click on the link <https://www.sunou.edu/page/financial-aid-20212022-forms> to complete the 2021-2022 Loan Data form {NOTE-- Your login is firstname.lastname@sus.edu(your Moodle login access)} Please visit www.studentloans.gov to complete a Master Promissory Note.

How to Accept FEEs, Financial Aid Terms, and Conditions and Award Packages.

Step 1: Please access your Banner Self Service Account.

Step 2: Select "Enter Secure Area."

Step 3: Type in your User I.D. and PIN#, Click "Login."

Step 4: Select "Financial Aid."

Step 5: Select "Award."

Step 6: Select "Award for Aid Year."

Step 7: From the dropdown box, Select the applicable aid year (ex. for Fall 2021 - Spring 2022, select "Aid Year 2021-2022"), then click "Submit."

Step 8: Select the **"Resources/Additional Information"** tab first, answer "Yes" if you prefer Electronic Communications or "No" if you prefer Mail Communications from the Office of Student Financial Aid and Click "Submit." (at the bottom of the page)

Step 9: Next, select the "Terms and Conditions" tab. Read the terms and conditions for receiving Financial Aid and Click "Accept." (at the bottom of the page)

Step 10: To "Accept" or "Decline" one or more of your student loan awards, Select the "Accept Award Offer" tab.

Step 11: You must decide on each loan type. To accept loan(s) and other aid offered, click 'Accept' in the dropdown box. If declining any award offered, click 'Decline' in the dropdown box.

Step 12: To accept all of the Financial Aid offered, click "Accept Full Amount of All Awards."

Step 13. If declining anything, click "Submit Decision."

You will need to CONFIRM your enrollment to use your E-book; please review the Follett Access notice posted on www.sunou.edu

If you accept your offered student loans, please visit www.studentloans.gov to complete an Entrance Counseling and Master Promissory Note.

Please review the attached form to accept your student fees.