View-Accept-Decline Awards in PeopleSoft Self Service

This step-by-step guide is for students who are admitted and need to accept, reduce, or decline offered loans and work-study awards in PeopleSoft Self Service. Students are also able to view their financial aid awards by aid year or by term, Estimated Financial Aid Budget, scheduled disbursement dates, and any previously declined awards.

How to Accept or Decline Financial Aid Awards

Step 1: Log into my.pitt.edu.

Step 2: Click on “Student Center Login.”

Step 3: Click on “Self Service.”

Step 4: Click on “Student Center.”

Step 5: Click on “Accept/Decline Awards.”

Step 6: Click on the Aid Year you wish to view.

For the 2017-18 academic year, select 2018.
Step 7: The student’s award package will show any grants, scholarships, loans, or work-study that the student is eligible to receive for the academic year.

To accept specific loan or work-study awards and decline others, use the check boxes in the “Accept” and “Decline” columns to accept/decline individual awards. To reduce an award, change the amount in the “Accepted” column you wish to receive. Please note, this amount will be divided equally between the fall and spring semesters.

To accept all loans and work-study listed in your award package, select “accept all” and click “Submit.”

To decline all loans and work-study listed in your award package, select “decline all” and click “Submit.”

Step 8: Select “Yes.”

Step 9: On the confirmation page, select “OK.”
How to View Financial Aid Awards and Budget

Step 1: On the Student Center tab, select “View Financial Aid.”

Step 2: Click on the Aid Year you wish to view. For the 2017-18 academic year, select 2018.
How to View Scheduled Disbursements of Financial Aid Awards

Step 1: On the Student Center tab, select "View Financial Aid."

Step 2: Click on the Aid Year you wish to view. For the 2017-18 academic year, select 2018.

Step 3: Select "View Scheduled Disbursement Dates."

Step 4: The Scheduled Disbursements page will display the dates and amounts for the term that your awards are scheduled to disburse (date that funds will be applied to your account at the University of P...