



How to Accept/Decline Work-Study in myPugetSound

Remember that work-study awards do not show as a credit on your bill. Students receive a pay check every two weeks and earnings are not required to be applied to your bill.

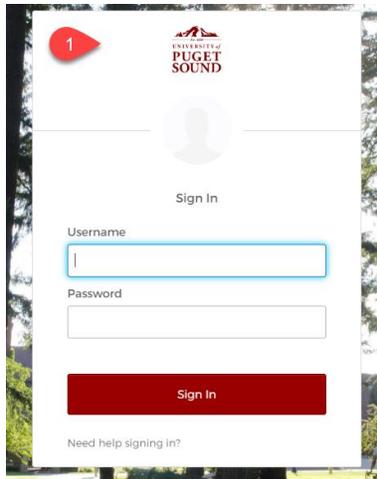
Before you begin

If you want to reduce your work-study award or decline one term only, you will need to email Student Financial Services at sfs@pugetsound.edu to make this adjustment for you.

1. Log into myPugetSound portal at my.pugetsound.edu
2. Click the **Student Finances** tile
3. Click **Financial Aid** tile
4. Select **Accept/Decline** from menu on left
5. Click **Edit** button
6. Select **Accept or Decline** from the drop-down menu next to the work-study award
7. Click **Submit** button
8. Click **Yes** button to confirm the award decision

Don't Worry!

We won't let you accidentally decline scholarships and grants. Only federal loans and work-study awards can be accepted/declined in the portal.



Student Homepage

Welcome, [Name]

To Do List
5 To Do's

My Advising
Advisor [Name]
Advising Class [Name]
More advising information

Housing Information

Orientation Information

Weekly Schedule
Academics

Registration & Course Planning

Bill + Payment

Student Finances

Campus Resources

Student Homepage Student Finances

Financial Aid

Student Loan Statement

- Awards
- Summary
- Accept/Decline** 4 3
- College Financing Plan
- Financial Aid Summary

Accept/Decline

Status New Package

Edit Submit Actions

8 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
...	Accept	<input type="checkbox"/>
...	Accept	<input type="checkbox"/>
...	Accept	<input type="checkbox"/>
...	Accept	<input type="checkbox"/>
...	Select	<input type="checkbox"/>
St Work-Study Opportunity FR Work/Study	Select	<input type="checkbox"/>	4,450.00	0.00
...	Accept/Decline/Reset	<input type="checkbox"/>

Do you want to submit this award decision?

Yes No