



How to Accept/Decline Loans in myPugetSound

Accept or Decline your loan(s) and update your bill immediately!

If you have been offered federal loans as a part of your financial aid package, you must accept or decline loans via the myPugetSound portal. Both your financial aid and Bill + Payment will be updated in real time.

Before you begin

If you want to reduce your loan amount 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 loan you are adjusting
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.



