ACCEPT OR ADJUST LOANS IN THE STUDENT PORTAL
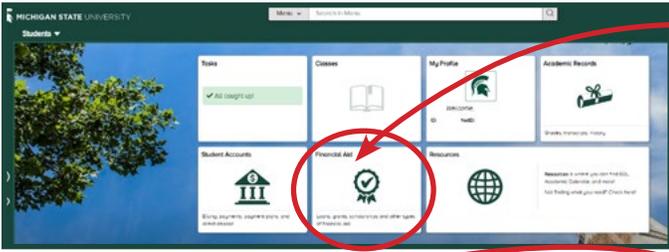
Log in to your student portal with at student.msu.edu and click the **Financial Aid** tile.
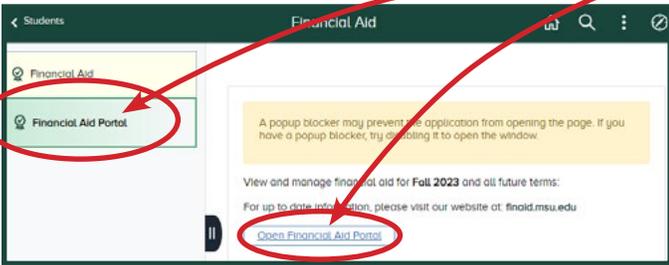
On the next screen, choose the **Financial Aid Portal** tab, then click the **Open Financial Aid Portal** button.
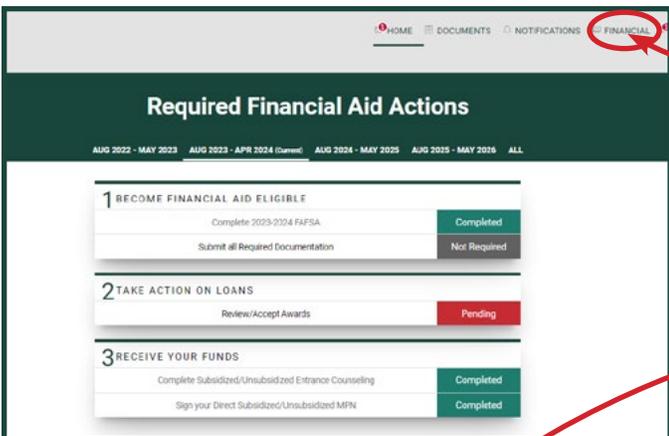
The Required Actions screen may have some Pending items to look at. Click the **FINANCIAL** tab to view your awards.
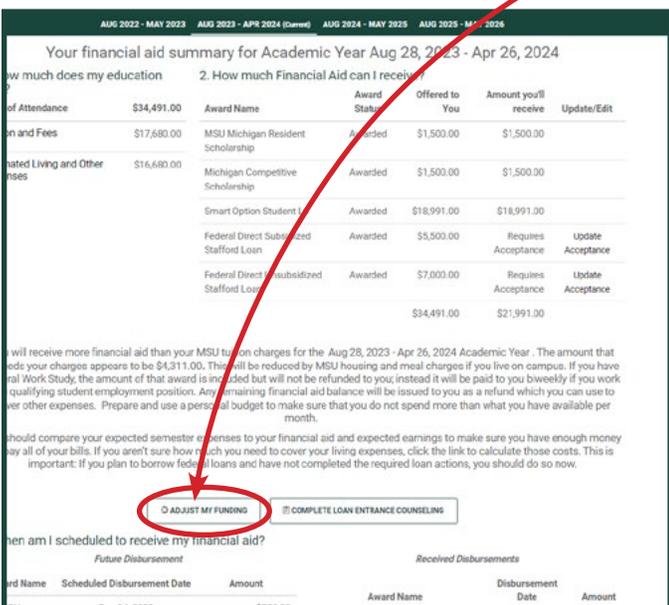
The next screen shows your cost of attendance and all the awards in your financial aid package. To accept or adjust loan awards, click **ADJUST MY FUNDING**. If you are not utilizing loan aid, no action is necessary.
NOTE: This button may be grayed out. You will not be able to accept loans until you have enrolled in classes.

Office of Financial Aid
MICHIGAN STATE UNIVERSITY
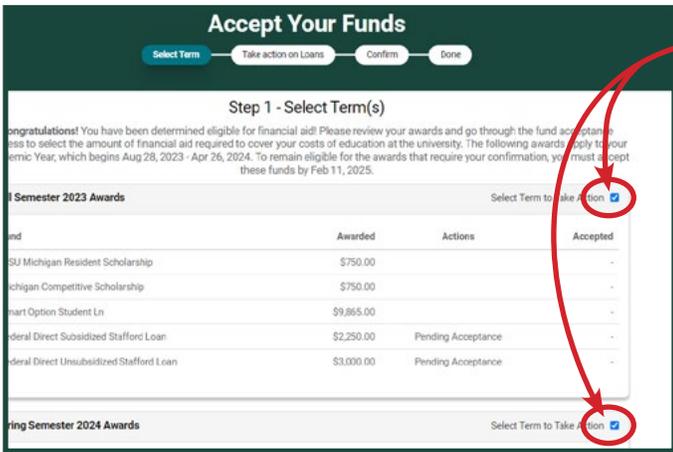
On the next screen, you will see awards broken down by semester. Click the box next to **Select Term to Take Action** for each semester you wish to accept or adjust loan amounts.

- Click **TAKE ACTION ON LOANS**.
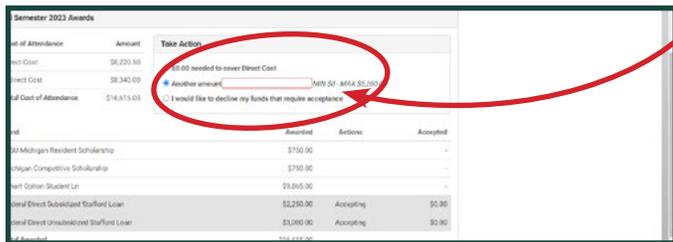
On the next page, choose one of the three buttons. Some important things to remember:

- The "$ needed" listed in the first button is only the amount remaining to cover Direct Costs (Tuition and Fees), and does not include the cost of Food and Housing.
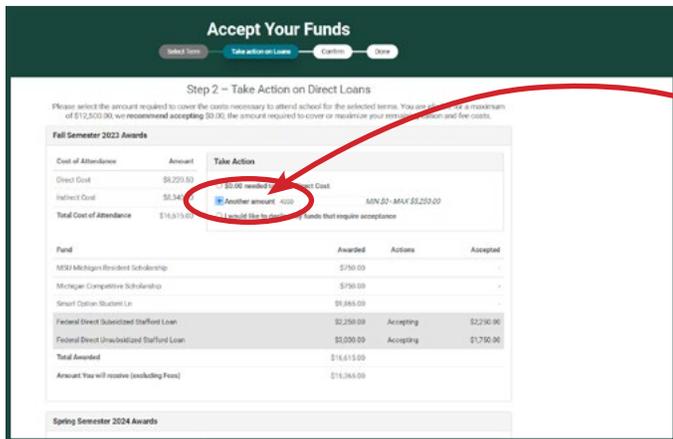
- "Another Amount" is the option most students will choose. NOTE: **You are entering the TOTAL AMOUNT of your Subsidized and Unsubsidized loans, NOT the additional amount you wish to accept.** For example, if you have already accepted $2,000 in loans for fall and wish to accept an additional $2,000 you would enter $4,000.

- Enter requested loan totals in **whole dollar amounts only** (no cents).
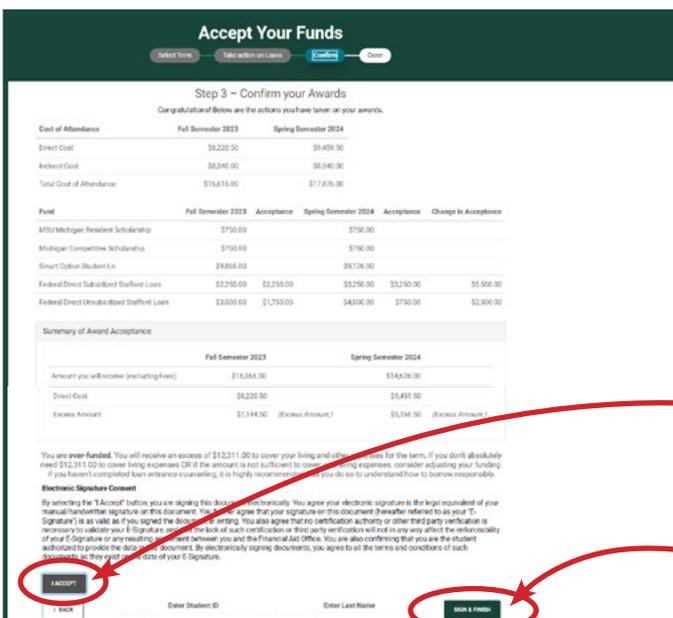
- On the following confirmation page:

  - Click **I ACCEPT**

  - Enter your Student ID# and your name

  - Click **SIGN & FINISH**