How to Accept or Decline a Loan on My.Eastern.edu

NOTE: Once you Accept or Decline a Loan on My.Eastern, you cannot undo it. You will then need to email our office at finaid@eastern.edu from your EU email account and request for us to make the change for you. Please make sure to include your EU Student ID number.

Step 1: Go to My.Eastern.edu and log in with your EU Username and Password
Step 2: Select the Financial Aid link under the Self-Service Menu

Step 3: Select the “Financial Aid Checklist” link under the Financial Aid Menu
Step 4: This is the Financial Aid Checklist page. Make sure you are viewing the correct “Award Year”. Then, click on the “Review and accept your Financial Aid Award Package” link.
Step 5: Scroll down to the Loans section, then click on the “Accept or Decline” link of the loan you want to change.

<table>
<thead>
<tr>
<th>Award</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsidized Loans</strong></td>
<td>Pending</td>
</tr>
<tr>
<td>▶ Accept or Decline</td>
<td></td>
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<tr>
<td><strong>Unsubsidized Loans</strong></td>
<td>Pending</td>
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<tr>
<td>▶ Accept or Decline</td>
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</tbody>
</table>

Step 5a: To Accept the Loans, leave the green check marks as is and click on the Accept button.

Check the terms you will be attending.

- Fall 2017 (Trad) $1,000.00
- Spring 2018 (Trad) $1,000.00
- Total $2,000.00
Step 5b: To Decline the Loans, uncheck the green check marks and click on the Decline button.

Step 6c: To Change the Loan Amounts, send an email to the Financial Aid Office at finaid@eastern.edu. Include your name, student ID#, and the amount you would like the loan changed to for each semester.

If you have any questions or experience any issues, please contact the Financial Aid Office directly at finaid@eastern.edu or 610-225-5102.