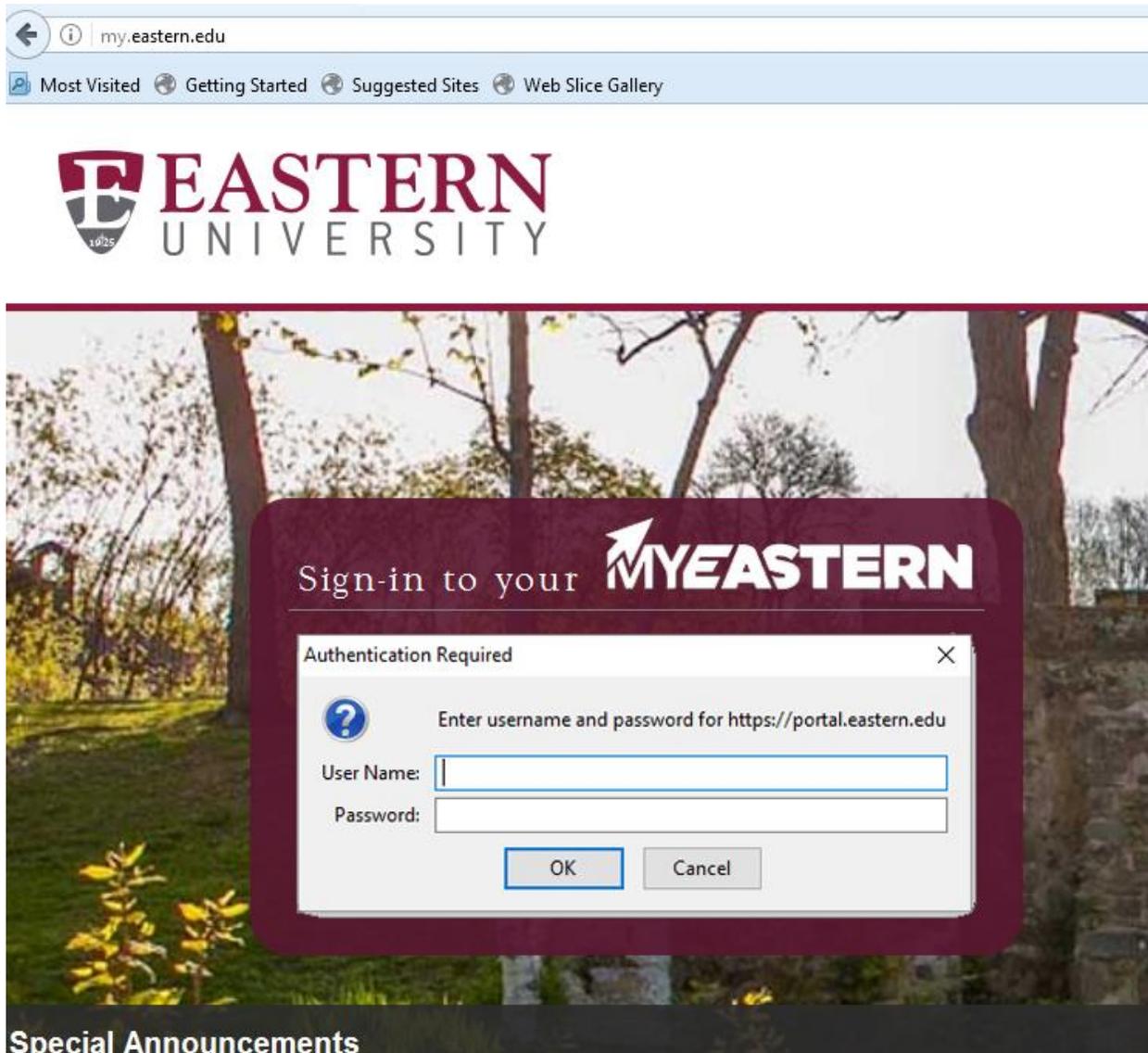


How to Accept or Decline a Loan on My.Eastern.edu

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.

EASTERN UNIVERSITY

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017/2018 Academic Year

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SAP Pass status. Please contact yo

 **Your Financial Aid Package is now ready!**
Your financial aid award package is now ready for your review and acceptance.
[Review and accept your Financial Aid Award Package](#)

Checklist

✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
✓	Completed	Your application is being reviewed by the Financial Aid Office
⚠	Action Needed	Review and accept your Financial Aid Award Package

Step 5: Scroll down to the Loans section, then click on the “Accept or Decline” link of the loan you want to change.

 **Loans**
Money you have to pay back

Award	Status
 Subsidized Loans Accept or Decline	Pending
 Unsubsidized Loans Accept or Decline	Pending

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

Unsubsidized Loans Close	Pending	\$2,000.00
Direct Unsub Loan Pending \$2,000.00		
<i>Check the terms you will be attending.</i>		
<input checked="" type="checkbox"/> Fall 2017 (Trad)		\$1,000.00
<input checked="" type="checkbox"/> Spring 2018 (Trad)		\$1,000.00
Total		\$2,000.00
<input type="button" value="Reset"/>	<input type="button" value="Decline"/>	<input type="button" value="Accept"/>

Step 5b: To Decline the Loans, uncheck the green check marks and click on the Decline button.



Loans
Money you have to pay back

\$5,500.00

Financial Information Award	Status	Total Awarded Amount
<p>⚠ Subsidized Loans v Accept or Decline</p>	Pending	\$5,500.00
<p>ℹ Unsubsidized Loans ^ Close</p>	Pending	\$0.00
Maximum Loan Amount		\$0.00
Direct Unsub Loan	Pending	\$0.00

Check the terms you will be attending.

<input type="checkbox"/> Fall 2017 (Trad)	\$0.00
<input type="checkbox"/> Spring 2018 (Trad)	\$0.00
Total	\$0.00

Reset

Decline

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.