

ACCEPTING YOUR MILLS COLLEGE FINANCIAL AID AWARD

LOG IN TO YOUR “myMILLS” ACCOUNT:

- From the Mills website home page, click on the “PORTAL” tab at the bottom of the page.
- Under the “Sign-In” heading, enter your username and password. Once all entries are made, click the “Login” button.
- Click on “**myMILLS Main Menu**” under the “myMILLS Resources” heading.

ACCESS YOUR FINANCIAL AID AWARD INFORMATION:

- Click on “**Financial Aid Information.**”
- Now click on “**My Award Information.**”
- Once you are in the Award Information screen, click on “**Award By Aid Year.**” This will take you to a page with a drop down window. In this window, choose the **2011-2012** award year. Then click “**Submit.**”
- On the next page, click on the “**Resources/Additional Information**” tab and confirm that you have read, understand, and agree to comply with the terms and conditions of your financial aid award. After completing this step, the “Accept Award Offer” tab will appear at the top of the page.
- Click on the “**Accept Award Offer**” tab. On this page you will find instructions for accepting your 2011-2012 financial aid award. You can also follow the instructions provided below.

If you have a Pell Grant award, please note that you will not be able to accept the Pell Grant online because it will be in an “Estimated” status. The award will be changed to an “Accept” status by M Center staff once all requirements for disbursement have been met.

ACCEPT YOUR FINANCIAL AID AWARD:

- If you want to accept the full amount of all awards that you are being offered, click the “**Accept Full Amount of All Awards**” button. This button is located at the bottom of the screen after the “Total” of your financial aid award.
- If you want to accept only a portion of an award, you must choose the “**Accept**” option in the pull-down menu under the “**Accept Award**” column and enter the partial amount in the “**Accept Partial Amount**” column.
- If you want to decline an award, you must choose the “**Decline**” option from the pull-down menu listed under the “**Accept Award**” column for each award that you want to decline.
- Once all entries are made, click the “**Submit Decision**” button.

Note: Once the awards have been accepted on the web and all changes have been submitted, the fields that allow you to accept / decline and make changes will disappear. Any changes to be made after you have submitted the initial acceptance / declination on the web must be made by notifying the M Center in writing.

By accepting your Mills College financial aid award, you are confirming that you have read, understand, and agree to comply with the terms, conditions, and requirements of your financial aid award as outlined in the “TERMS AND CONDITIONS OF YOUR MILLS COLLEGE UNDERGRADUATE FINANCIAL AID AWARD” document.