



Accepting Your Loan Online First Time Borrower

- ❑ Login to your *myWings* portal and click on Student Self Service under the Academics/Students tab.
- ❑ Click on Financial Aid.
- ❑ Click on My Award Information.
- ❑ Click on Accept Award Offer by Aid Year. Specify the aid year in the drop down box and click Submit.
- ❑ Scroll down until you see the awards that have been offered to you. Any scholarships or grants are automatically accepted on your behalf. You must accept or decline loans and/or work study.
- ❑ Click on the drop box next to the award offers and select Accept, Decline or Decide Later.
- ❑ If you wish to accept only a portion of the award offered, enter that amount in the box to the right of the drop down box. Click on Submit Decision.
- ❑ Verify that your awards have been accepted by scrolling down and reading Accepted or Declined next to the offer.
- ❑ Click on Return to Menu at the top right of the page twice to get to the original Financial Aid menu.

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- ❑ Click on My Eligibility and then click on Student Requirements. Specify the aid year in the drop down box and click on Submit.
- ❑ Under Requirements click on Loan Entrance Exam. You will be redirected to the financial aid page where you will click on the Entrance/Exit Interview option.
- ❑ This Entrance Interview is a 10-15 minute online tutorial that serves to educate you on the details of accepting Federal student loans. It will end with a 10 question quiz. After completing the quiz print the confirmation page for your records.
- ❑ Go back to your *myWings* portal and click on the Academics/Students tab. In the Financial Aid box to the far right, click on Choose my Stafford Loan Lender. This will allow you to electronically select your lender. Click the blue Select button next to your lender of choice. Complete all fields with a red asterisk and then click Submit.
- ❑ If you choose a lender from the Preferred Lender List, go to www.nelnet.net to “e-sign” your Master Promissory Note (MPN). The promissory note will be available a few weeks after the lender is selected, and after the loan has been guaranteed. This is the final step in completing the loan process.
- ❑ If you choose a lender who is not on UNF’s Preferred Lender List, you must complete the Action Request Form located at One Stop Student Services located in building 2. Please be advised that you are responsible for obtaining all of the lender information including the Master Promissory Note (MPN) and the lender code. The promissory note will be available a few weeks after the lender is selected, and after the loan has been guaranteed.

**ONE STOP STUDENT SERVICES
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