

Financial Aid Instructions and Steps for Undergraduate Students

Navigate to view your Financial Aid Offer:

1. Go to <https://my.pacific.edu>
2. Enter your **PacificNet ID username** and *password*.
3. Navigate to the menu on the left labeled **“Tools”**
4. Select the **“Student Support Services”** option
5. Click on the **“Financial Aid”** icon
6. Select the third link from the top: **“View your Financial Aid Award”**
7. Select the **“Award by Aid Year”** link. Navigate to the aid year with the drop-down menu.
8. Select the **“Award Overview”** tab.

Accept Federal Loans/Work-Study:

*Funds need to be accepted each school year

1. Select the **“Accept Award Offer”** tab located within the **“Award by Aid Year”** link.
2. Click the **“Select Decision”** drop down and then **“Accept”** for the fund you wish to borrow. To borrow a partial amount, select **“Accept”** and enter the amount in the **“Accept Partial Amount”** field.
3. Click on the **“Submit Decision”** button.

*Note: if you want to accept the full amount of your awards click on the **“Accept the Full Amount All Awards”** button.*

Finalize Loan Process:

*Completed only the first year you borrow loans

1. **Master Promissory Note** (loan agreement): <https://studentaid.gov/mpn>

Navigate to **“I’m an Undergraduate Student”** and log-in to start

2. **Loan Entrance Counseling** (loan tutorial): <https://studentaid.gov/entrance-counseling>

Navigate to **“I am an Undergraduate Student”** and log-in to start

Viewing missing financial aid requirements that may delay your financial aid:

1. Click on the **“Eligibility”** link from the Financial Aid main menu.
2. Select the **“Student Requirements”** tab.

*Note: Missing requirements have a status of **“Established”** and/or **“Incomplete”**.*