This guide will walk you through the process of how to accept funds that have been offered to you. The only funds that you will have to accept are loan related funds. These funds include all Direct Loans including subsidized (SUDL) and unsubsidized (UNDL) as well as parent plus loans (PLDL). All other funds will be automatically accepted for you. To accept, reduce or decline these awards follow the steps below:

1. Go to [http://www.davenport.edu](http://www.davenport.edu), click on the Davenport portal link. You will need your Davenport username and password to complete the process.

2. Enter your username and password.
3. Click on the Accounts & Services tab.

4. On the Accounts & Services tab you will have the option to view direct links to review your financial aid awards on Self-service. Click on the (1) Banner Self-Service folder located on left side of the page. Next click on the (2) Financial Aid Folder; then the (3) Award Folder and then the (4) Award for Aid Year link.

5. Select the aid year that you wish to view by using the drop down arrow and click Submit.
6. Select the **Accept Award Offer** tab.

7. In the **Accept Award Offer** tab you will notice the **Accept Award** column. All the funds that you have the option to accept will have a drop down arrow allowing you to accept the full amount, reduce or decline the award.

   To accept a partial amount, type in how much of the award you would like to receive in the **Partial Amount** text box located under the **Accept Partial Amount** column. In this example we are accepting all of the subsidized loan, and a partial amount of $1,000 of the unsubsidized loan. Keep in mind loans cannot be processed for less than $100.00. **The amount you accept will be split evenly between the aid periods that are awarded.**

8. To submit your decision click on the **Submit Decision** button. Once your decision has been submitted you will not be able to make changes electronically. You will need to submit a Loan Request Form (LRF) to the Financial Aid Office for adjustments.
9. After submitting your decision you will see the **updated status** of both the unsubsidized and subsidized loan funds; the process is complete. **Remember that you must satisfy all outstanding requirements** or you will not receive your funds.