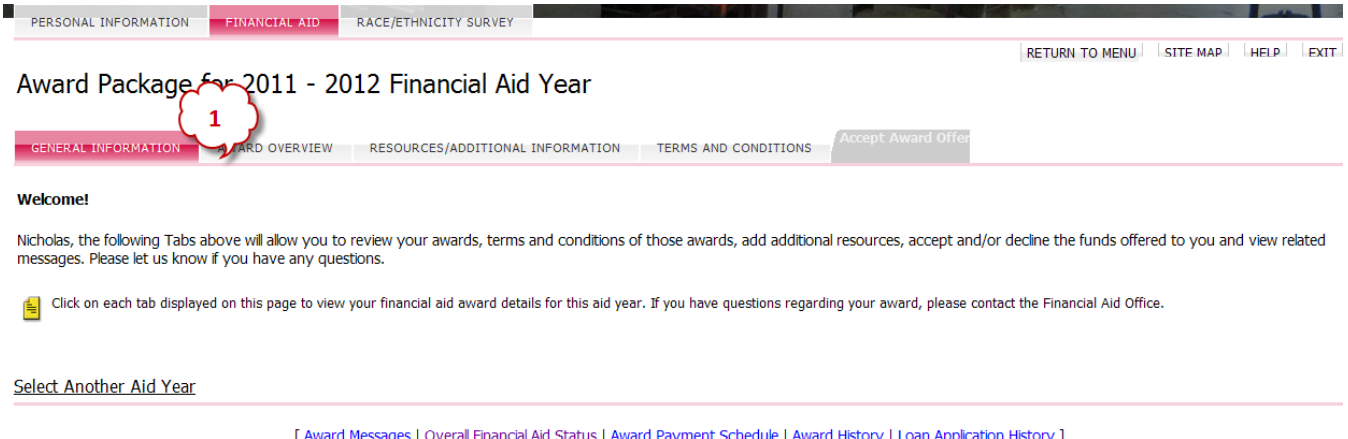


## Steps for Accepting your Financial Aid Awards in Self-Service Banner (SSB)

After you receive notification of an award letter, visit <https://tuportal.temple.edu> and click into the “student tools” area. On the left hand side, you will see a button for Self-Service Banner (SSB). Once in SSB, click into the financial aid area and choose the “award” button. Then, continue forward by clicking “award for aid year.” This will bring you to the financial aid tab (see below).




PERSONAL INFORMATION | **FINANCIAL AID** | RACE/ETHNICITY SURVEY | RETURN TO MENU | SITE MAP | HELP | EXIT

### Award Package for 2011 - 2012 Financial Aid Year

GENERAL INFORMATION | **AWARD OVERVIEW** | RESOURCES/ADDITIONAL INFORMATION | TERMS AND CONDITIONS | Accept Award Offer

**Welcome!**

Nicholas, the following Tabs above will allow you to review your awards, terms and conditions of those awards, add additional resources, accept and/or decline the funds offered to you and view related messages. Please let us know if you have any questions.

 Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

[Select Another Aid Year](#)

[ [Award Messages](#) | [Overall Financial Aid Status](#) | [Award Payment Schedule](#) | [Award History](#) | [Loan Application History](#) ]

From the Financial Aid tab, complete the following 3 steps in this order to accept your financial aid award.

1. Go to the “Terms and Conditions” tab, review the financial aid fact sheet, and press “accept”.
2. Click on the “Accept Award Letter” tab. If you wish to reduce or cancel your loan amounts for the upcoming year, you have the option to do this here. If you wish the full amount of loan funding, click “Accept Full Amount All Awards.”
3. Click on the “Resources/Additional Information” tab and answer the two title IV authorization questions.

**IMPORTANT:** If you complete these steps in a different order than listed above, your tabs in the award area may turn “grey” and become inaccessible. If this is the case, please log back into the site after 30 minutes and try again. If you are still having access issues after waiting 30 minutes, please contact Student Financial Services to have your account reset.

After you have successfully completed these 3 steps, the following requirement messages will update and display in the “Satisfied Requirements” area.

- Federal Financial Aid Terms and Conditions
- Grant permission to pay any and all University charges (Title IV authorization question)
- Grant Permission to Pay Previous Balance Up to \$200 (Title IV authorization question)
- Student Accepted the Awards on the web