Accepting/Declining a Work Study Offer

*For more information on what Work Study is please visit studentinfo.unm.edu, search Financial Aid:
“Work Study”*

Follow the steps to Accept or Decline a Work Study Offer if both of the following are applicable to you:
1) You have been Offered a Work Study Award
2) You have made a decision regarding your Work Study Award

In LoboWeb

Step 1 – Go to my.unm.edu
Step 2 – Enter your NetID and Password
Step 3 – Select ‘Login’
Step 4 – Select ‘Enter LoboWeb’ from the Student Life or Student Employee tab
Step 5 – Select the Financial Aid tab from the main menu
Step 6 – Select Award Info Menu from the Financial Aid Menu
Step 7 – Select Award Package for Aid Year from the Award Info Menu
Step 8 – Use the drop down menu to select the aid year
Step 9 – Submit

Step 10 – Select the ‘Accept Award Offer’ tab
Step 11 – Select your decision from the ‘Accept Award’ column, Click

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
<th>Accept Award Lender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Offered</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
<td>$7,000.00</td>
<td>Undecided</td>
</tr>
<tr>
<td>Total</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
<td>$7,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR to Accept you may also:
Click ‘Accept Full Amount All Awards’

Step 12 – Verify your decision in the ‘Status’ column next to the fund description:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td></td>
</tr>
</tbody>
</table>