

Accepting/Declining a Work Study Offer

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

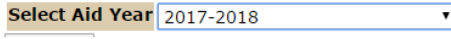
Step 3 – Select 'Login'

Step 4 – Select 'Enter LoboWeb'  from the Student Life or Student Employee tab

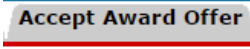
Step 5 – Select the Financial Aid tab  from the main menu

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**

Fund	Status	Fall	Spring	Total	Accept Award	Lender
Federal Work Study ABQ	Offered	\$3,500.00	\$3,500.00	\$7,000.00	Undecided	
Total		\$3,500.00	\$3,500.00	\$7,000.00	Undecided	

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:

Fund	Status
Federal Work Study ABQ	

