

# Steps for Accepting Your Award Letter

1. Go to Cougarnet at <http://www.siu.edu/COUGARNET>
2. Click "Enter Cougarnet Secure Area" (1<sup>st</sup> option)
3. Enter your Banner ID and SIUE pin number
4. Click "Financial Aid" (3<sup>rd</sup> option)
5. Click "Award" (3<sup>rd</sup> option)
6. Click "Award for Aid Year" (1<sup>st</sup> option)
7. Click Drop-down menu
8. Select correct aid year; Click "Submit"
9. Click "Accept Award Offer" (5<sup>th</sup> tab)
10. Accept and/or decline items listed
11. Click "Submit Decision"

**\*\*\*If you are accepting loans for the first time.....**

1. Apply with Direct Loans at <http://studentloans.gov>
2. Take loan entrance counseling quiz at <http://studentloans.gov>

**\*\*\*If you want to transfer existing Direct Loans to our institution**

1. Contact the Direct Loans Servicer (1-800-848-0979), and request an update to school (SIUE) on promissory note.

# Steps for Checking Your Bill

1. Go to Cougarnet at <http://www.siu.edu/COUGARNET>
2. Click "Enter Cougarnet Secure Area" (1st hyperlink)
3. Enter your Banner ID and SIUE pin number
4. Click "Student" (2nd option)
5. Click "Student Account" (4th option)
6. Click "Account Detail for Term" (1st option)
7. Click Drop-down menu
- 8a. Select correct term
- 8b. Click "Submit"
9. Scroll to the very last line
10. "No Installment Plan is available on your account." means that you are **financially cleared!**

# Steps for Checking Missing Documents

1. Go to Cougarnet at <http://www.siu.edu/COUGARNET>
2. Click "Enter Cougarnet Secure Area" (1st option)
3. Enter your Banner ID and SIUE pin number
4. Click "Financial Aid" (3rd option)
5. Click "Eligibility" (2nd option)
6. Click "Student Requirements" (2<sup>nd</sup> option)
7. Current Academic Year Requirements will appear
8. "Established" means the document must be turned in to our office **IMMEDIATELY!**
9. If you wish to view a year different from the current year, click on "Select Another Year" at the bottom of the screen