

STEP 1: ACCESS YOUR ACCOUNT

A) Go to:

<http://webCentral.du.edu>

B) Log in using:

DU ID# and Password
(If this is your first time accessing your account, your password will be your birthday in the MMDDYY format.)

C) Click on:

Student tab
(If you are a new undergraduate student, click on the Admitted Students tab. If you are a new graduate student, click on the Incoming Grad Dashboard tab.)

STEP 2: OPTIONS & ACTIONS

Once on the Student tab, you can choose to view your requirements, accept or decline your award offer or view your financial aid profile.

Quick summary of three key options:

Choose your desired option:	Then:	Then Choose Action:
CHECK REQUIREMENTS	Review the "Financial Aid Requirements" box for items that are unsatisfied (indicated with a red flag).	Unsatisfied requirements may prevent you from getting a financial aid award or having your awards applied to your student account. Click on these awards to review your next steps.
ACCEPT OR DECLINE YOUR AWARDS	Click on "View and Accept Award Offer" in the "Financial Aid Information" box. Then, select the appropriate aid year.	Accept terms and conditions by clicking on the "Terms and Conditions" tab and clicking "Accept." Accept or decline each award by clicking on the "Accept Award Offer" tab: <ul style="list-style-type: none"> To accept an award, select "Accept" in the drop down menu. To accept a partial amount, select "Accept" in the drop down menu and enter an amount in the box to the right. To decline an award, select "Decline" in the drop down menu. Click on the "Submit Decision" button.
VIEW YOUR PROFILE	Click on "Financial Aid Profile" in the "Financial Aid Information" box.	<ul style="list-style-type: none"> Click View a PDF of your Award Letter to print or save a copy for your records. Click View and Accept your Aid to view your current award. Click Documents, Requirements and Eligibility Status to view additional details about your requirements and review your current Satisfactory Academic Progress status. Click Overall Summary of your Financial Aid to view a holistic picture of your financial aid account. Click View your Account by Term to see the charges and aid broken out by term. Click View your Aid Payment Schedule to learn when you can expect your aid to be applied to your student account. Click View your Financial Aid History to see all the aid you were awarded for both the current and past years at DU. Click View your Loan History to view all the student loans you have borrowed for both current and past years at DU.

IMPORTANT NOTES

- Once a student has accepted or declined awards, changes can ONLY be made by contacting the Office of Financial Aid.
- All accepted aid will be automatically split between fall, winter and spring quarters (fall and spring semesters for law students).
- First-time students who accepted a Direct subsidized or unsubsidized loan must also complete a Master Promissory Note and Entrance Counseling online at www.studentloans.gov.
- For complete financial aid information, go to www.du.edu/finaid.