**Instructions for Accepting Your Financial Aid Award in CUNYFirst**

1.At the GC Portal, located at https://www.gc.cuny.edu/GC-Header/GC-Portal, click onCUNYFirst, which will bring you to <https://cunyfirst.cuny.edu>.

2. From the Home screen on CUNYFirst, click on Student Center.

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3. Scroll down and click the financial aid tab.

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4. Once you are in the financial aid portal you should see your Award Summary.

5. Under Awards (on the left menu), click on the tab that says Accept/Decline. Your awards should be listed.

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6. Click the edit button on the top left hand corner. Each award should be highlighted with a drop down menu. Click accept or decline on each individual award.

7. When you are finished accepting/declining your award. Click Submit. The system will record your decision.