Instructions for Accepting Your Aid in CUNYFirst

1. Log into CUNYFirst by going to https://cunyfirst.cuny.edu.

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

3. Scroll down and click on Financial Aid.

4. In the financial aid portal, you will be asked to select the correct academic year.
5. You will then be brought to the Financial Aid Summary tab.

   **NOTE: YOU CANNOT ACCEPT OR DECLINE YOUR AID FROM THE FINANCIAL AID SUMMARY TAB. YOU MUST FOLLOW THE STEPS BELOW TO ACCEPT OR DECLINE YOUR AID.**

6. Select **Awards** from the menu on the left. It has a **bank icon** next to it.

7. Select **Accept/Decline**.

8. Click the **edit button** (**pencil icon**) on the top left-hand corner.

9. Each award should then offer you a drop-down menu with options to accept or decline. Click the appropriate option for each award.

10. Click the **Submit** tab at the top of the screen once you have finished accepting or declining your aid so CUNYFirst can record your decision for you.

11. Once you have clicked Submit and you see Status Successful at the top of the screen, you are done.

   **NOTE: Disbursement refers to when the school receives your financial aid, including fellowships. Refunds refer to when you can expect the excess funds, once tuition is paid, to be issued to you. The disbursement date in CUNYFirst is the first available disbursement date in the system. It does not reflect the actual date your individual aid will disburse. Once your aid has been disbursed in CUNYFirst, the Bursar's Office will process any refund to which you may be entitled.**