



## Instructions for Accessing Your Financial Aid Award Notice on Banner Self Service for Students

1. Go to [www.stac.edu](http://www.stac.edu) and click on the Banner Self Service link.
2. Sign in with your user ID (see above) and your password\*\* Important reminder - the S must be capitalized.
3. Once you have successfully logged into Banner Self- Service, please click on the **Financial Aid** tab.
4. Click on the **Award** link.
5. Click on the **Award by Aid Year** link.
6. You will be prompted to select an Academic Aid Year, please choose **2024-25** and click the submit button.
7. Go to the **TERM & CONDITIONS** tab. It is important that you first carefully review the terms of your aid, then **Accept** the Terms & Conditions; you will not be able to proceed to view your award unless this is completed.
8. Click on the **Accept Award Offer Tab**.
9. Please note the status of your Institutional Aid, as well as state and federal grants will show automatically as **Accepted**.

**If all of your awards display as Accepted, there are no other steps you need to take.**

Your options for your loans and work study are as follows:

- a. Accept the full award amount by selecting **Accept Full Amount of All Awards**.
  - b. Choose Decline or Accept for each fund.
  - c. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.
10. Click the **Submit Decision**.
  11. The loan funds are hyperlinked. Please click on the link for further instructions on processing your loans. For more information on processing both the student and parent loans, please see the Financial Aid Checklist and/or visit the Financial Aid pages at [www.stac.edu](http://www.stac.edu).