

ACCEPTING YOUR MILLS COLLEGE FINANCIAL AID AWARD

LOG IN TO YOUR 'myMILLS' ACCOUNT:

- From the Mills College home page, click on the '**PORTAL**' tab at the bottom right of the page.
- Enter your Banner ID and password. Once all entries are made, click the '**Login**' button.
- Click on '**myMILLS Main Menu**' under the 'myMILLS Resources' heading.

ACCESS YOUR FINANCIAL AID AWARD INFORMATION:

- Click on '**Financial Aid Information.**'
- Click on '**My Award Information.**'
- Click on '**Award By Aid Year.**' This will take you to a page with a drop-down menu. In this window, choose the '**2017-2018**' award year, and then click '**Submit.**'
- Click on the '**Terms and Conditions of Your Award**' to read the terms. The Terms and Conditions should open up in a new tab for you to review. Please also review detailed Terms and Conditions [here](#).
- Click on the '**Accept Award Offer**' tab. On this page you will find instructions for accepting your 2017-2018 financial aid award. You can also follow the instructions provided below.

ACCEPT YOUR FINANCIAL AID AWARD:

- To accept the full amount of all awards: click the '**Accept Full Amount of All Awards**' button below your financial aid award.
- To accept only a portion of an award: choose '**Accept**' from the drop-down menu in the "Accept Award" column. Enter the amount you would like to accept in the "Accept Partial Amount" column.
- To decline an award: choose '**Decline**' from the drop-down menu in the "Accept Award" column.
- You should accept or decline all awards. Please do not leave any awards in "Offered" status.
- When you are done, click the '**Submit Decision**' button.

PELL GRANT and CAL GRANT RECIPIENTS: Please note: you will not be able to accept the Pell Grant. The award will be changed to an 'Accept' status by M Center staff once all requirements for disbursement have been met.

Note: Once your awards have been accepted/ declined on the web, the fields that allow you to accept/ decline will disappear. If you would like to make changes after you have submitted the initial acceptance/ declination on the web, you must email the Financial Aid office at finaid@mills.edu.

By accepting your Mills College financial aid award, you are confirming that you have read, understand, and agree to comply with the terms, conditions, and requirements of your financial aid award, as explained in the "Undergraduate Terms and Conditions of Your Award" document.