

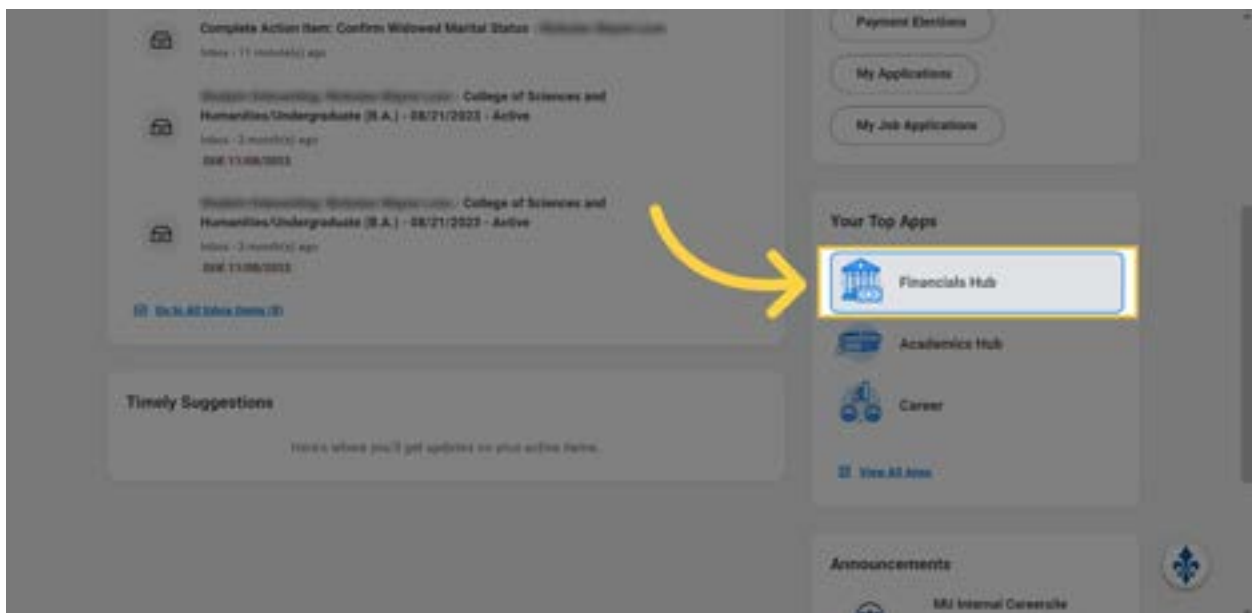
For Students: View and Manage My Financial Aid Awards in Workday



This guide will walk you through viewing and managing your financial aid awards in Workday. You will learn how to access the Financials Hub, view financial aid details, print award letters, download documents, and more using Workday.

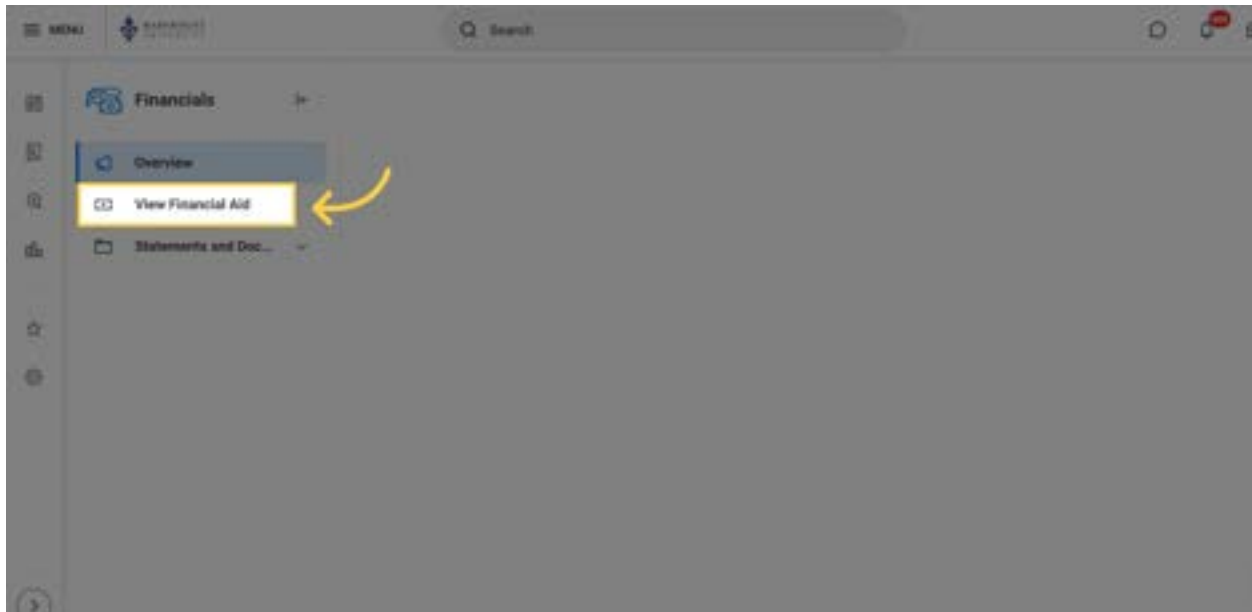
1. Financials Hub

From the main Workday screen, scroll down to the "Your Top Apps" tile and click on the Financials Hub icon.



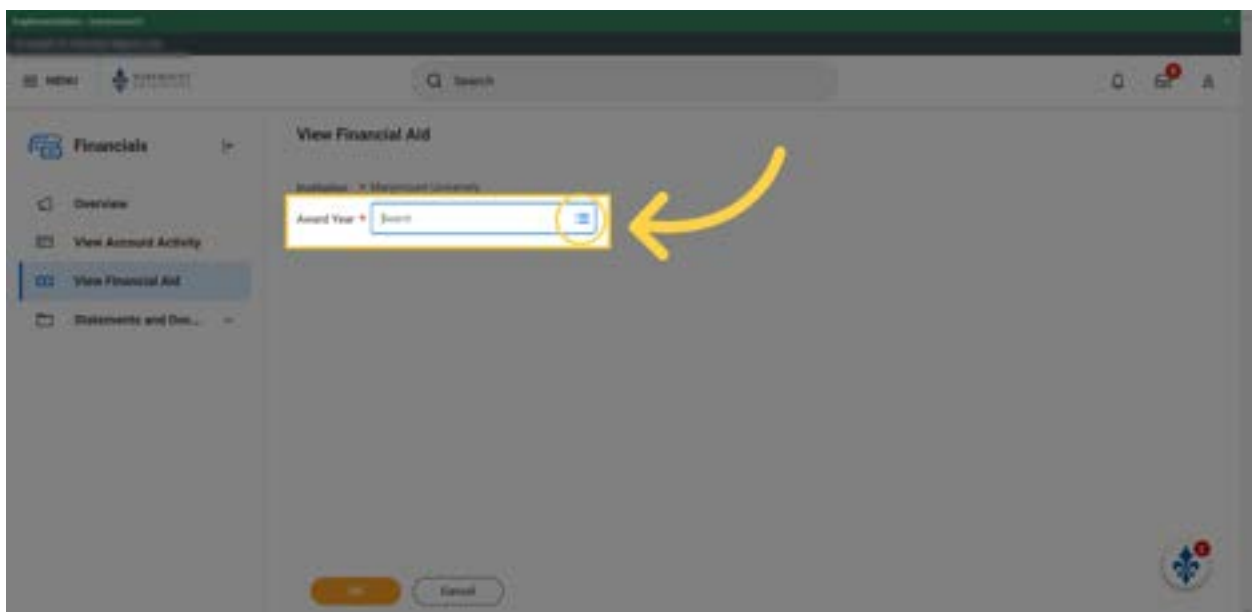
2. View Financial Aid

From the Financials Hub, click on the View Financial Aid header on the left side.



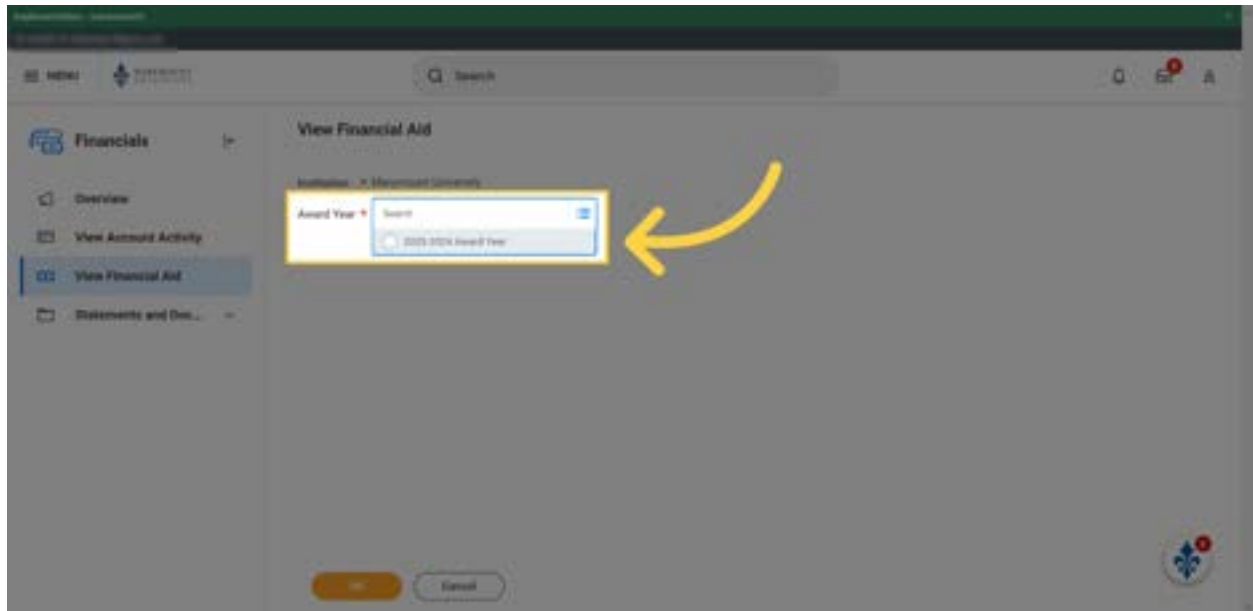
3. Choose an award year

The institution field will auto populate with the name Marymount University. You will need to choose an award year to view your financial aid. Click on the menu icon to see available award years to choose from.



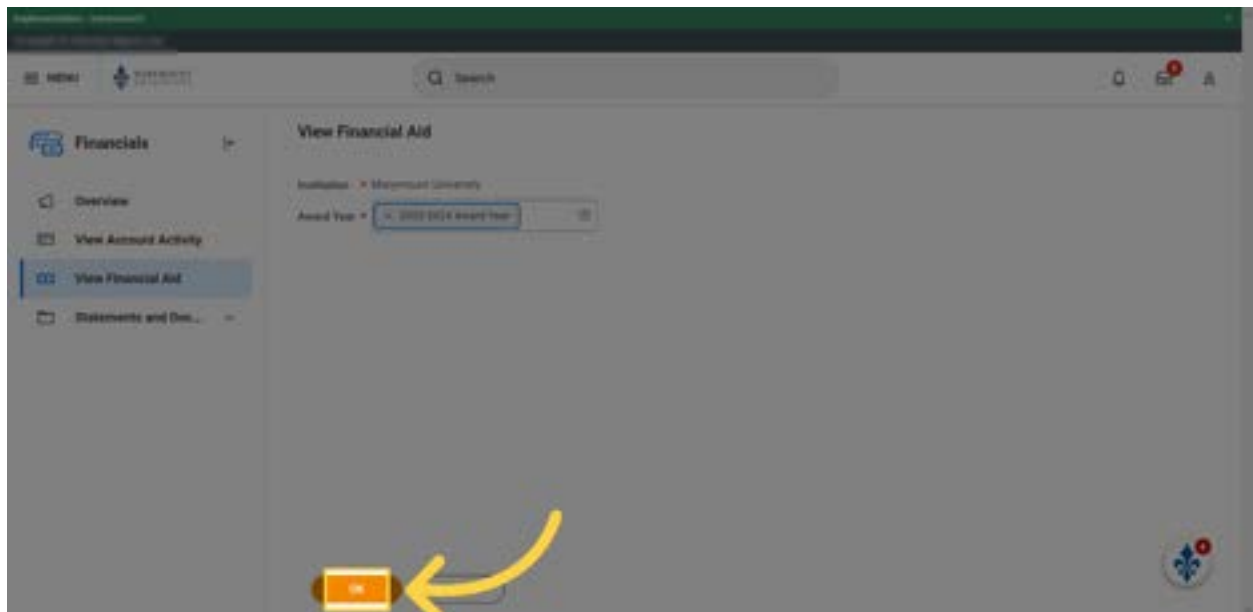
4. Click "2023-2024 Award Year"

Select the appropriate financial aid award year. In this example, we will choose the 2023-2024 Award Year.



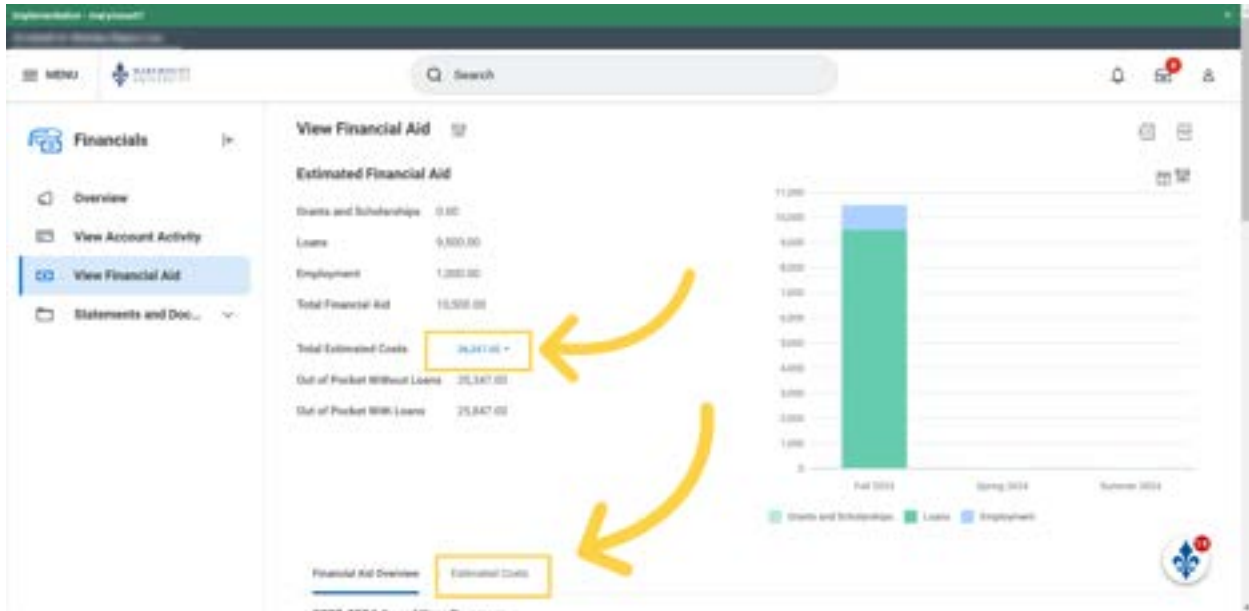
5. OK

Confirm your selection by clicking the orange OK button at the bottom of your screen.



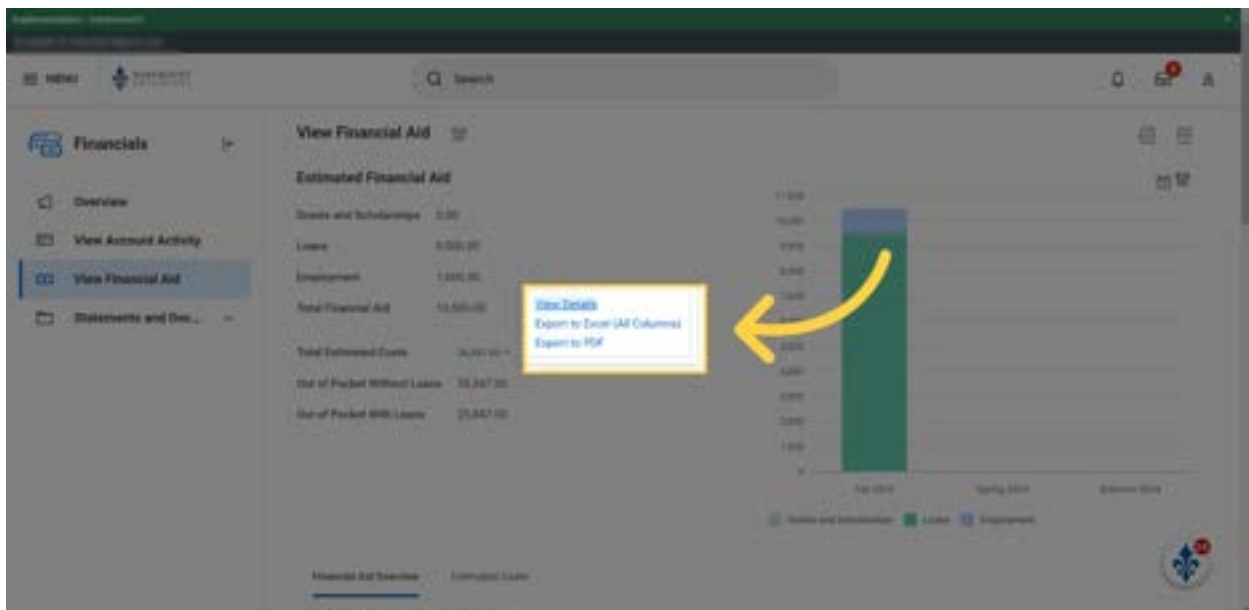
6. View Total Estimated costs

The View Financial Aid dashboard will now appear. All the details and amounts of your financial aid will be displayed here. You can view the detailed estimated costs of your enrollment, by clicking on the arrow next to the Total Estimated Cost field, or by scrolling down the screen to the lower section.



7. View Details

You can export these details to Excel or to a PDF document by clicking on the task you choose.



8. Actions

From this dashboard, you can also perform the following actions: You can view your financial aid award details on this screen. You can accept or decline your Financial Aid awards. You can print your award letter and You can print your College Financial Plan document

The screenshot shows the 'Financials' dashboard with a sidebar on the left containing 'Overview', 'View Account Activity', 'View Financial Aid', and 'Statements and Doc...'. The main content area is titled '2023-2024 Award Year Summary' and displays 'Total Amount Offered: 10,500.00' and 'Total Amount Accepted: 0.00'. Below this is a table with columns 'Academic Period', 'Amount Offered', and 'Amount Accepted'. The table has three rows: 'Fall 2023', 'Spring 2024', and 'Summer 2025'. A yellow box highlights three buttons: 'Accept/Decline Awards', 'Print Award Letter', and 'Print College Financing Plan'. A yellow arrow points from the right side of the box to the 'Print College Financing Plan' button. Below the buttons is an 'Awards Breakdown' section for 'Fall 2023 Awards' with a table showing 'Award Type', 'Amount Offered', 'Amount Accepted', 'Status', 'Anticipated Disbursement Date', and 'Anticipated Disbursement Amount'. The table has one row for 'Federal Direct Unsubsidized Loan' with two entries.

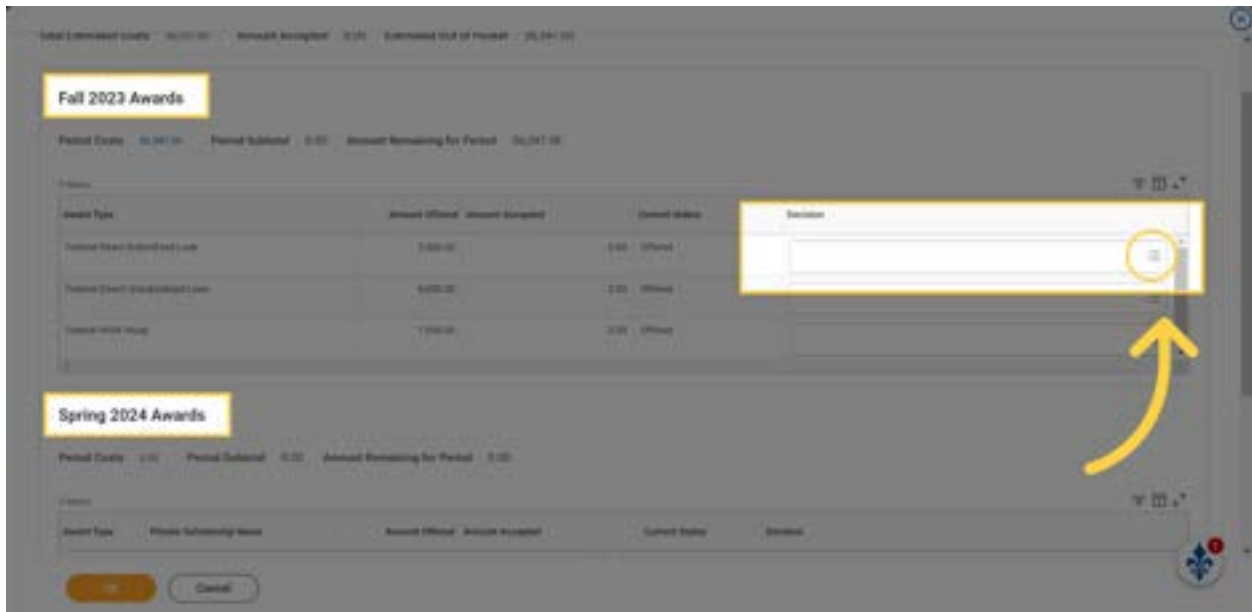
9. Accept/Decline Awards

To Accept or Decline your financial aid awards, click on the "Accept/Decline Awards" button.

This screenshot is similar to the previous one but with a dark overlay. A yellow box highlights the 'Accept/Decline Awards' button, and a yellow arrow points to it from the right. The rest of the dashboard content is dimmed.

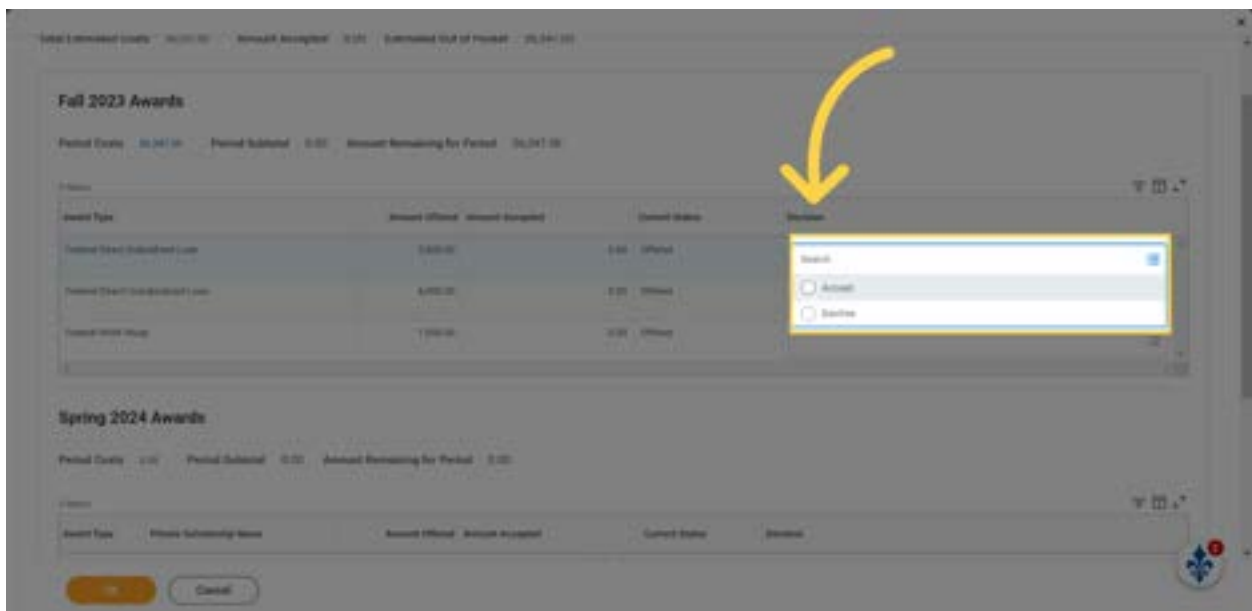
10. Scroll down to see and accept additional awards for the Spring semester

You will need to accept or decline each individual financial aid award for each semester of the academic award year. You may have to scroll down the page to see your financial aid award details for additional semesters. In the decision field next to each award, for each semester, click on the menu icon.



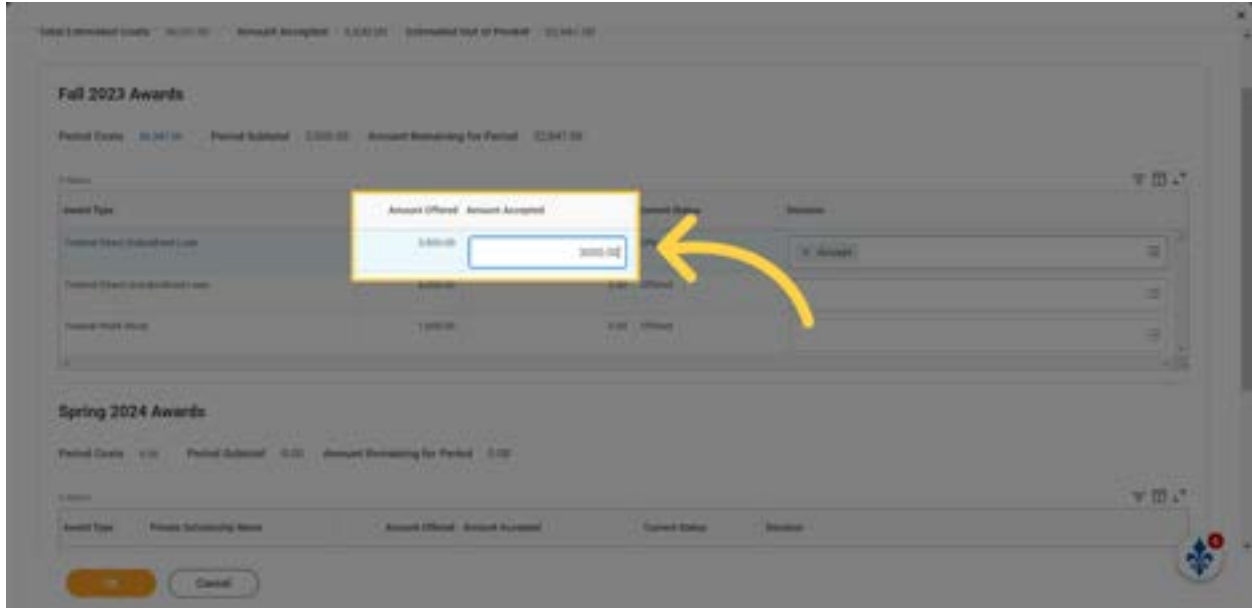
11. Accept or Decline

Click on either the accept or decline button.



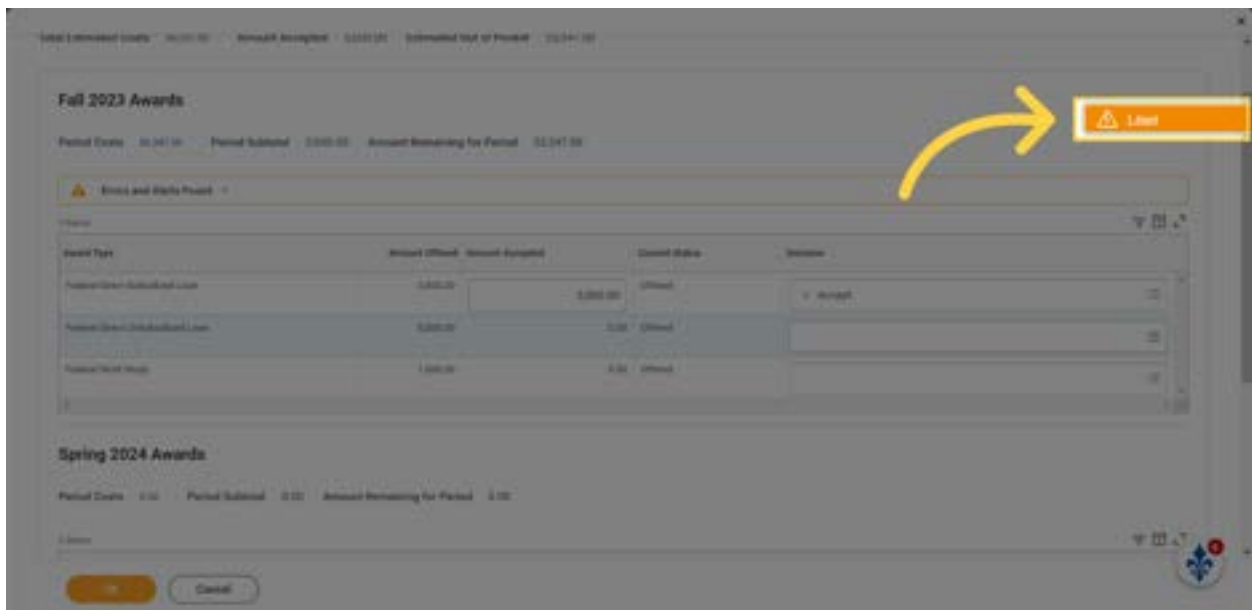
12. Award Amount

You can accept the full award amount offered or you can choose to accept a dollar amount lower than the offered award. Type the dollar amount of the award you wish to accept.



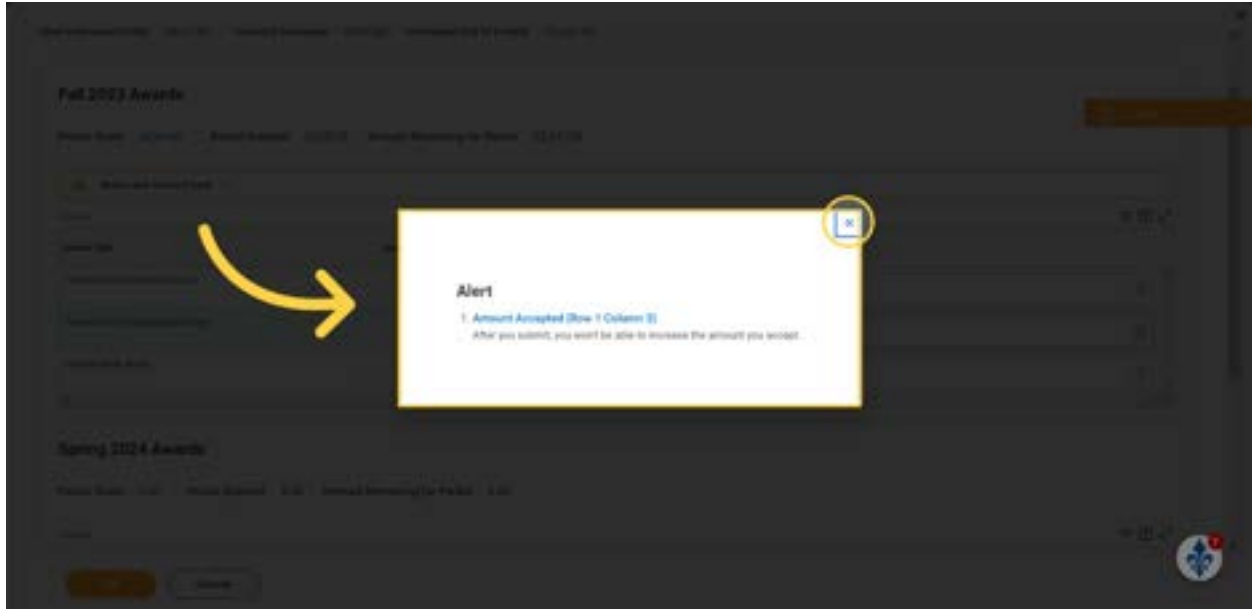
13. Alerts

If you reduce the amount of the award offered, an alert will pop up on the screen. Click on the alert to review the content.



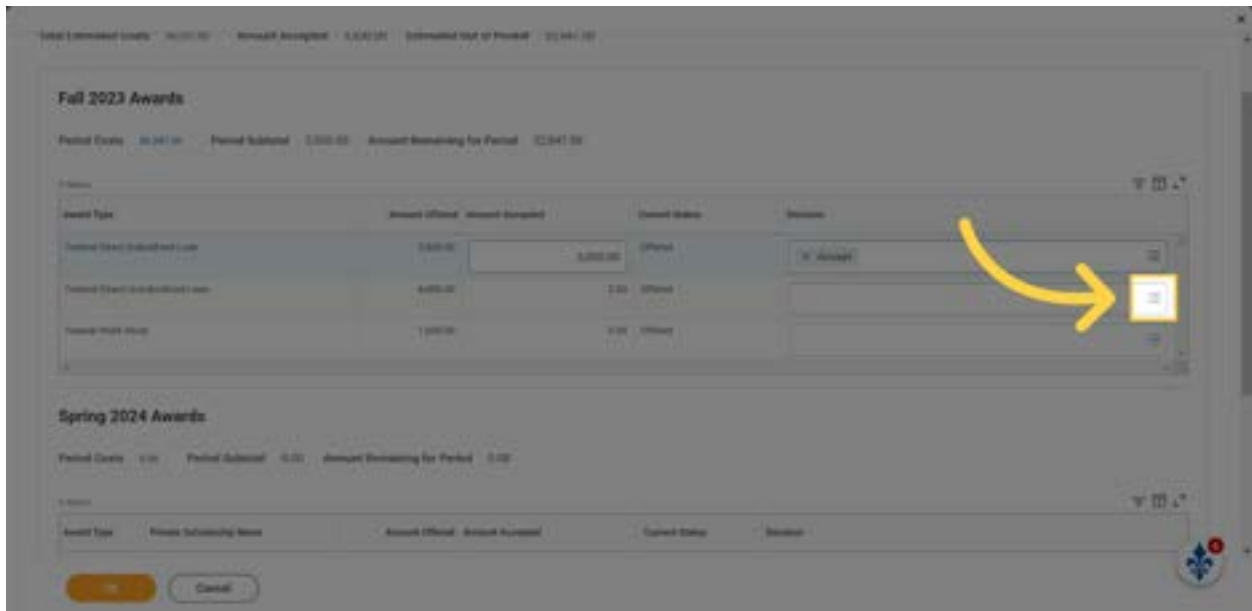
14. Review alert

If you elect to reduce the amount of the award offered, an alert pops up to remind you that you will not be able to increase the amount of the award selected, after you submit your acceptance. Double check your election before finalizing your decision. You can close the alert by clicking on the x in the upper right-hand corner of the alert notification.



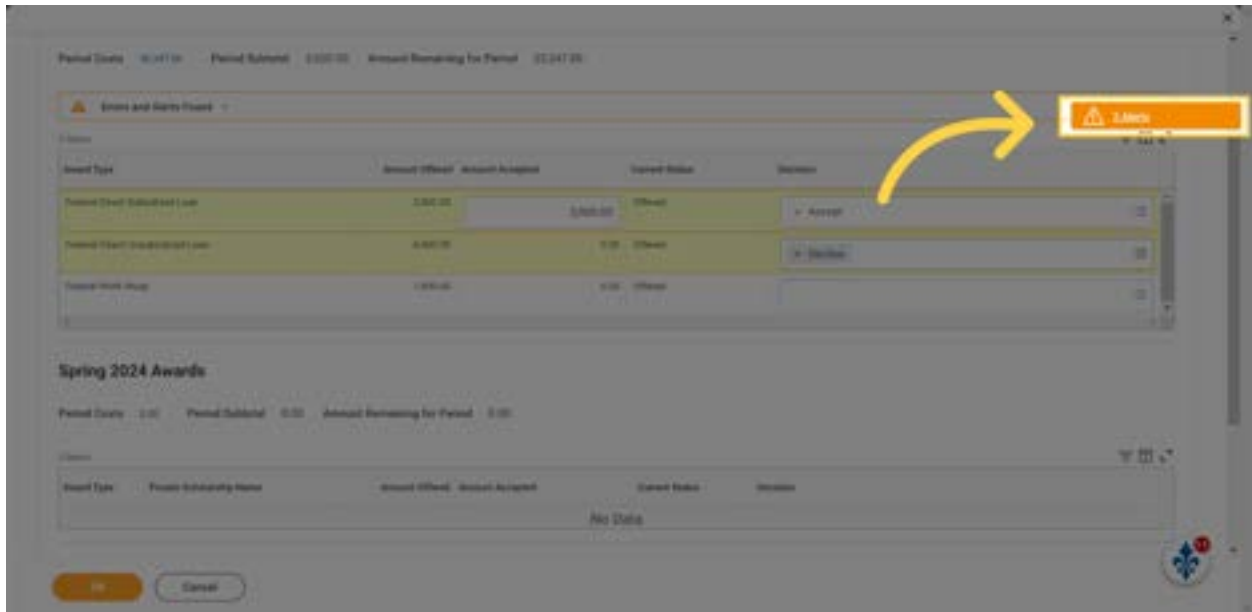
15. Additional Awards

Continue to accept or decline any additional financial aid awards listed on the screen.



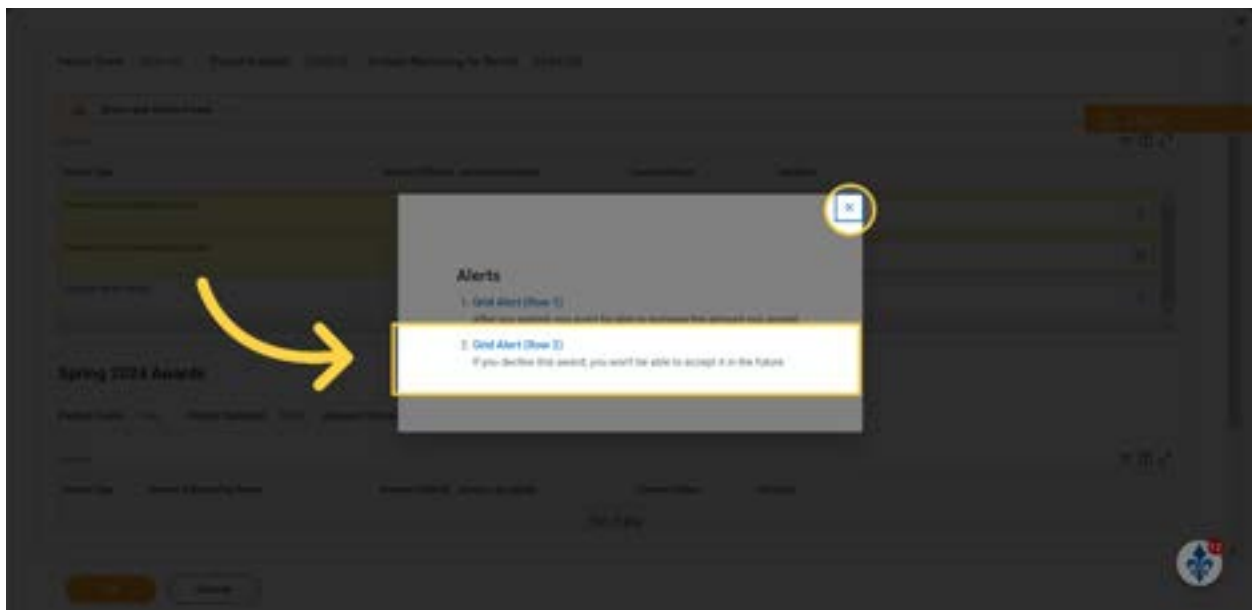
16. Alerts

If you choose to decline an award, a system alert is also shown on the screen.



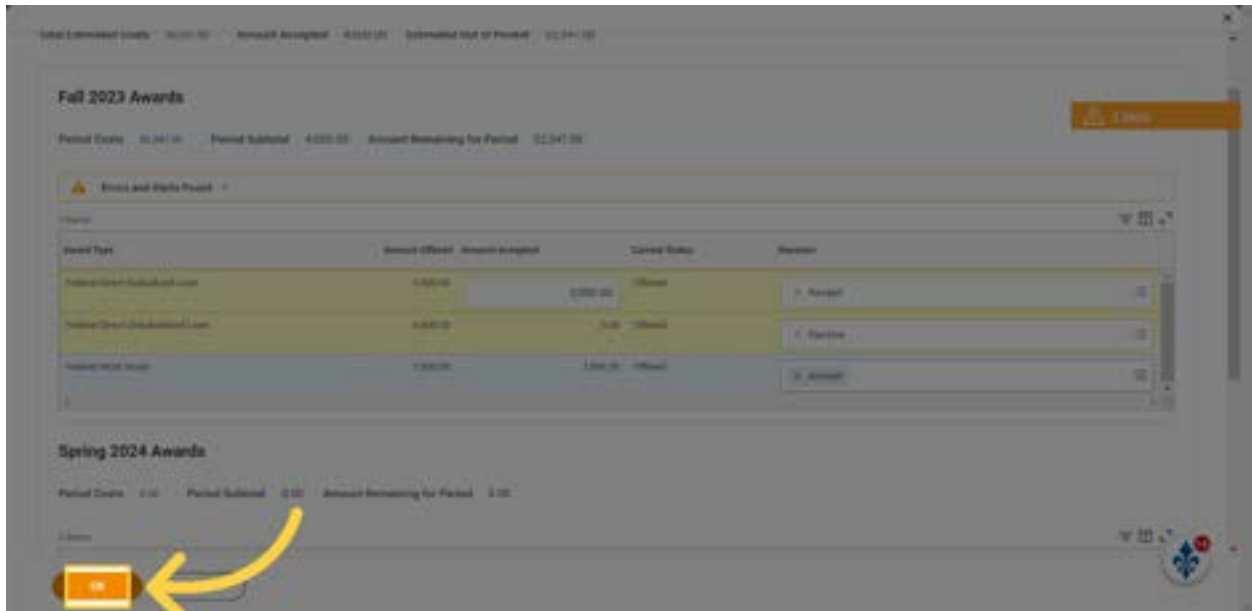
17. Review Alerts

If you choose to decline an award, the system reminds you that once you decline, you cannot accept this award in the future. You can close this alert by clicking on the x in the upper right-hand corner of the alert box.



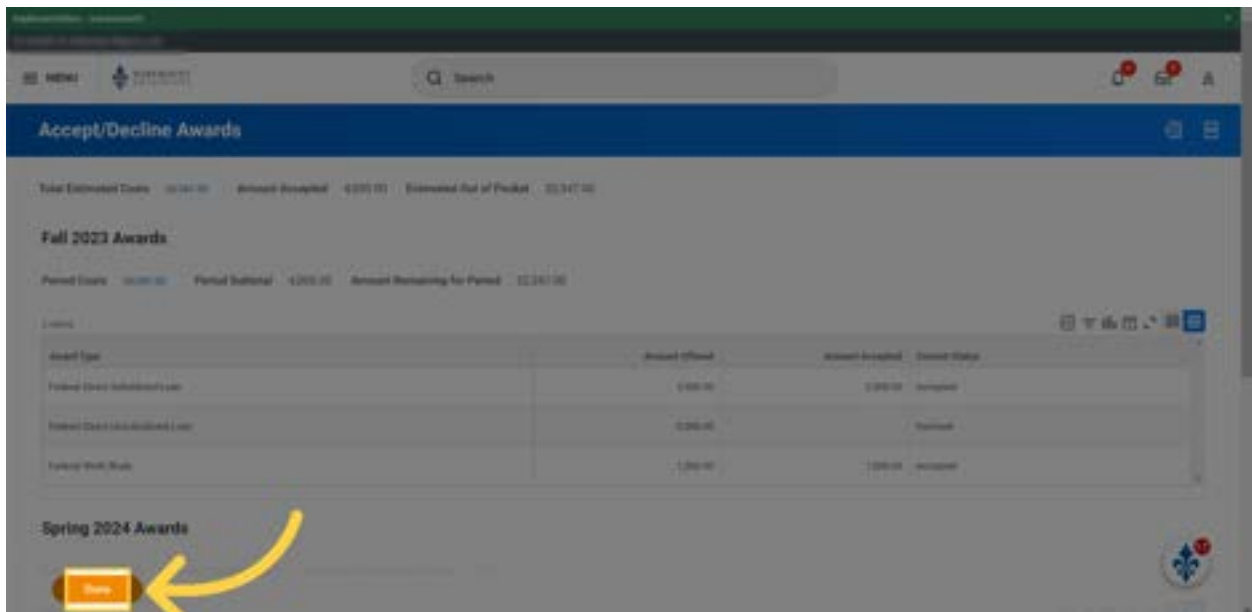
18. OK

Once you have reviewed and acted on each financial aid award, Confirm the action by clicking the orange "OK" button on the bottom left corner of the screen.



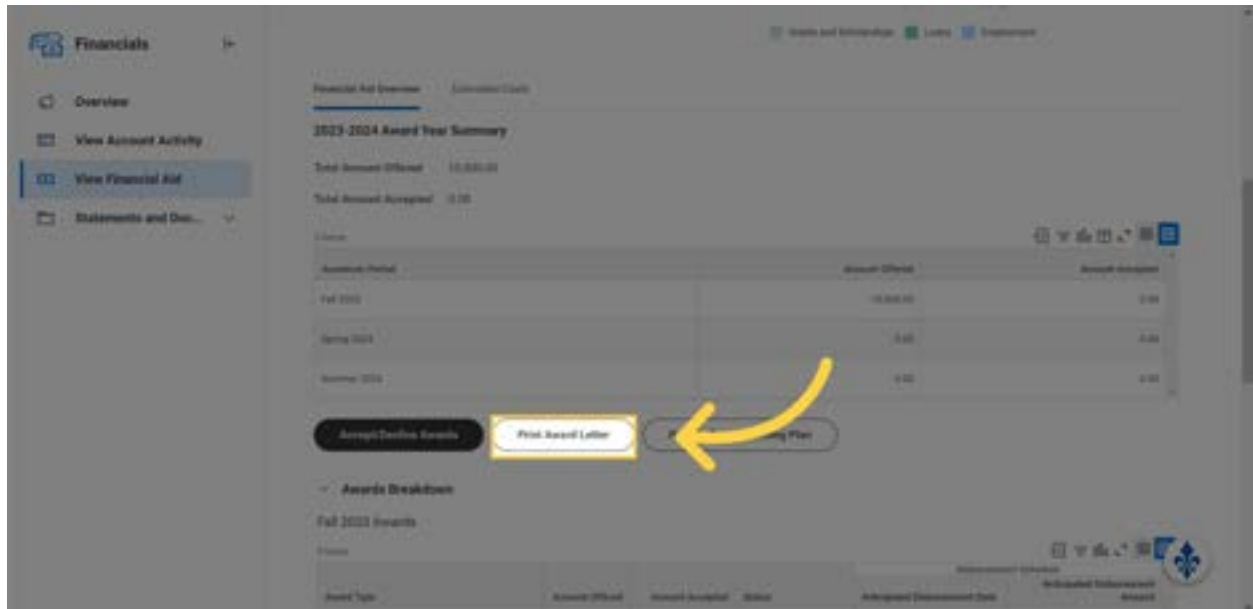
19. Done

Complete the process by clicking the orange "Done" button at the bottom left corner of the screen.



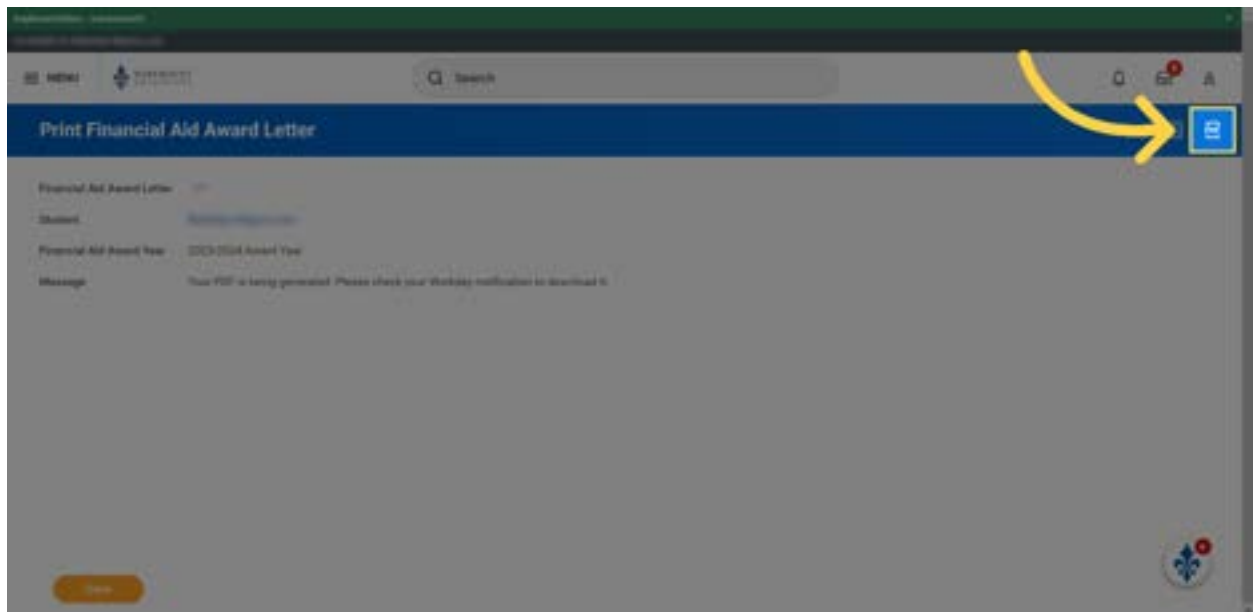
20. Print Award Letter

To print a copy of your financial aid award letter, click on the "Print Award Letter" button from the Financial Aid dashboard.



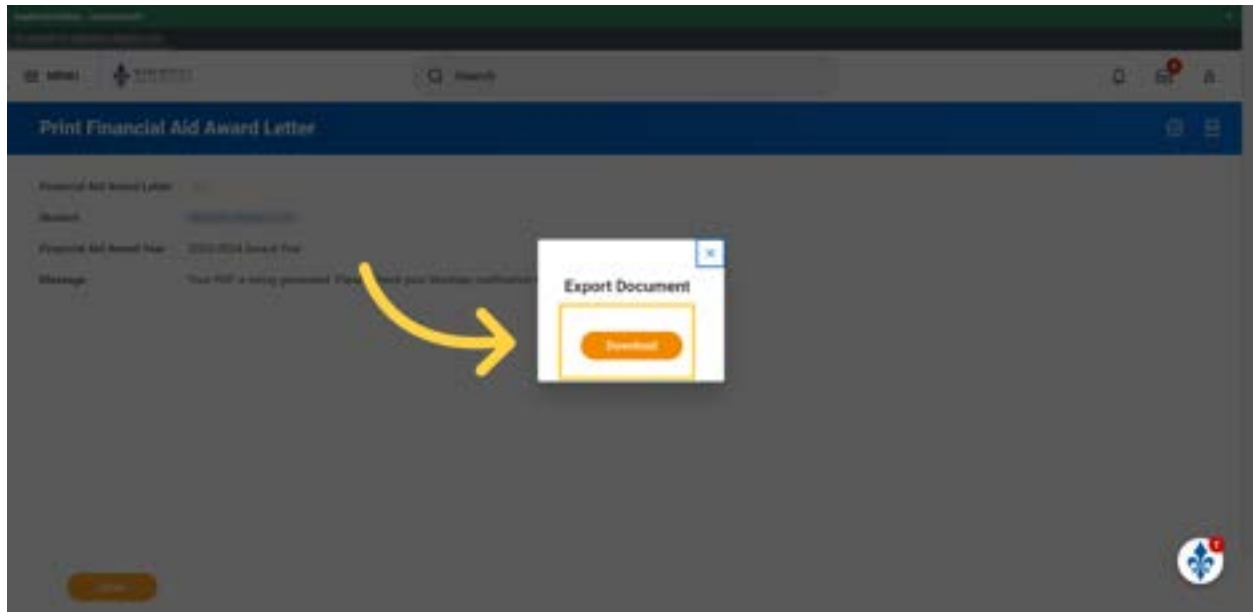
21. PDF icon

Click on the PDF button at the upper right corner of the screen.



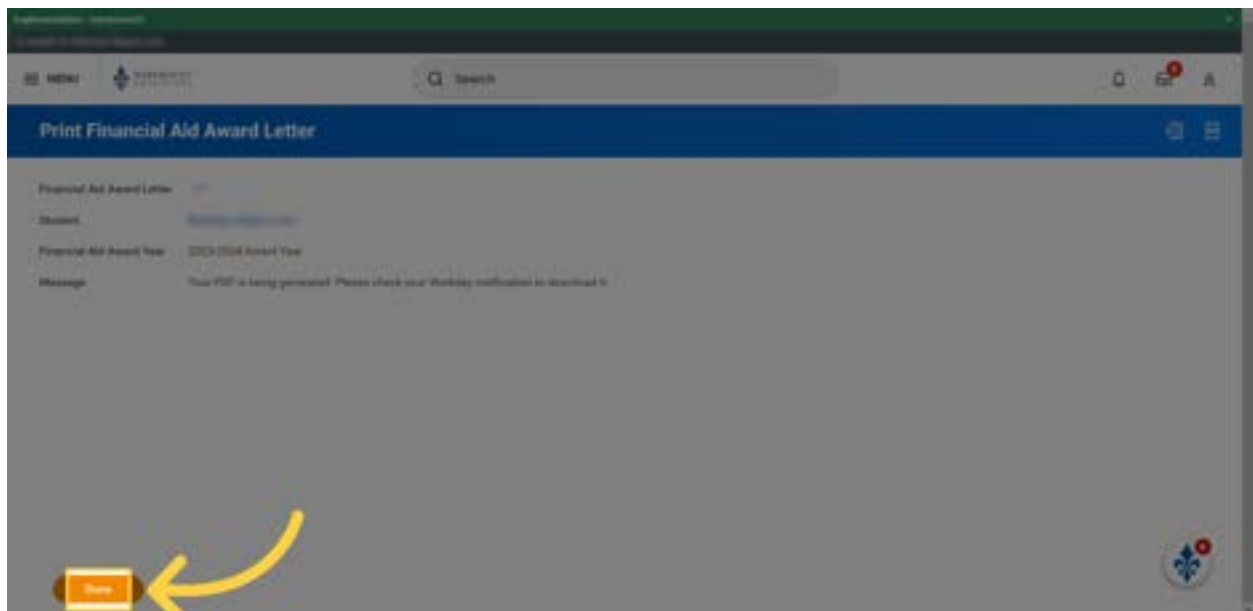
22. Download

Click the orange Download button when it appears on the screen.



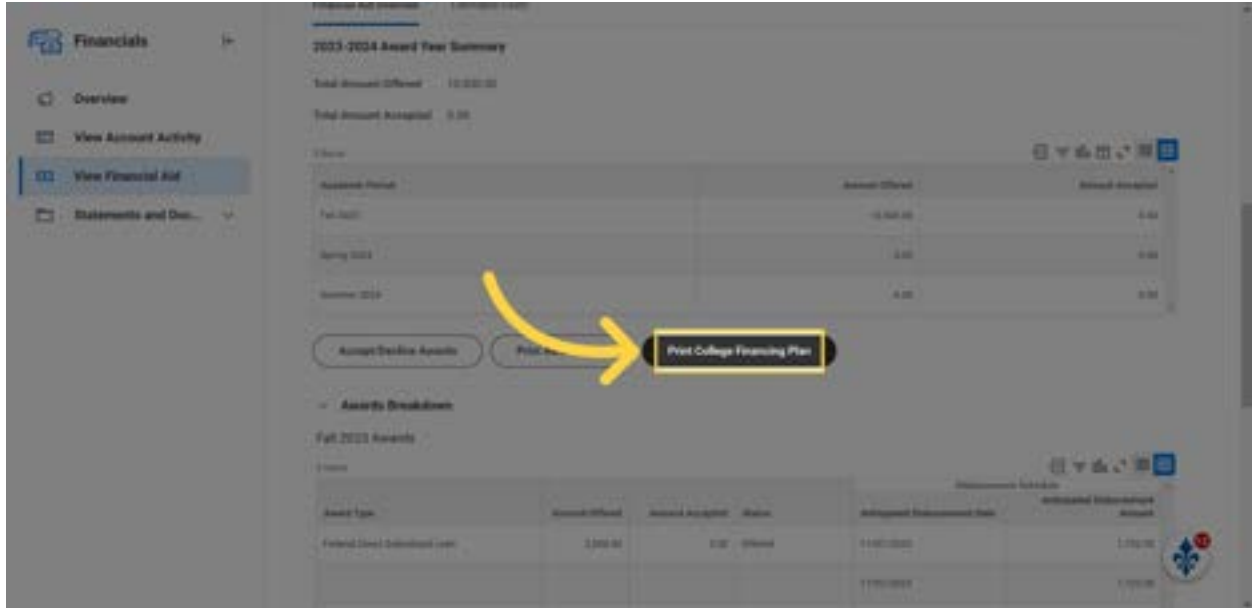
23. Done

Complete the process by clicking the orange Done button in the lower left-hand corner.



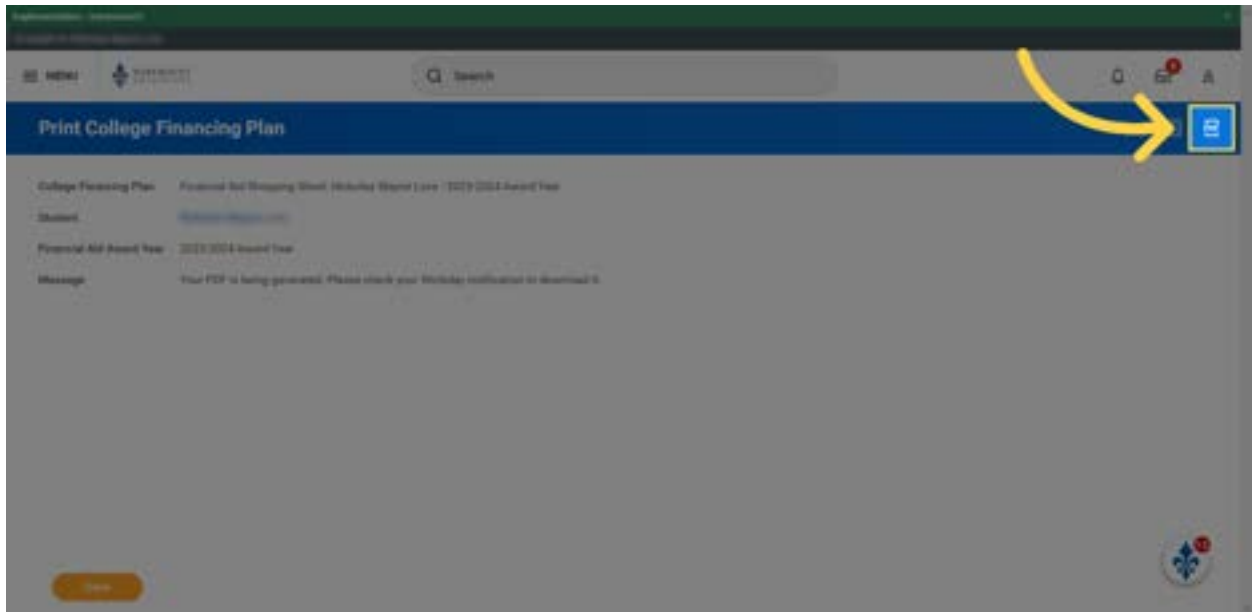
24. Print College Financing Plan

If you choose to Print your College Financing Plan document, click on the button on the Financial Aid dashboard screen.



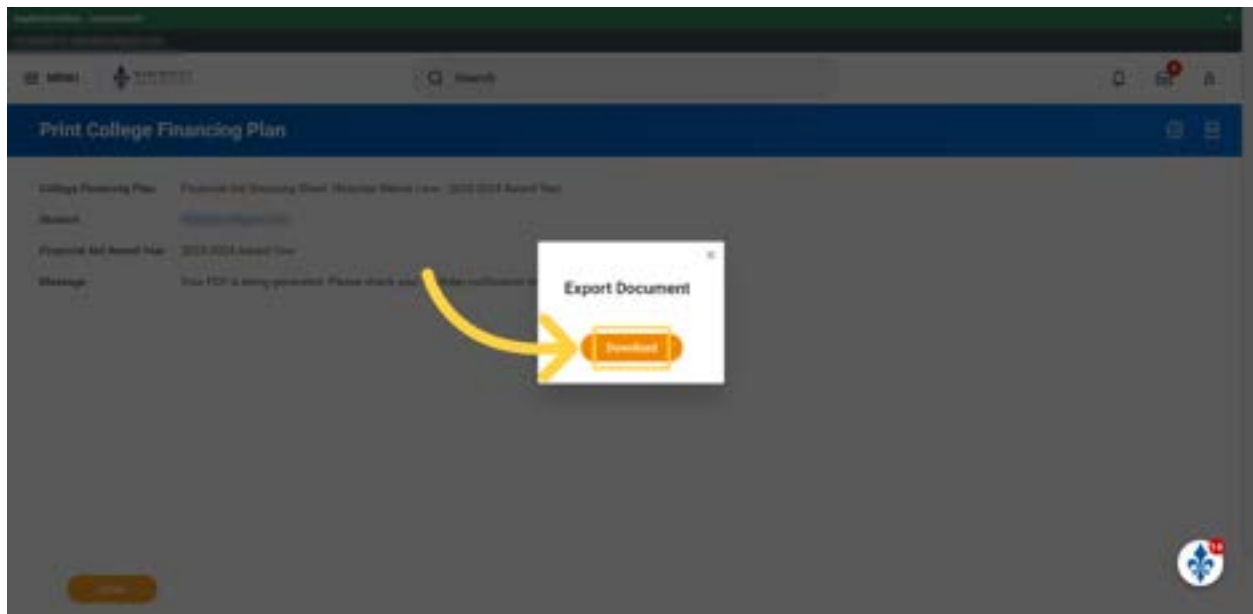
25. PDF icon

Click on the PDF button on the upper right corner of the screen.



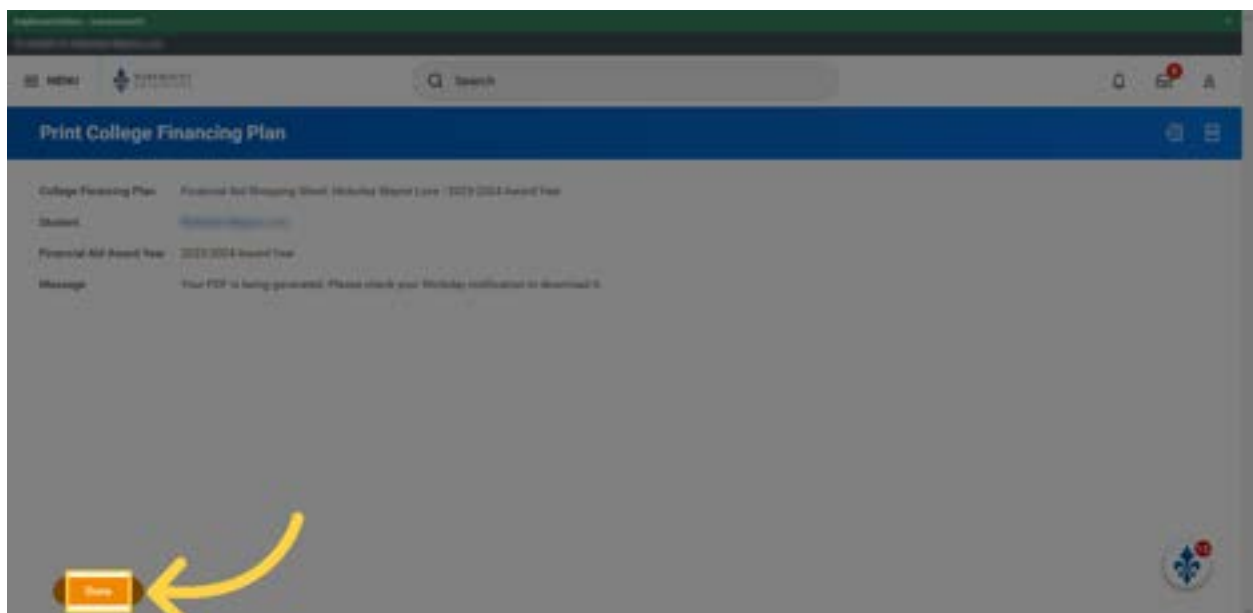
26. Download

Initiate the pdf download by clicking on the orange download button when presented on the screen.



27. Done

Finish the task by clicking Done.



The guide covered accessing and viewing the financial aid dashboard, which includes financial details, the ability to accept or decline awards, printing and downloading award letters, and managing financial aid awards using Workday for students.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)