

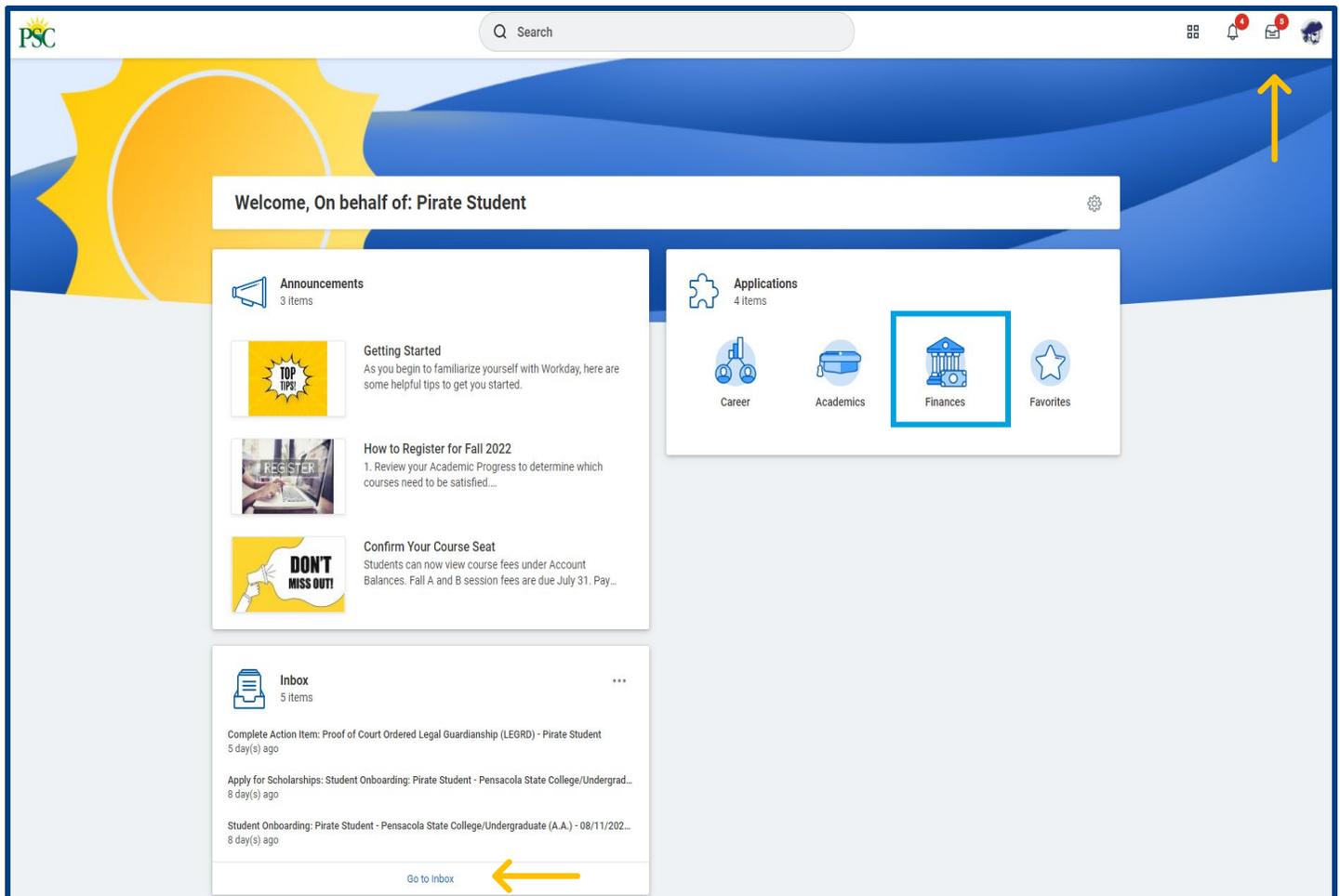
## STUDENT

### Financial Aid Awards

After students complete their [Financial Aid Application \(FAFSA\)](#) online, our Financial Aid office will determine student eligibility for Federal, State, and Institutional aid by creating a Financial Aid Award Package.

An important Financial change in our new and improved student system, Workday, is that students may receive multiple award letters based on anticipated aid. This is due to projections while action items are still pending, followed by an additional letter based on actuals. **Please monitor your Workday Inbox closely, especially during your Admissions and Financial Aid eligibility periods each academic period!**

1. Review all *Action Items* in your Workday Inbox by clicking **Go to Inbox** or selecting the inbox icon. You can also view Financial Aid action items by clicking the *Finances* application, view *My Financial Aid Action Items*, and **Go to Inbox**.



The screenshot shows the Workday student dashboard for a 'Pirate Student'. At the top, there is a search bar and navigation icons. The main content area is divided into several sections:

- Welcome, On behalf of: Pirate Student** (with a settings gear icon)
- Announcements** (3 items):
  - Getting Started**: As you begin to familiarize yourself with Workday, here are some helpful tips to get you started.
  - How to Register for Fall 2022**: 1. Review your Academic Progress to determine which courses need to be satisfied...
  - Confirm Your Course Seat**: Students can now view course fees under Account Balances. Fall A and B session fees are due July 31. Pay...
- Inbox** (5 items):
  - Complete Action Item: Proof of Court Ordered Legal Guardianship (LEGRD) - Pirate Student (5 day(s) ago)
  - Apply for Scholarships: Student Onboarding: Pirate Student - Pensacola State College/Undergrad... (8 day(s) ago)
  - Student Onboarding: Pirate Student - Pensacola State College/Undergraduate (A.A.) - 08/11/202... (8 day(s) ago)
- Applications** (4 items):
  - Career
  - Academics
  - Finances** (highlighted with a blue border)
  - Favorites

Two yellow arrows point to the 'Go to Inbox' link at the bottom of the Inbox section and the notification bell icon in the top right corner.

**Finances**

**Fee Deadline**  
A and B session fees are due July 31. Pay today through Nelnet, our new third-party processor, by...  
[View More](#)

**Important Deadline**  
For guaranteed processing for Fall 2022, all Financial Aid documentation and action items...  
[View More](#)

**2022-23 FAFSA News**  
Complete the 2022-23 FAFSA today to determine financial aid eligibility. For additional assistance, ...  
[View More](#)

**My Financial Aid Action Items**

**Financial Aid Application (2022-2023 Award Year)**

Latest Step: Awaiting Me [Show Steps](#)

[Go to Inbox](#)

**My Account**

- Nelnet- Make a Payment or Enroll in a Payment Plan
- [View Account Activity](#)
- [View Statement](#)

**Financial Aid**

2. Review the *Action Items* carefully. Upload the required documents or respond with the information requested.
3. Click **Submit**.

**Complete Action Item** Proof of Court Ordered Legal Guardianship (LEGRD)

5 day(s) ago

**Overview**

Name Proof of Court Ordered Legal Guardianship (LEGRD)

Description Please provide a copy of your court ordered Legal Guardianship document.

Action Type Document Upload - Student to Upload

**Details**

For 2022-2023 Award Year

Drop files here

or

[Select files](#)

[Submit](#) [Cancel](#)

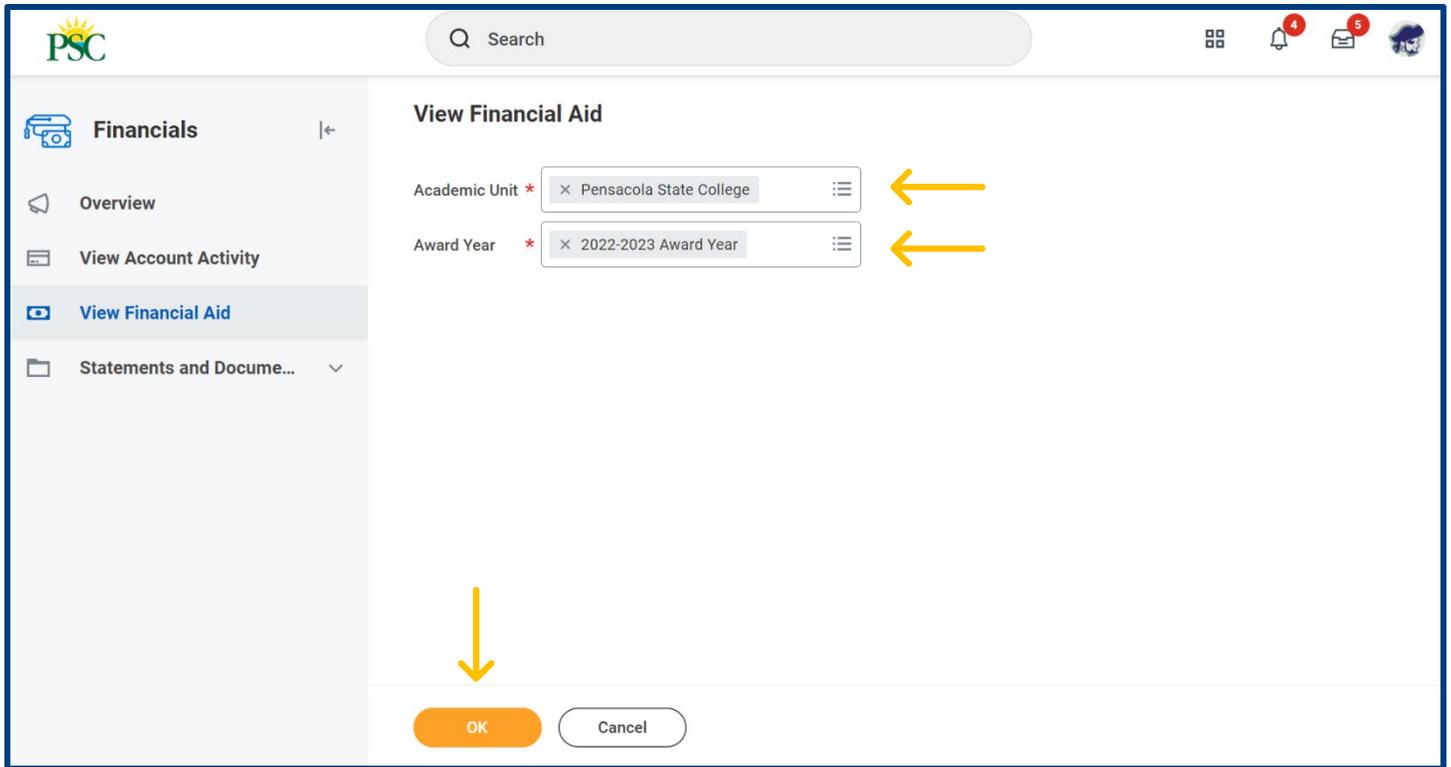
## Accept/Decline Awards

1. Through the *Finances* application, select *View Financial Aid*.

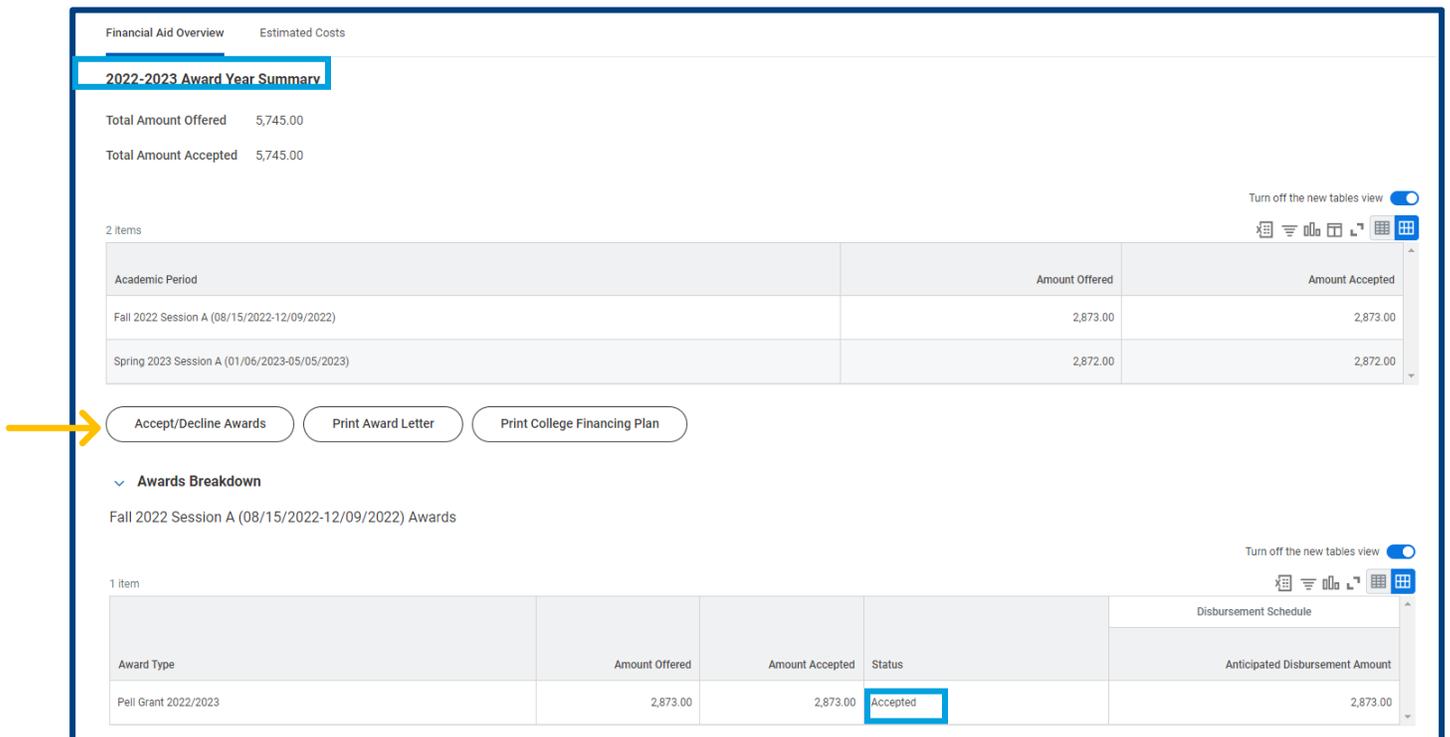
The screenshot shows the PSC student dashboard. At the top left is the PSC logo. A search bar is in the top center. On the top right are icons for a grid, a notification bell with a red '4', an envelope with a red '5', and a profile picture. A white banner reads "Welcome, On behalf of: Pirate Student" with a gear icon on the right. Below the banner are two main panels. The left panel is titled "Announcements" and contains three items: "Getting Started" with a "TOP TIPS!" icon, "How to Register for Fall 2022" with a "REGISTER" icon, and "Confirm Your Course Seat" with a "DON'T MISS OUT!" icon. The right panel is titled "Applications" and contains four icons: "Career", "Academics", "Finances" (which is highlighted with a blue border), and "Favorites". Below these panels is an "Inbox" section with 5 items, including "Complete Action Item: Proof of Court Ordered Legal Guardianship (LEGRD) - Pirate Student" and "Apply for Scholarships: Student Onboarding: Pirate Student - Pensacola State College/Undergrad...".

The screenshot shows the "Finances" application page. At the top left is the PSC logo. A search bar is in the top center. On the top right are icons for a grid, a notification bell with a red '4', an envelope with a red '5', and a profile picture. A white banner reads "Finances" with a back arrow on the left and a gear icon on the right. Below the banner are three cards: "Fee Deadline" with a "DON'T MISS OUT!" icon, "Important Deadline" with an exclamation mark icon, and "2022-23 FAFSA News" with a photo icon. Below these cards are two main sections. The left section is titled "My Financial Aid Action Items" and contains a "Financial Aid Application (2022-2023 Award Year)" card with a progress bar and "Latest Step: Awaiting Me". The right section is titled "My Account" and contains a "Financial Aid" card with a "View Financial Aid" link highlighted with a blue border. Below the "My Account" section is a table for "Account Balances" with columns: Total Account, Past Due, Due Now, Current Due, Future Due, and Anticipated.

2. Select the *Academic Unit*: [Pensacola State College].
3. Select the *Award Year*.
4. Press **OK**.



5. Review the *Award Year Summary* section for the current academic period. Grants and Scholarships will automatically show a status of *Accepted* and do not require additional actions. *Loans and Work-Study offers* must be **accepted or declined** by selecting the *Accept/Decline Awards* button.



- After clicking, *Accept/Decline Awards*, students can accept or decline from the *Decision* box. Or edit the amount offered on *Amount Accepted*.
- Click **OK**.

**Accept/Decline Awards**

Total Estimated Costs 10,628.00    Amount Accepted 3,672.00    Estimated Out of Pocket 6,956.00

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**Fall 2022 Session A (08/15/2022-12/09/2022) Awards**

Period Costs 5,314.00    Period Subtotal 800.00    Amount Remaining for Period 4,514.00

1 item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Pell Grant 2022/2023	2,873.00	<input type="text" value="800.00"/>	Accepted	<input type="button" value="x Accept"/>

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**Spring 2023 Session A (01/06/2023-05/05/2023) Awards**

Period Costs 5,314.00    Period Subtotal 2,872.00    Amount Remaining for Period 2,442.00

1 item

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
Pell Grant 2022/2023	2,872.00	<input type="text" value="2,872.00"/>	Accepted	<input checked="" type="radio"/> Accept <input type="radio"/> Decline <input type="text" value="Search"/> <input type="button" value="x Accept"/>

### Print Award Letter

Students may print their *Financial Aid Award Letter* by selecting the *Print Award Letter* button.

### Print College Financing Plan

Students may *Print College Financing Plan* by selecting the *Print College Financing Plan* button.

Financial Aid Overview    Estimated Costs

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**2022-2023 Award Year Summary**

Total Amount Offered 5,745.00

Total Amount Accepted 5,745.00

2 items

Academic Period	Amount Offered	Amount Accepted
Fall 2022 Session A (08/15/2022-12/09/2022)	2,873.00	2,873.00
Spring 2023 Session A (01/06/2023-05/05/2023)	2,872.00	2,872.00