**ACCEPTING YOUR AWARD**

After submitting your application, you will be able to track your financial aid status and award information on the Internet by using the MyCommNet Student Information System at [http://my.commnet.edu](http://my.commnet.edu).

When you have been awarded, you must take the following steps to accept your financial aid award online:

1. Go to [http://my.commnet.edu](http://my.commnet.edu).
2. Log in with your NetID and password.
3. Click on the Student tab.
4. Scroll down to Student Self-Service.
5. Click on the link to access your Student/Academic Records.
6. Click on Financial Aid.
7. Click on My Award Information.
8. Click on Award by Aid Year.
9. Choose appropriate academic year and Submit. *(i.e. For fall 2010 and spring 2011, the academic year is 2010/2011.)*
10. Click on the Accept Award Offer tab.
11. Accept Full Amount of all Awards.
12. Print a copy for your records.

**AUTHORIZING YOUR BOOK CREDIT**

In order to authorize the Business Office to utilize your remaining financial aid for the purchase of books, you must complete the Title IV Authorization by taking the following steps:

1. Go to [http://my.commnet.edu](http://my.commnet.edu)
2. Log in with your NetID and password.
3. Click on the Student tab.
4. Scroll down to Student Self-Service.
5. Click on the link to access your Student/Academic Records.
6. Click on Registration and Payment.
7. Click on Title IV Authorization.
8. At the bottom of the page, there will be three drop-down boxes. The first will say Authorize; the bottom two will say Select One.
9. Leave the options as they are and click Submit.
10. Print a copy for your records.