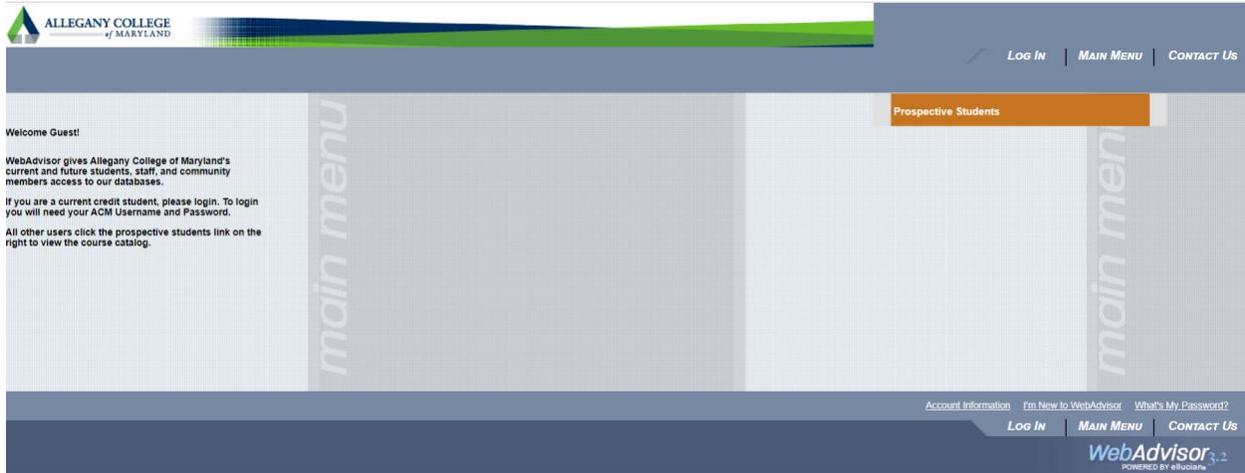


## ACCEPTING YOUR HEERF (COVID 19) AWARD

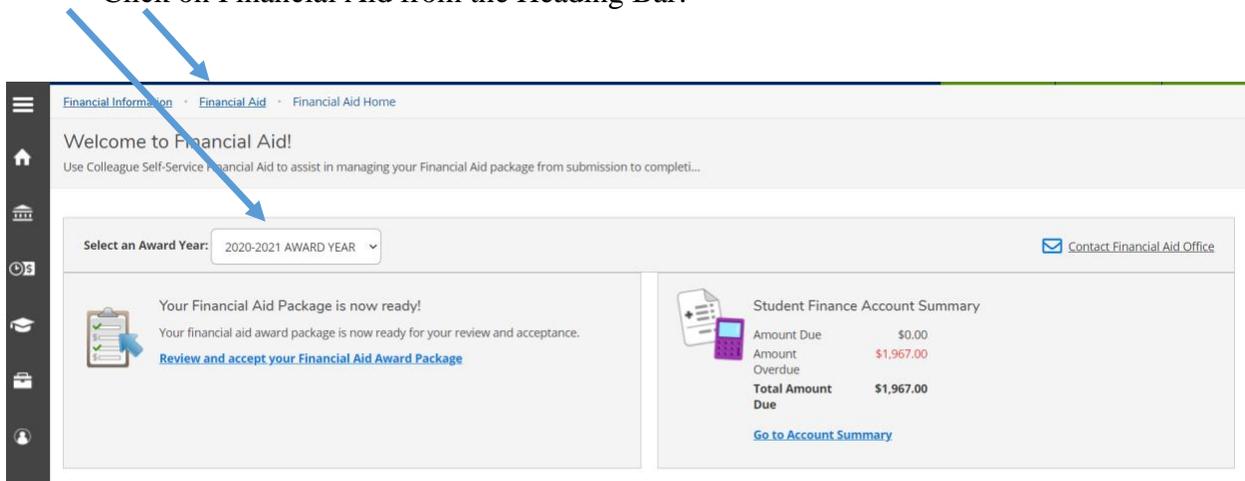
1. Log into your WebAdvisor Account and select Students:

<https://elwebadvpro.allegany.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8595041701>



2. Select "Financial Aid"

3. Make sure the "Select an Award Year" is set to "2020-2021 AWARD YEAR" and then Click on Financial Aid from the Heading Bar:



4. Select My Awards from the drop down menu:

The screenshot shows the Financial Aid Self-Service portal. The left-hand navigation menu is open, and the 'My Awards' option is highlighted with a blue arrow. The main content area displays the 'Financial Aid Home' page, which includes a 'Required Documents' section, a 'My Awards' section with a dropdown for '21 AWARD YEAR', and a 'Student Finance Account Summary' section. The summary shows an amount due of \$0.00 and an amount overdue of \$1,967.00, with a total amount due of \$1,967.00. Below the summary is a 'Checklist' section with four items, one of which is marked as 'Action Needed' and 'Review and accept your Financial Aid Award Package'. To the right of the checklist is a 'Resources' section with 'Form Links' including '19-20 Loan Acceptance Form', 'Federal Work-Study Checklist', '19-20 FERPA Permission Form', and '20-21 FERPA Permission Form'.

5. Find the Award called “HEERF COVID II EMER AWARDS TO STUDENTS” and Click ACCEPT or DECLINE:

The screenshot shows a table of financial aid awards. The table has six columns: Award Name, Status, Estimated Amount, Amount Due, Amount Overdue, and Total Amount Due. The 'HEERF COVID II EMER AWARDS TO STUDENTS' award is highlighted in yellow and has a blue arrow pointing to the 'Accept or Decline' link. The 'ACM REGIONAL DISCOUNT' award is highlighted in light green and has a blue arrow pointing to the 'View award' link.

Award Name	Status	Estimated Amount	Amount Due	Amount Overdue	Total Amount Due
ACM REGIONAL DISCOUNT	ESTIMATED	\$264.00	\$88.00	\$88.00	\$88.00
HEERF COVID II EMER AWARDS TO STUDENTS	PENDING	\$1,000.00	\$0.00	\$0.00	\$1,000.00

6. After the award opens, click on the “ACCEPT” button:

HEERF COVID II EMER AWARDS TO STUDENTS PENDING \$1,000.00 \$0.00 \$0.00 \$1,000.00

Close

Check the terms you will be attending.

2020 Summer Award Period \$0.00

2020 Fall Award Period \$0.00

2021 Spring Award Period \$1,000.00

Total \$1,000.00

Reset Decline Accept

7. You will see “CERTIFICATION STATEMENT” appear. You will need to select “I AGREE” to finalize your award acceptance.

HEERF COVID II EMER AWARDS TO STUDENTS Accepted Online \$1,000.00 \$0.00 \$0.00 \$1,000.00

View award

Loans 47% Money you have to pay back

Award Status

Subsidized Loans Pending \$1,500.00 \$1,500.00

Unsubsidized Loans Pending \$2,000.00 \$667.00 \$667.00 \$666.00

Award Total

By accepting this award, I certify that I have incurred expenses at least equal to the amount of this award that are a direct result of COVID-19 and are in one or more of these areas: college tuition, fees, or books; housing, course materials, technology, health care, transportation, and/or child care; or that I or my parent has had lost wages or exceptional circumstances due to COVID-19.

I AGREE

Once you have completed this process, your award will be processed. When your refund check for this award is ready, you will receive an email in your ACM Student Email Account.