Accepting Your Awards on MyRU Portal

Following is a picture guide of the steps required to complete the review and acceptance of your award package. To ensure that your award offer is not cancelled it is very important that you review and respond to each award that you are offered once you receive your award notification.

1. All award information can be found by logging into your MyRU portal account.

![Login Screen](image1)

   Enter your username and password. Click Login.

2. When you log in you will be taken to the Home screen. Take some time to explore what is happening on campus that may be of interest to you. Click on “Finances” (credit card machine) to accept your award package.

![Home Screen](image2)

Click “Finances” to see your Financial Aid Information.
3. Once in the finance area, scroll to second section “Financial Aid Tools” and click Financial Aid Awards.

4. Select the aid year that you wish to review (For Fall 2017, choose 2017-2018).

5. Review the information provided on the General Information tab.
6. You must answer the required questions on the Resources/Additional Information Tab. Click on this tab to answer the questions.

7. Answer the questions, list any scholarships, stipends, or other aid that you may be receiving. Then click submit. Tuition, fees, room, and board (if living on campus) charges will be deducted from your financial aid awards regardless of authorization.

8. On the “Award Accept Offer” tab, review the awards that are offered to you and accept/decline the offer.

9. Review and make a decision on each different award. Make sure to click the submit button when you are done.
10. If you accept awards and then decide not to attend Radford University, please notify us as soon as possible by sending us an email at finaid@radford.edu.