How to Accept Financial Aid on the Portal

Sign into the Pace Portal: portal.pace.edu (You may need to first activate your account, here: https://aspnetweb.pace.edu/adam/Activate.aspx.)

1. Select the **Students** tab

2. Scroll down and Select the **Financial Aid System** link

www.pace.edu/financial-aid
3. Select the Award box
4. Select link for “Award for Aid Year – Review Award and Accept Award Offers”
5. Select the correct Aid Year
Once you get to your awards for the Aid Year, you can read the **General Information** and **Award Overview**. Then select the **Terms and Conditions** tab, read through them and click Accept at the bottom of the page.

Scroll down to the end of Terms and Conditions

www.pace.edu/financial-aid
Then you can select the **Accept Award Offer** tab. Once there, Accept or Decline each award and click Submit Decision. (You can also Accept a lower amount of any award.)