

Financial Aid Instructions and Steps for Undergraduate Students

Navigate to view your Financial Aid Offer:

1. Go to <https://my.pacific.edu>
2. Enter your **PacificNet ID** *username* and *password*.
3. Navigate to the Financial Aid widget.
4. Click “Go to Financial Aid Portal”.
5. Click on the “**Offer**” tab.

Accept Federal Loans/Work-Study:

***Funds need to be accepted each school year**

1. Scroll down to the **Loans** section.
2. Under “**Take Action**”, select “Accept All”, “Decline All”, or “Modify” if you’d like to accept less than the full amount, and enter the amount you would like to accept.
3. Click on the “**Submit**” button.

Finalize Loan Process:

***Completed only the first year you borrow loans**

1. **Master Promissory Note** (loan agreement): <https://studentaid.gov/mpn>

Navigate to “I’m an Undergraduate Student” and log-in to start

2. **Loan Entrance Counseling** (loan tutorial): <https://studentaid.gov/entrance-counseling>

Navigate to “I am an Undergraduate Student” and log-in to start

Viewing missing financial aid requirements that may delay your financial aid:

1. Click on the “**Home**” tab.
2. View any missing requirements under the “Unsatisfied Requirements” section.