Follow these steps:

1) Log into your GRCC Online Center: go to grcc.edu and click the link on the left hand side.

2) Log in with your student ID and Password then click Online Student Center.

3) In the Finances section, select Accept/Decline Awards.

4) Select the Aid Year 2014.

5) On the Award Package screen you must Accept, Reduce, or Decline the loans that have been offered to you by choosing one of the options below:
   - To ACCEPT the full amount of all loans, select accept all and then select SUBMIT.
   - To DECLINE all loans, select decline all and then select SUBMIT.
   - To REDUCE the loan amount(s):
     1. Click the box in the Accept column.
     2. Enter the amount you want to borrow in the Accepted column.
     3. Select SUBMIT.
   - To ACCEPT or REDUCE one loan and DECLINE the other:
     1. Click the appropriate box in the Accept or Decline column for each loan offered.
     2. If reducing a loan, enter the amount you want to borrow in the Accepted column.
     3. Select SUBMIT.

**IMPORTANT NEW STUDENT BORROWERS**

6) If you are a NEW Student Borrower, select this link to complete your Entrance Counseling and Master Promissory Note (MPN) OR you may go to www.studentloans.gov to complete the MPN and Entrance Counseling.

You will need your Federal Personal Identification Number (PIN) to complete these.