Congratulations! On behalf of the Office of Student Financial Aid, we are pleased to offer you financial assistance for the upcoming 2018-2019 Academic Year. This offer is intended to assist you in bridging the gap between the support that can reasonably be expected from you and your parents and the actual cost of attendance for Virginia State University. Follow the steps below in order to accept your award via the web.

ACCEPTING AWARDS IN BANNER

**Step 1**: Log on to [www.vsu.edu](http://www.vsu.edu)

**Step 2**: Click on TROJANLINK

**Step 3**: Underneath Trojan Link, on the left-hand side of the screen, select Banner

**Step 4**: Select Self-Service for Students

**Step 5**: Click on Banner Self-Service

**Step 6**: Log on to Banner Self-Service using Student ID (ex. V00123456) & Pin (ex. 123456)

**Step 7**: Select Student and Financial Aid

**Step 8**: Select Financial Aid

**Step 9**: Select Award

**Step 10**: Select Award for Aid Year

**Step 11**: On the drop-down menu choose the appropriate Aid Year – Award Year 2018-2019 – then click submit

**Step 12**: Select Terms and Conditions Tab. Read Terms and Conditions, then click accept.

**Step 13**: Select Accept Award Offer Tab

**Step 14**: Options for Accept Award offers include:
   1. Accept the full award amount by selecting Accept Full Amount of All Awards
   2. Choose Decline or Accept for each fund
   3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount Field

*For additional financial aid information, including forms, please visit, [www.vsu.edu](http://www.vsu.edu), then select the Financial Aid Tab

* Awards may be adjusted based on Academic Performance and Enrollment Status