Athena Self-Service Walkthrough

By the UGA Office of Student Financial Aid

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Section 1 – How to Find Out What is Needed by the Office of Student Financial Aid for the 2014-2015 Academic Year

Section 2 - How to View or Accept/Decline Financial Aid Awards for the 2014-2015 Academic Year
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Three ways to find information:
   1.) Through Office of Student Financial Aid Email
   2.) Through UGA Homepage
   3.) Through Athena.uga.edu

1. Through Office of Student Financial Aid Email:
   1. Click on link in email

Dear Student,

We have received your Free Application for Federal Student Aid (FAFSA) data for the 2014-2015 Academic Year. Additional action is required on your part to complete the FAFSA process.

Click here to login and then view your eligibility in Athena for the 2014-2015 academic year.

DO NOT reply to this email. If you are unable to access Athena (https://athena.uga.edu), please call the UGA Help Desk at (706) 542-3106 for technical assistance.

Sincerely,

Office of Student Financial Aid (OSFA)
2. View any items/documents to be turned in. These will show up under “Unsatisfied Requirements” and include a description on what is needed.

3. Turn in any necessary documents to the Office of Student Financial Aid.
2. **Through UGA Homepage:**

   I. Type Uga.edu into web browser
   II. Click on *Quick Links* in the top right corner of page

![UGA Homepage Screenshot](image1.png)

III. Click on *MyUGA*

![MyUGA Screenshot](image2.png)
IV. Click on *Log in to MyUGA*

V. Enter your UGA MyID and Password, then click *Log in*. 
VI. Click on Check My 2014-2015 Financial Aid Requirements.

VII. View any items/documents to be turned in. These will show up under “Unsatisfied Requirements” and include a description on what is needed.

VIII. Turn in any necessary documents to the Office of Student Financial Aid.
3. Through Athena.uga.edu:
   I. Go to athena.uga.edu in your web browser.
   II. Click on Login to Athena

III. Enter your UGA MyID and Password, then click Log in.
IV. Click on *Financial Aid*

V. Click on *Financial Aid Status*
VI. Select Aid Year 2014-2015 from drop-down menu, then click Submit.

VII. Click on Student Requirements link.
VIII. View any items/documents to be turned in. These will show up under “Unsatisfied Requirements” and include a description on what is needed.

IX. Turn in any necessary documents to the Office of Student Financial Aid.
Section 2 - How to View or Accept/Decline Financial Aid Awards for the 2014-2015 Academic Year

There are three ways to accept awards:
1. Through Office of Student Financial Aid (OSFA) Email
2. Through UGA Homepage
3. Through Athena.uga.edu

1. Through Office of Student Financial Aid Email

Students may receive one of two emails from OSFA when they have an award. The first is an email that requires no action from the student. This email will be sent to students that do not have any awards to accept at this time. When OSFA adds any grants or scholarships to your account, we accept these scholarships/grants for you. This email looks like this:

Dear (Student),

You have a new 2014-2015 University of Georgia Financial Aid Award in Athena (athena.uga.edu). Your Award in Athena is the official communication from the Office of Student Financial Aid (OSFA) notifying you of your Award status. This Award notification is for information only and requires no response from you.

Click here to login and view your award in Athena for the 2014-2015 academic year.

DO NOT reply to this email. If you are unable to access Athena, and need technical assistance, please call the UGA Help Desk at (706) 542-3106.

Sincerely,

Office of Student Financial Aid

You may view the award by simply clicking on the link in the email, signing in with your UGA MyID and password, and then clicking on Award Overview.

The second type of email sent by OSFA will be to students that require action on their award. This email requires the student to accept or decline some or all of their awards. Examples of this would be loans or Federal Work-Study.
To accept the award, please follow these instructions:

I. Click on link in email:

Dear (Student),

You have a new 2014-2015 University of Georgia Financial Aid Award in Athena (athena.uga.edu) which requires your action. All unaccepted aid is subject to cancellation if not accepted or declined within 2 weeks of this notice. Your Award in Athena is the official communication from the Office of Student Financial Aid (OSFA) notifying you of your Award status.

Click here to login and view your award in Athena for the 2014-2015 academic year. Follow the provided instructions to accept or decline any aid in an "Offered" status.

Federal Direct Loans, if declined now, can be reinstated later. Other aid that is declined cannot be reinstated later due to limited funds. Grants and Scholarships (such as HOPE/Zell Miller/Federal Pell Grant, etc.), if awarded, do not require your acceptance.

DO NOT reply to this email. If you are unable to access Athena and need technical assistance, please call the UGA Help Desk at (706) 542-3106.

Sincerely,

Office of Student Financial Aid
II. Enter your UGA MyID and Password, then click Log in.

III. Click on Terms and Conditions tab
IV. Read “Terms and Conditions” information. When finished, click Accept.

V. Click on Accept Award Offer
VI. Read options at top of screen to take a specific action on your award.

![Image of Athena award options]

VII. Complete any “Unsatisfied Disbursement Requirements” at bottom of screen (below award letter). These requirements must be completed before aid can be disbursed to your account.

![Image of Unsatisfied Disbursement Requirements]
2. **Through UGA’s Homepage**
   IX. Go to [www.uga.edu](http://www.uga.edu) in your browser
   X. Click on *Quick Links* in the top right corner of page

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XI. **Click on MyUGA**
XII. Click on *Log in to MyUGA*

XIII. Enter your UGA MyID and Password, then click *Log in*. 
XIV. Click on *View My 2014-2015 Financial Aid Award*

XV. Click on *Terms and Conditions* tab
XVI.  Read “Terms and Conditions” information. When finished, click Accept.

XVII.  Click on Accept Award Offer
XVIII. Read options at top of screen to take a specific action on your award.

XIX. Complete any “Unsatisfied Disbursement Requirements” at the bottom of screen (below award letter). These requirements must be completed before aid can be disbursed to your account.
3. **Through Athena.uga.edu**

   I. Go to [https://athena.uga.edu](https://athena.uga.edu) in your web browser.

   II. Click on *Login to Athena*

   III. Enter your UGA MyID and Password, then click *Log in*. 
IV. Click on Financial Aid

V. Click on Award
VI. Click on Award for Aid Year

VII. Select Aid Year 2014-2015 from drop-down menu, then click Submit.
VIII. Click on *Terms and Conditions* tab

IX. Read “Terms and Conditions” information. When finished, click *Accept*. 
X. Click on **Accept Award Offer**
XI. Read options at top of screen to take a specific action on your award.

XII. Complete any “Unsatisfied Disbursement Requirements” at bottom of screen (below award letter). These requirements must be completed before aid can be disbursed to your account.