Financial Aid Instructions and Steps for Graduate/Professional 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 menu on the left labeled "**Tools**"
4. Select the "**Student Support Services**" option
5. Click on the "**Financial Aid**" icon
6. Select the third link from the top: "**View your Financial Aid Award**"
7. Select the "**Award by Aid Year**" link. Navigate to the aid year with the drop-down menu.
8. Select the "**Award Overview**" tab.

Accept Federal Loans: *Loans need to be accepted each school year

1. Select the "**Accept Award Offer**" tab located within the "**Award by Aid Year**" link.
2. Click the "**Select Decision**" drop down and then "**Accept**" for the fund you wish to borrow. To borrow a partial amount, select "**Accept**" and enter the amount in the "**Accept Partial Amount**" field.
3. Click on the "**Submit Decision**" button.

Note: if you want to accept the full amount of your awards click on the "Accept the Full Amount All Awards" button.
*Pro-tip: Maximize the **unsubsidized loan** each term **before** borrowing the Grad PLUS loan

Finalize Loan Process: *Completed only the first year you borrow loans

1. **Master Promissory Note(s)** (loan agreement): https://studentaid.gov/mpn/
   Navigate to "I'm a Graduate/Professional Student" and log-in
   -MPN for Subsidized and Unsubsidized Loans
   -MPN for Direct PLUS loans
Both MPNs must be completed if you are borrowing the Unsubsidized and the Grad PLUS loans

2. **Loan Entrance Counseling** (loan tutorial): https://studentaid.gov/entrance-counseling/
   Navigate to "I am a Graduate or Professional Student" and log-in to start

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

1. Click on the "**Eligibility**" link from the Financial Aid main menu.
2. Select the "**Student Requirements**" tab.

Note: Missing requirements have a status of "Established" and/or "Incomplete".