Online Instructions

- Log on to your My UH Portal
- Click on the Financial Aid Link
  
  [https://myuh.hawaii.edu](https://myuh.hawaii.edu)

Check your Financial Aid Status
1. Log onto MyUH Portal.
2. Click on the “Financial Aid” link.
3. Click on the “Student Requirements” link.
4. Select appropriate aid year.
5. Complete all noted “Unsatisfied Requirements”.

*The “Requirement waived/View only” requirement is for reference purposes only.

Check / Accept your Awards
1. Log onto MyUH Portal.
2. Click on the “Financial Aid” link.
3. Click on the “Award by Aid Year” link.
4. Select the appropriate aid year.
5. Select fourth tab, “Accept Award Offer”.
6. Accept, Decline or Reduce the offered amount for each award.
7. Click on “Accept Full Amount” or “Submit Decision” for suited decision acceptance.

Loan Requirement(s):
2. Sign in on the Manage My Direct Loan tab.
* Contact customer support for any problems: (800) 557-7394 or install supported web browser, Firefox or MS Internet Explorer (version 6.0 or 7.0) for Mac users.

  - **Student loan(s):** Complete Entrance Counseling and Sign the Master Promissory Note (MPN)
  - **Parent Plus loan:** Complete Parent Plus Loan Request and Sign the Master Promissory Note (MPN)
  - **GRAD Plus loan:** Complete GRAD Plus Loan Request, Entrance Counseling, and Sign the Master Promissory Note (MPN)

Check your Refund Status
1. Log onto MyUH Portal.
2. Click on the “View Charges/Made Payment” link.
3. Click on the “View My Account” (charges and payments) for Each Term” link.
4. A refund will show up as “Refund” in the description column.
   The charge is the amount that is refunded to you.

Printing up Verification Documents
1. Go to [www.hawaii.edu/fas](http://www.hawaii.edu/fas) and click the link “Forms”
2. Print the Dependent/Independent Verification Form.
* Use the IRS data retrieval tool or Submit a copy of you and/or your parent’s IRS Tax Transcripts (if filed)