Accepting and Declining Financial Aid Awards in the UCD Access Portal

Once the Financial Aid & Scholarships Office has offered financial aid to you, an email will be sent to your University email account. Follow the below instructions to view and accept/decline financial aid awards.

Log into your UCD Access Portal.

You may Accept/Decline awards by selecting All Student Functions from the Student Center dropdown. Once in the All Student Functions area, select Financial Aid.
Select Accept/Decline from the box that displays.

Select the year for which you want to view your financial aid award. If unsure of which year to select, you may reference the aid year in the award notification sent to your University email account.
If you have been awarded grants and/or scholarships, you will notice the awards are already accepted on your behalf.

To accept work-study or loans, select the accept button next to the award. Once accepted, the dollar amount of the award can be adjusted. Be sure to decline any aid you determine you don’t need by using the decline button. Aid accepted will be divided equally among the fall and spring terms, so be sure to accept enough aid to cover both term’s expenses. Be sure to plan financially for books and other school expenses.

If accepting loans, monitor your University email account for a communication advising required next steps.

Once you have accepted and/or declined your financial aid award, select the submit button on the bottom right corner of the page.

Aid disburses no earlier than one week prior to the start of each term.