1. Log in to Buff Portal and click the main menu in the top left.

2. Search for Financial Aid in the search bar and select the Financial Aid card.
3. Select the appropriate school year from the year drop-down near the top of the card.

4. In the Financial Aid card, click View Financial Aid or the Accept, decline or reduce aid to-do item

5. At the bottom of this section, click Accept or Decline Aid, which will open a secure browser window shown in the next step.
6. You will see aid for the year you selected within the Financial Aid card.

7. Be sure to click the Accept or Decline buttons above to make your choice, then click Submit in the bottom right. Grants, scholarships and work-study are automatically accepted for you.

You can accept a lesser amount of loan than what has been offered, so consider how much you want to borrow. It is to your advantage to accept Direct Subsidized Loans before accepting Direct Unsubsidized Loans. For step-by-step instructions on accepting a lesser loan amount, view the How to Accept a Reduced Loan Amount guide.