HOW TO VIEW AND ACCEPT MY FINANCIAL AID AWARD

1. Go to www.atlm.edu
2. Click on myATLM [myATLM]
3. Select Student Resources
4. Select Banner Student Self-Service
5. Select "Financial Aid"
6. Change the aid year in the upper right-hand corner to reflect the current aid year- Ex. 2024-2025
7. Select "OFFER"
8. Stroll down to view your award
   a. If offered Grants and Scholarships it will show under "GRANTS AND SCHLORSHIPS TO PAY FOR COLLEGE
   b. If offered Loans it will show under "OPTIONS TO PAY NET COST"
      i. At this point, you may choose to accept or decline the offered amount for the Federal Direct Loan. You may also accept a partial amount. To accept or decline your loans click on the down arrow and save
      ii. Go back to the **HOME** page for the link to complete the Entrance Counseling and Master Promissory note

If you have been offered a Federal Direct Student Loan, you will need to be enrolled in at least 6 credit hours a semester to receive the Federal Direct Student Loans. You do **NOT** have to accept the loans if you do not wish to do so.

Please be aware: If you would like to reduce the amount that you have been awarded, you will need to accept all of your subsidized loan and reduce your unsubsidized loan.

Additional information:

ENTRANCE COUNSELING

1. If this is the first time you have accepted loans, please follow he steps to complete your Entrance Counseling. This can take up to 45 minutes to complete
   a. Sign into www.studentaid.gov using your Federal Student Aid Pin – Use of another person's PIN constitutes fraud. Use only your own PIN information
2. Under "Complete Entrance Counseling" click "Log in to Start"
3. Select Atlanta Metropolitan as the school you want to notify of counseling completion

MASTER PROMISSORY NOTE (MPN)

1. Sign into www.studentaid.gov using your Federal Student Aid Pin – Use of another person's PIN constitutes fraud. Use only your own PIN information
2. Under "Complete Master Promissory Note" click "log in to Start"
3. Select Atlanta Metropolitan as the school you want to notify of MPN completion

TO VIEW YOUR BALANCE DUE/(CREDIT) TO YOUR ACCOUNT

1. Go to www.atlm.edu
2. Click on myATLM [myATLM]
3. Select Student Resources
4. Select Banner Student Self-Service
5. Under the BURSUR column, click on Account Detail For Term and enter the current term, scroll to bottom to see your BALANCE or you (CREDIT) on your account

BURSAR

- Account Detail For Term