Accepting your Work-study award:

Step 1: Go to my.nmsu.edu and log in.
Step 2: After logging in, click on the “Student” tab located at the top.
Step 3: Click on “Financial Aid” under your Quick Links.
Step 4: Another screen will open displaying financial aid information. From here, click on “Award”.
Step 5: From this screen, click on “Award for Aid Year”.

![Award for Aid Year screen](image)
Step 6: Select the corresponding aid year from the drop down list. Click “Submit” once selected.
Step 7: A new screen should appear that provides an overview of your financial aid for the aid year that you selected. Click on the tab labeled “Accept Award Offer” to accept and/or decline your financial aid award.
Step 8: After accepting your Work-study award, go to the “Award Overview” tab, print this screen out for your records.

**This is your work-study award letter.**

![Work-study award letter](image-url)