

A copy of the student Award Overview must be provided to the student employer every semester that shows the accepted award, award type, and award amount. To retrieve a copy of the student award overview:

- 1. Log in to your <u>myNMSU account</u>
- 2. Select the Financial Aid tab
- 3. Ensure your award year is set to the year you wish to view
- 4. Select the Award Offer tab
- 5. Scroll down to view your work-study award
- 6. Accept your work-study award
- 7. Take a screenshot of your page that shows your accepted work-study award, award type, and award amount. <u>Above is an example of what that</u> <u>will look like</u>