



OFFICE OF FINANCIAL AID
& SCHOLARSHIPS

**Your Citadel Financial Aid Account
Quick Steps for Access**

There are some important Financial Aid Self-Service steps that you must follow to accept or decline your Financial Aid Award funds. Please comply with all directions under the service areas labeled **“Aid Status”** and **“Award Package.”**

1. Login to Lesesne Gateway
2. Use “Student Tab” (top bar)
3. Go to “Financial Aid Spotlight” (2nd information box from top, left side of screen)

There are 4 Financial Aid Self-Service tab options. To accept/decline funds, you must use, review, and follow all directions under both options **A. Aid Status** and **B. Award Package**.

A. Aid Status

B. Award Package

- C. Award History (to view personal award history)
- D. Federal Shopping Sheet

4. Select **Aid Status** (to meet unsatisfied student requirements)
 - Select Aid Year then “submit”
 - Click on “student requirements” tab
 - Address each requirement
 - Instructions are listed on the screen
 - Applicable forms and/or websites are linked
 - Use “Back to Student Tab” located just above “Personal Information”
5. Select **Award Package** (to review, accept, and decline awards)
 - Locate the two “action” tab options:
 - “Terms and Conditions” & “Accept Award Offer”
 - Select **Terms and Conditions** tab
 - Provide aid year if asked
 - **Accept the Terms and Conditions** (2nd tab at right top), then “submit”
 - Select **Accept Award Offer** tab (to indicate aid desired)
 - In “Accept Award” column, indicate decisions:
 - Accept, Decline, or partially Accept for each aid program listed
 - Decline is found in the “Award Offered” drop down box
 - Once decisions are made, then “submit”
6. Award Decision Screen automatically comes up: Scroll down, fulfill any “Unsatisfied Disbursement Requirements.” For more information about financial aid, use the “Financial Aid” tab and select “General Information” (this option redirects to the Citadel Office of Financial Aid & Scholarships website page).