



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 package offered and complete outstanding requirements.

- 1) Login to Lesesne Gateway
- 2) Click the **“Menu”** in upper left corner of screen
- 3) Select **“Student”**
- 4) Find **“Financial Aid Spotlight”** box (left side of screen)

There are three options in the **Financial Aid Spotlight** box each will carry you to specific section of financial aid self-service.

- 1) **Financial Aid Offer:** This allows you to view and accept/decline financial aid.
 - a. Click on **Financial Aid Offer**
 - b. Select **Award for Aid Year**
 - c. Select **Aid Year** (Choose 2021-2022 for example) and then ‘Submit’
 - d. Highlights of specific tabs
 - i. **Award Overview:** Provides an overview of your financial aid
 - ii. **Resources/Additional Information:** Provides a listing of scholarships you’ve received from outside The Citadel
 - iii. **Terms and Conditions:** In order to ‘accept/decline’ your financial aid offer on the ‘Accept Award Offer’ tab, you’ll need to ‘accept’ the Terms here first.
 - iv. **Accept Award Offer:** This is where you accept/decline your financial aid offer. You must review the prior Terms and Conditions tab in order to view your award.
- 2) **Financial Aid Status:** This allows you to review and/or complete outstanding financial aid requirements.
 - a. Click on **Financial Aid Offer**
 - b. Select **Award for Aid Year**
 - c. Select **Aid Year** (Choose 2021-2022 for example) and then ‘Submit’
 - d. If you have outstanding requirements to complete, a message will indicate that you have ***unsatisfied student requirements***. Click on the link to take you to a list of your financial aid requirements and their current status.
- 3) **College Financing Plan:** Provides an overview of your estimated cost for the school year as compared to your estimated financial aid.

Please note failure to complete financial aid requirements or accept/decline financial aid offers can prevent your financial aid from crediting your account with the Treasurer’s Office. This can result in an outstanding balance which can lead to late fees, holds etc. We encourage you to review your account regularly and reply promptly when you receive communication from our office.