

**\*\* Please note: In order to **limit the amount you borrow in student loans** it is important to complete your degree in eight semesters and avoid withdrawing from classes.\*\***

1. Log on to the Purchase Portal at [www.Purchase.edu/Portal/](http://www.Purchase.edu/Portal/)
2. Select the purple **MyHeliotrope** link pictured below:

Home » Current Students

## Current Students

ANNOUNCEMENTS:

**Excelsior Application Now Available**  
Check out our **Excelsior Scholarship** webpage for details!

**New Student Registration**  
Registration for new students has started. Classes fill up quickly. Visit the **New Student Registration** page to get started.

**Congratulations Class of 2017!**  
Check out the **Commencement website** for more information.

**Need Help?** Can't Log In? [Click here for help](#) - HelioEmail: [heliotropecentral@purchase.edu](mailto:heliotropecentral@purchase.edu)

**Quick Links**

- Academic Calendar
- Account Activation / Password Reset
- Email
- Moodle
- **MyHeliotrope**
- Purchase Jobscore
- RoomBook
- SharePoint Collaboration
- Library

3. Log in with your Purchase College credentials:

 Purchase College Login

username (john.smith - do NOT include '@purchase.edu')

password

[reset password / activate account](#)

4. Select the “Financial Aid” button



The screenshot shows a horizontal navigation menu with five buttons: Personal Information, Student, Financial Aid, Student Accounts, and Housing and Meal Plans. The 'Financial Aid' button is highlighted with a blue border. Below each button is a brief description of its function.

Personal Information	Student	Financial Aid	Student Accounts	Housing and Meal Plans
View addresses and emails; Purchase a Parking Permit; Maintain your data in the Emergency Notification System.	Register for classes. View your academic records and account information	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	View your account, pay your eBill, set up Payment Plans, waive medical insurance, and set up your eRefund Profile.	Housing agreement, preferences and meal plan options

5. Select “Accept Loans”

The screenshot shows the 'Financial Aid' page with a breadcrumb trail 'Home > Financial Aid'. The 'Financial Aid' button in the navigation menu is highlighted. Below the menu is a grid of links. The 'Accept Loans' link is highlighted with a blue border and a blue arrow pointing to it.

<b>Financial Aid Status</b> View overall status, unsatisfied financial aid requirements, financial aid awards, academic progress, and messages.	<b>Eligibility</b> Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.	<b>Award</b> View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.	<b>Email the Office of Financial Services</b>
<b>General Financial Aid Links</b> Apply for FAFSA and TAP, apply for student loans, view your loan history, and download worksheets for financial aid	<b>NYS Award Information Sheet</b> New York State Financial Aid Information Sheet. Compare College Costs Here!	<b>Accept Loans</b> Accept your financial aid loans each year	

6. Select “Award Year 2017-2018”

The screenshot shows the 'Aid Year' selection screen. The breadcrumb trail is 'Home > Aid Year'. A message states: 'Some financial aid information is determined by Aid Year (the academic year for which you a)'. Below this is a 'Select Aid Year' dropdown menu with a 'Submit' button. The 'Award Year 2017-2018' option is selected and highlighted with a blue arrow.

Select Aid Year: Award Year 2016-2017, Not Applicable/No Value Found, **Award Year 2017-2018**, Award Year 2016-2017, Award Year 2015-2016, Award Year 2014-2015, Award Year 2013-2014

© 2017 Ellucian Company L.P. and its affiliates.

7. Using the drop down menu, choose to “**Accept**” or “**Decline**” each loan per semester. You can also choose a lesser amount of the by specifying in the box on the right hand side.

Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
Federal Pell Grant	Accepted	Fall	\$2,213.00		
	Accepted	Spring	\$2,212.00		
	Fund Total:			\$4,425.00	
Federal SEOG	Accepted	Fall	\$150.00		
	Accepted	Spring	\$150.00		
	Fund Total:			\$300.00	
Federal Work Study	Accepted	Fall	\$500.00		
	Accepted	Spring	\$500.00		
	Fund Total:			\$1,000.00	
Direct Loan Subsidized	Offered	Fall	\$2,750.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$2,750.00	Select Decision ▼	<input type="text"/>
	Fund Total:			\$5,500.00	
Direct Loan Unsubsidized	Offered	Fall	\$3,500.00	Select Decision ▼	<input type="text"/>
	Offered	Spring	\$3,500.00	Select Decision ▼	<input type="text"/>
	Fund Total:			\$7,000.00	
Direct Loan PLUS	Offered to parent	Fall	\$3,500.00		
	Offered to parent	Spring	\$3,500.00		
	Fund Total:			\$7,000.00	

Accept Full Amount All Awards    Submit Decision

8. After making a decision on all awards, choose the “**Submit Decision**” choice. If you need to make further adjustments please email our office at [financialservices@purchase.edu](mailto:financialservices@purchase.edu).

9. If you have not borrowed loans before, you must complete BOTH the:

- 1) Entrance Counseling
- 2) Master Promissory Note (MPN)

online at [www.studentloans.gov](http://www.studentloans.gov) before we can process your loan funding and show it as a credit towards your eBill.