# Online Award Request Instructions

Students requesting student employment or a loan must **be enrolled in a minimum of six financial aid eligible credit hours.** *You must have a complete financial aid file before you can accept your award.* Eligibility is determined by the Financial Aid and Scholarship department upon completion of the process below. **Loan applications will be processed in 7-10 business days.**

1. Go to studentloans.gov to complete: a**) loan entrance counseling**

                                                      b**) Master promissory note**

2. Access cnm.edu and select **my CNM**

3. Login with your CNM username and password

4. Select the Financial Aid tab

| Welcome | Tutorial | My Tab | Registration/Grades | Financial Aid | Students | My Courses | My Space |

5. Select the Award link on the left side of the screen

6. Select Award for Aid Year

7. Select aid year

8. Select Accept Award Offer tab

| General Information | Award Overview | Accept Award Offer |
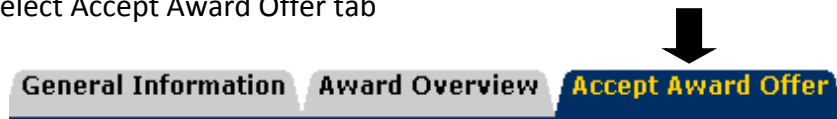
9. Accept loans and click submit
10. **If there are no loans on your account you may request a loan by:**
    a. Going to cnm.edu
    b. Under "Student Resources" select "Financial Aid"
    c. Select "Financial Aid Forms"
    d. Select "Loan Revision/Cancelation Form" and complete form
    e. Allow 7-10 business days for processing

11. **Request Student Employment**

Student Employment (work study):

- Students who are interested in Work Study can explore job opportunities by clicking the link Job Opportunities.
- If you were not offered work study and would like to be awarded, you can request an award by clicking the link Student Employment Request Form. If you meet eligibility requirements, your award should be posted within 5 business days.
  Note: Work Study is awarded based on student's eligibility and availability of funds.