



Accept, Decline, or Modify Your Offer of Student Loans

IMPORTANT REMINDER: To receive loan awards, you must be enrolled in at least 6 credit hours and accept your loan awards. After accepting your loan awards, go to www.studentaid.gov and complete:

(1) Master Promissory Note (MPN for Undergraduates)

(2) Entrance Counseling (Undergraduates)

If these steps are not completed, your loan award will not be processed.

Follow the steps below to Accept, Modify or Decline your loan awards:

- Go to www.atlantatech.edu
- Click My ATC
- Click BannerWeb
- Sign into your BannerWeb
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Overall Status of Financial Aid
- Click on the drop-down box to select the appropriate Aid Year
- Click the “Awarded” hyperlink
- Click the “Accept Award Offer” Tab
- View Your Award Package for the Aid year

To accept, decline, or partially accept the loan funds offered:

- To accept the full amount shown, click on the drop-down box by each loan fund offered and choose “Accept”
- To decline the full amount shown, click on the drop-down box by each loan fund offered and choose “Decline”
- To accept an amount less than the offered amount, go to the next column and enter the amount you wish to accept for each loan program.
- Select the hyperlinks for additional information for each award

Confirm your decision by clicking the “Submit” button!