

Accepting Your 2009-2010 Federal Work Study Award Online



Federal Work Study (FWS) awards are handled solely by GW's Office of Student Financial Assistance (OSFA). The FWS award is part of your overall financial aid package. If you have questions about your **FWS award** you must contact your Financial Aid Counselor at OSFA at (202) 994-6620 or finaid@gwu.edu. You can also visit an OSFA representative in Colonial Central located on the ground floor of the Marvin Center. The website for OSFA is <http://gwired.gwu.edu/finaid/>

Once OSFA has offered you a FWS award, you must actively respond to this offer by telling OSFA that **YES**, you do **ACCEPT** your FWS award. You can do this by contacting OSFA or online through your GWeb account. You need to accept your Federal Work Study award before you can officially start working and get paid on time.

TO ACCEPT YOUR FINANCIAL AID AWARD ONLINE THROUGH GWeb:

1. Go to **GWeb Information System** located in the **"myGW"** portal (my.gwu.edu). You'll need your Net ID and PIN. **If you have an issue with your Net ID or PIN, contact the ISS Virtual Help Desk Account Center at <http://www.helpdesk.gwu.edu/accounts/>**
2. Click on:
 - **Student Records and Registration**
 - **Student Financial Assistance Menu**
 - **My Award Information**
3. Select:
 - **Financial Aid Award by Aid Year**
 - **Undergraduate Students (Matriculated Only)**
 - **2009-2010 Academic Year**
4. **Read** all information and then **"CLICK REPLY FORM."**
5. **Read** all information, then select **"Student Certification"** and click on it.
6. **Read** all information and select **"Click here to proceed."**
7. On this screen, you can accept all your aid, accept or decline individual awards, or select a partial amount of an award.
8. When you have **finished**
 - Click **"Submit changes"**
 - **Check your award** once more
 - **Log out.**

For assistance or questions about accepting your FWS award: contact your Financial Aid Counselor in OSFA at 202.994.6620

For questions about locating and getting hired into a FWS job, contact the GW Career Center.

For questions about the User ID and PIN needed to log into myGW or your GWeb account, contact the ISS Virtual Help Desk Account Center at <http://www.helpdesk.gwu.edu/accounts/>