



2019-2020 Aid Year

You have the option to accept or decline your loans, accept the terms and conditions of your award and complete your Title IV authorizations online via your NHTI Student Information System!

1. Login to your Student Information System (SIS) account at <https://sis.ccsnh.edu/>
2. Navigate to your financial aid award by:
 - A. Selecting **Financial Aid**
 - B. Select **Award**
 - C. Select **Award for Aid Year**, select **NHTI Concord's Comm College** from the drop down menu and then select **2019-2020**.
3. Complete your Title IV Authorizations Online by clicking on the Resources/Additional Information tab and answering the three questions listed and clicking Submit Information.
4. Review and accept the terms and conditions of your award by clicking on the Terms and Conditions tab, reviewing the information listed and clicking Accept. **Note:** If you do not click Accept, you will not be able to accept/decline your loans online.
5. Accept/Decline your loans by clicking on the Accept Award Offer tab. For each loan fund offered, decide to:
 - A. Accept the loan in full by selecting Accept **or**
 - B. Accepting a portion of the loan by selecting Accept and indicating the desired loan amount for the aid year in the box **or**
 - C. Decline the loan in full by selecting Decline.

Once you have determined whether to accept or decline the loan funds offered to you, you must click Submit Decision to save your choices.

***If you are accepting loans for the first time, you will also need to go to www.studentloans.gov to complete your Entrance Counseling and Master Promissory Note for your undergraduate Direct Stafford Loans.**