

**Financial Aid Office**  
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[NHTIfinaid@ccsnh.edu](mailto:NHTIfinaid@ccsnh.edu)

## 2022-2023 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:
  - Selecting "Financial Aid"
  - Selecting "Aid Offer"
  - Selecting "Aid Offer for Aid Year" and "NHTI Concord's Comm College" from the dropdown menu, and "2022-2023."
3. Complete your Title IV authorizations online by clicking on the "Resources/Additional Information" tab and answering the three questions listed. Confirm that you are "Borrowing Responsibly" then click "Submit Information."
4. Review the terms and conditions of your award by clicking on the "Terms and Conditions" tab.
5. Accept/decline your loans by clicking the "Accept Aid Offer" tab. For each loan fund offered, decide to:
  - Accept the loan in full by selecting "Accept."
  - Accept a portion of the loan by selecting "Accept" and indicating the loan amount for the aid year in the box.
  - Decline the loan in full by selecting "Decline."
  - Once you determined whether to accept or decline the loan funds, click "Submit Decision" to save your choices.

\*If you are accepting loans for the first time, you will also need to go to [www.studentaid.gov](http://www.studentaid.gov) to complete your Entrance Counseling, Master Promissory Note and Student Loan Acknowledgment requirements for your undergraduate Direct Stafford Loans.