

Online Accept Authorization Instructions – 2024-2025 Aid Year

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

- Login to your Student Information System (SIS) account at <https://sis.ccsnh.edu/>.
- Navigate to your financial aid award:
 - Select Financial Aid
 - Select Aid Offer
 - Select Aid Offer for Aid Year, NHTI Concord's Comm College, and 2024-2025.
- Complete your Title IV Authorizations by clicking on the Resources/Additional Information tab and answering the three questions listed. Submit information.
- Review the terms and conditions of your award by clicking on the Terms and Conditions tab.
- Accept/Reduce/Decline your loans by clicking on the Accept Award 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 entering the desired amount.
 - Decline the loan in full by selecting Decline.

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

Students accepting a Federal Direct Loan for the first time at NHTI must complete Loan Entrance Counseling and the Master Promissory Note at <https://studentaid.gov>. If you are a transfer student and have completed your entrance counseling for another college, please notify our office so we can update your record.

Go to <http://www.studentaid.gov/mpn>

- I'm an Undergraduate Student – click Log In to Start – with FSA ID.
- Select Complete Loan Agreement (Master Promissory Note).
- For loan type, select MPN for Subsidized/Unsubsidized Loans and then Start.
- Complete each step of the MPN and click Sign & Submit once you have finished.