Click on the Financial Aid Tile and select the correct aid year you are accepting awards for.

Click on Accept/Decline under Awards in the menu on the left side.

Click the Edit button (the pencil icon) as directed in the red statement.

You will notice under Award Decision a drop-down menu appears. You may accept, decline, or reset the award. If you wish to reduce the award, click on accept via the drop-down, check the box under Reduce for the appropriate award. You may adjust the award to a lesser amount only. Hit Submit.