

Steps to View your Online Award Letter

- Login to the Student Portal (<http://portal.semo.edu>)
 - Select your Student Tab
 - Select “Click here to open My Southeast Self-service”
 - Click on the link to access your self-service page
 - Select “Financial Aid”
 - Select “Award”
 - Select “Award for Aid Year”
Choose the appropriate aid year from drop down list
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Accepting* your Online Awards

- 1) Review the General Information Tab/Link
- 2) Read and Review the Award Overview Tab/Link
- 3) Read and answer questions on the Resources/Additional Information Tab/Link
- 4) Read and Accept the Terms and Conditions Tab/Link
- 5) Accept full or partial amounts of your award(s) on the Accept Award Offers Tab/Link

**Note: You must follow each of the above steps in order to access and accept your award(s)*