



WORKDAY

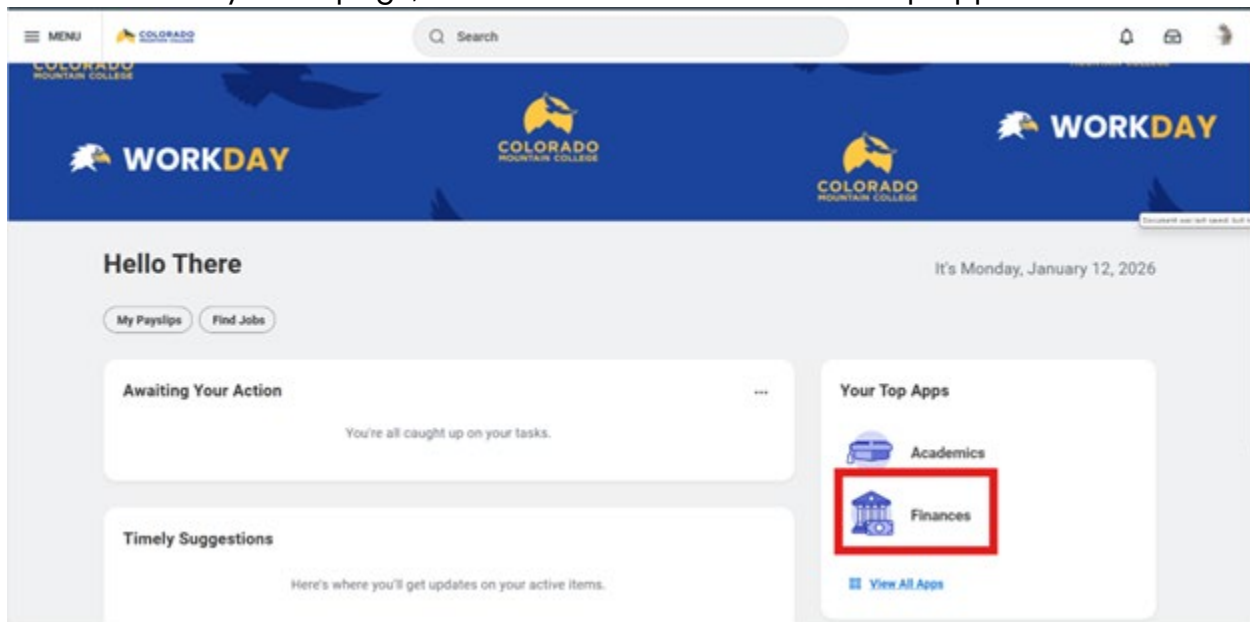
QUICK REFERENCE GUIDE

Financial Aid Awards

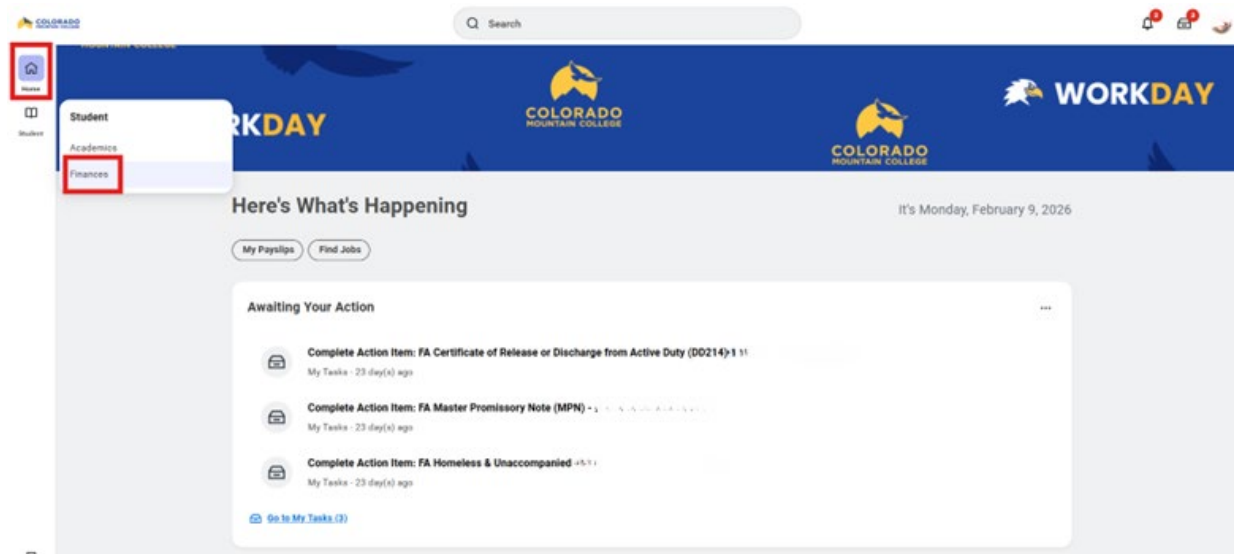
Student Guide

How to View Your Financial Aid Awards

1. On the Workday homepage, click on "Finances" in the "Your Top Apps" box.



If "Finances" doesn't appear in "Your Top Apps," you can click on "View All Apps" or use the left navigation bar.



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- Under the "Financial Aid Helpful Links" section, click on "View Financial Aid."

The screenshot shows the Workday Financials dashboard. The top navigation bar is dark blue with a back arrow and the word "Finances". Below it, the "Student Finances" section is active. The dashboard is divided into three main columns. The left column, "My Financial Aid Action Items", shows a progress bar for the "Financial Aid Application (2025-2026 Award Year)" with the latest step completed. The middle column, "Account Activity", displays a total account balance of (919.00) and a due amount of 0.00. The right column, "Student Financials Helpful Links", contains several links: "Set Up Payment Elections", "View Statement", "Print My 1098-T", "More (4)", "Financial Aid Helpful Links", and "Accept/Decline Awards". The "Financial Aid Helpful Links" section is highlighted with a red box, and a blue arrow points to the "View Financial Aid" link within it.

You can also search for "View Financial Aid" using the Workday search bar.

- Select the "Award Year" and click OK.

The screenshot shows the "View Financial Aid" dialog box. The left sidebar has "View Financial Aid" selected. The main area shows the "Institution" as Colorado Mountain College and the "Award Year" dropdown menu open, displaying "2025-2026 Award Year". The "OK" button is highlighted with a red box.

- Click on "View Financial Aid." The top section displays a summary of "Estimated Financial Aid," including a bar graph.

The screenshot shows the "View Financial Aid" page. The left sidebar has "View Financial Aid" selected. The main area displays a summary of "Estimated Financial Aid" and a bar graph. The summary table is as follows:

Category	Amount
Grants and Scholarships	6,601.00
Loans	4,500.00
Employment	0.00
Total Financial Aid	12,110.00
Total Estimated Costs	21,388.00
Out of Pocket Without Loans	13,778.00
Out of Pocket With Loans	9,278.00

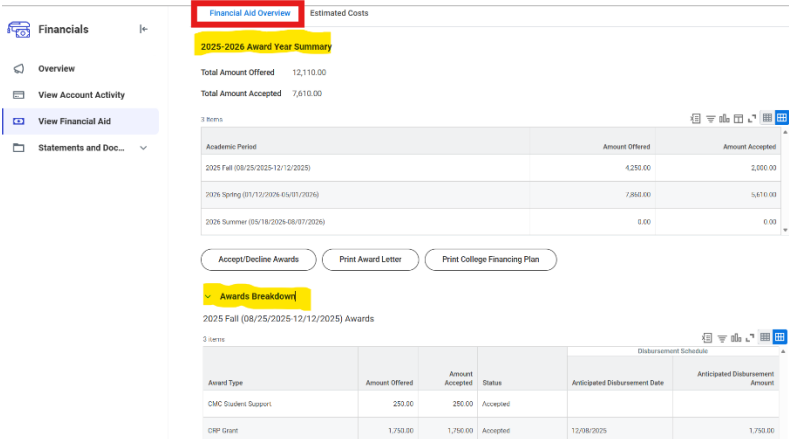
The bar graph shows the estimated financial aid for three terms: 2025 Fall (08/23/2025-12/12/2025), 2025 Spring (01/12/2026-05/01/2026), and 2026 Summer (05/18/2026-08/07/2026). The 2025 Spring term shows the highest total aid, exceeding 7,000.00.



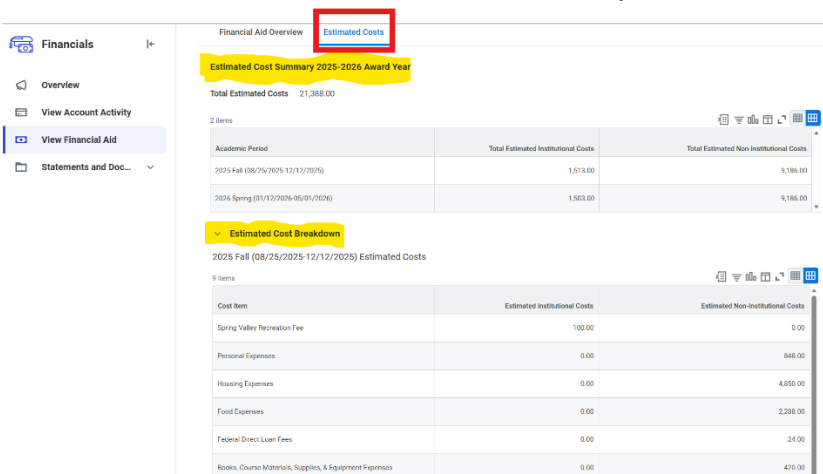
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5. The "Financial Aid Overview" tab provides your "Award Year Summary" and "Awards Breakdown" for the selected award year.

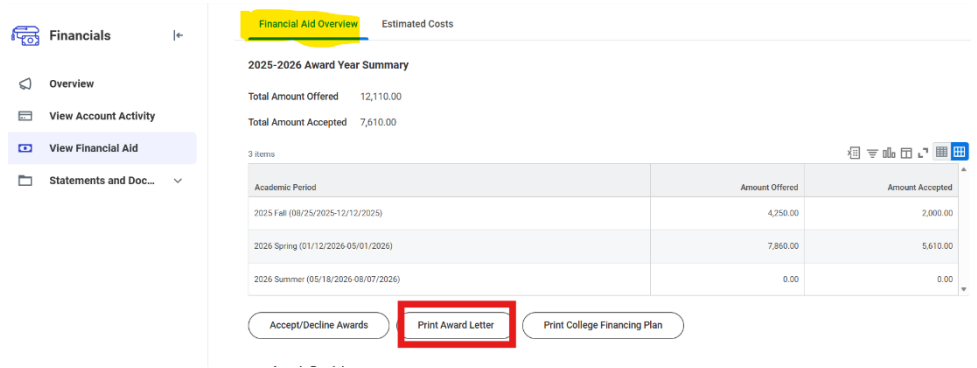


6. The "Estimated Costs" tab displays your "Estimated Cost Summary" and "Estimated Cost Breakdown" for the selected award year.



How to Print Your Financial Aid Award Letter

1. On the "View Financial Aid" page, open the "Financial Aid Overview" tab.
2. Click on "Print Award Letter" at the bottom of the screen and follow your system prompts.

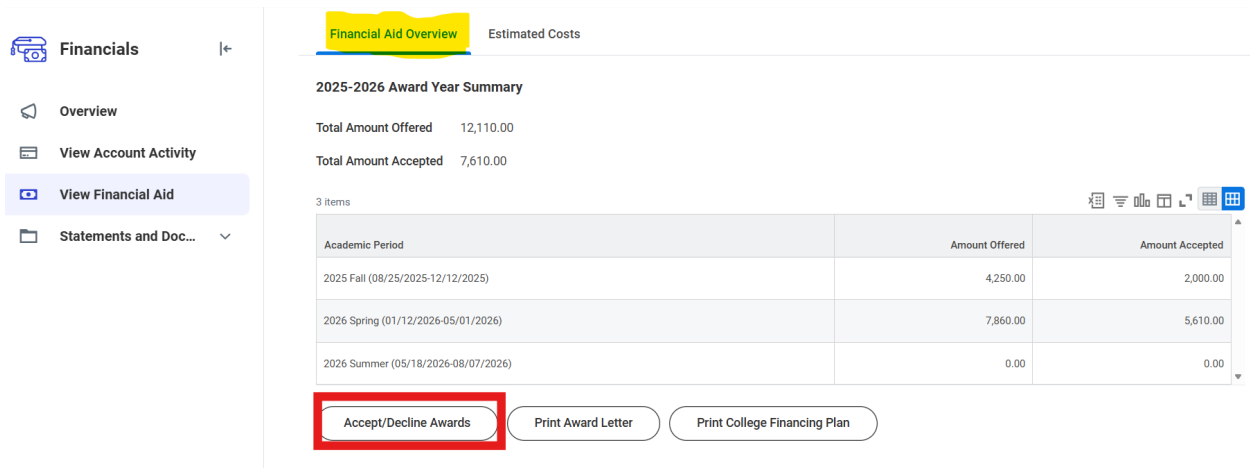


How to Accept/Decline Financial Aid Awards

You can accept or decline awards either in the "Financial Aid Overview" page or through "Finances" application in Workday.

Option 1 – Financial Aid Overview

1. On the "View Financial Aid" page, open the "Financial Aid Overview" tab.
2. Click on "Accept/Decline Awards" at the bottom of the screen.



Financial Aid Overview Estimated Costs

2025-2026 Award Year Summary

Total Amount Offered 12,110.00

Total Amount Accepted 7,610.00

3 Items

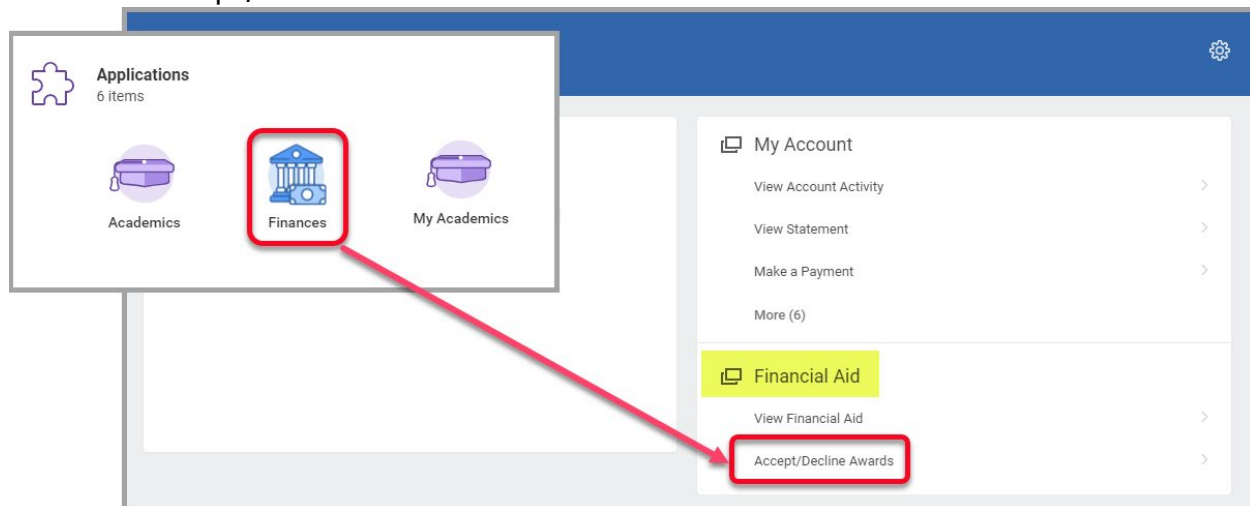
Academic Period	Amount Offered	Amount Accepted
2025 Fall (08/25/2025-12/12/2025)	4,250.00	2,000.00
2026 Spring (01/12/2026-05/01/2026)	7,860.00	5,610.00
2026 Summer (05/18/2026-08/07/2026)	0.00	0.00

Accept/Decline Awards Print Award Letter Print College Financing Plan

3. If you access the award screen using Option 1, skip Option 2 and follow the "Decision Steps" section below.

Option 2 – Finances

1. Click on "Finances" on your Workday homepage.
2. Click on "Accept/Decline Awards" in the Financial Aid section.



Applications 6 items

Academics Finances My Academics

My Account

- View Account Activity
- View Statement
- Make a Payment
- More (6)

Financial Aid

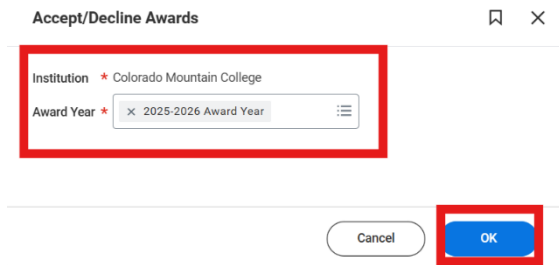
- View Financial Aid
- Accept/Decline Awards



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3. Choose your award year and click on OK.



Accept/Decline Awards

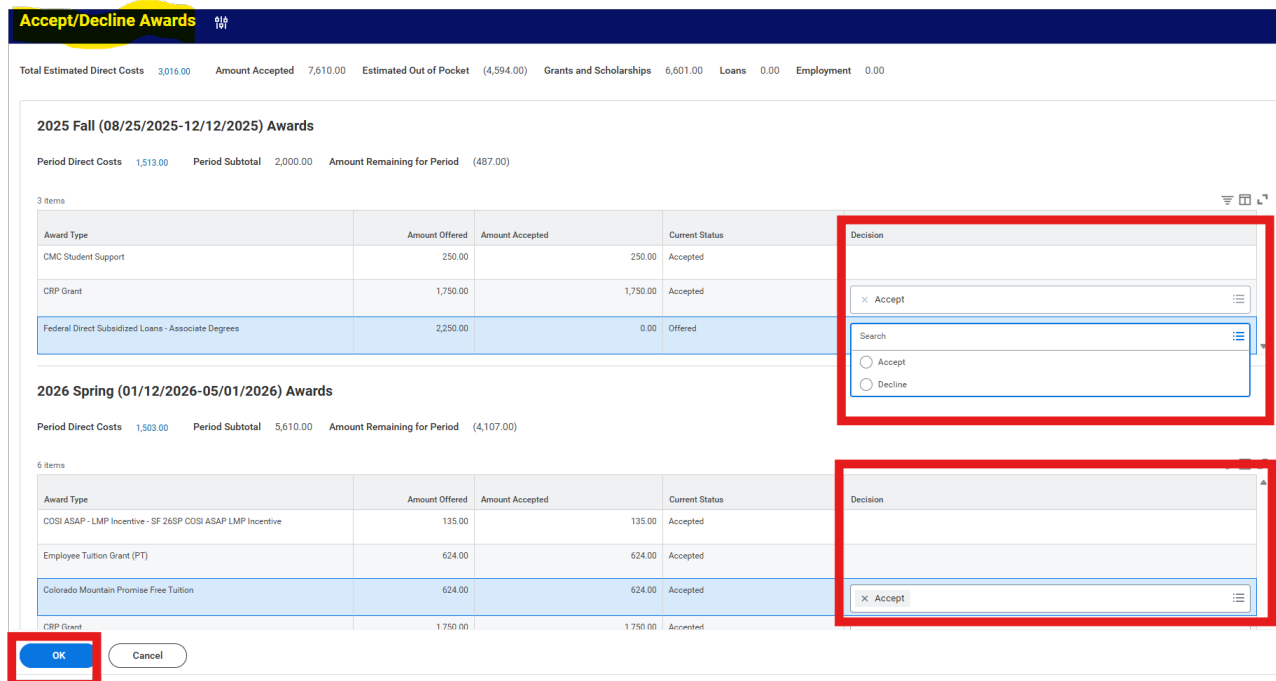
Institution * Colorado Mountain College

Award Year * 2025-2026 Award Year

Cancel OK

Decision Steps

1. For each award, open the "Decision" field and select your response: Accept or Decline.



Accept/Decline Awards

Total Estimated Direct Costs 3,016.00 Amount Accepted 7,610.00 Estimated Out of Pocket (4,594.00) Grants and Scholarships 6,601.00 Loans 0.00 Employment 0.00

2025 Fall (08/25/2025-12/12/2025) Awards

Period Direct Costs 1,513.00 Period Subtotal 2,000.00 Amount Remaining for Period (487.00)

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
CMC Student Support	250.00	250.00	Accepted	<input checked="" type="radio"/> Accept
CRP Grant	1,750.00	1,750.00	Accepted	<input type="radio"/> Accept <input type="radio"/> Decline
Federal Direct Subsidized Loans - Associate Degrees	2,250.00	0.00	Offered	

2026 Spring (01/12/2026-05/01/2026) Awards

Period Direct Costs 1,503.00 Period Subtotal 5,610.00 Amount Remaining for Period (4,107.00)

Award Type	Amount Offered	Amount Accepted	Current Status	Decision
COSI ASAP - LMP Incentive - SF 26SP COSI ASAP LMP Incentive	135.00	135.00	Accepted	
Employee Tuition Grant (PT)	624.00	624.00	Accepted	
Colorado Mountain Promise Free Tuition	624.00	624.00	Accepted	<input checked="" type="radio"/> Accept
CRP Grant	1,750.00	1,750.00	Accepted	

OK Cancel

2. Once you have made your decisions, click on OK to submit them.