## **AES Acceptance Directions**

**Step 1:** The AES acceptance process includes Introduction, Accept Awards, Academic Agreement, and Finish tasks. After reviewing the introduction, select "Mark as Read" and "Next." You will see your progress illustrated in the Task Details on the left.

**Step 2:** The second stage of the process is acceptance of your awards within the Financial Aid interface. To review and accept your awards, please select "2018" in the Aid Year column.

## Select the aid year you wish to view



Next, select the box under the Accept column to the right of the award amount for all AES awards (fall and spring). An **example** of the acceptance selections is below. To proceed, select "Submit."

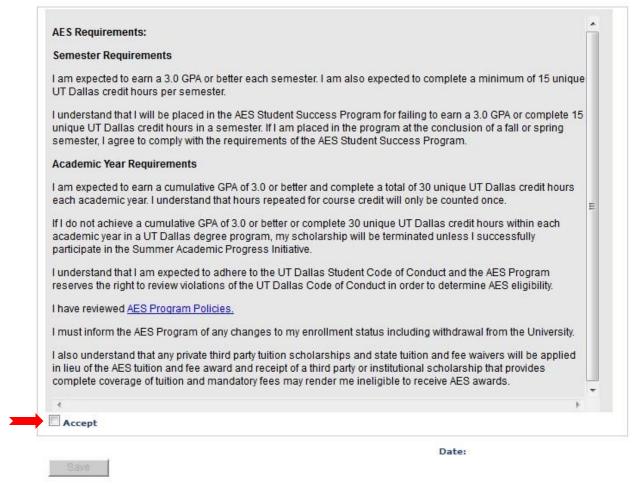


To confirm acceptance of your awards, select "Yes" on the next screen. After selecting "Yes," click "Next." Your submission will be confirmed as follows.



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**Step 3:** On the next page, thoroughly review the AES Requirements in the AES Academic Agreement. If you agree to the terms, check the "Accept" box (shown below) and select "Save." To complete this task, select "Next" in the upper right corner.



**Step 4:** To complete the acceptance process, select "Finish" on the next screen. After you complete the process, the AES Acceptance Process will no longer appear in your To Do List. The system automatically generates a confirmation email to your UT Dallas email account within 24-hours of completing your acceptance. Use your NetID and Password to check your UT Dallas email here: <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a>.

Congratulations!

Congratulations again on your recognition as an Academic Excellence Scholarship (AES) recipient! Thank you for completing this task and should you have any further questions, please contact the AES Program office at 972-883-6708 or at aes@utdallas.edu.

If you accepted your AES award, you are automatically eligible to apply for an internship position in the UT Dallas Clark Summer Research Program. The application deadline is April 1. Visit the <u>Clark Summer Research Program</u> webpage for more information.

To complete this task, select "Finish" and review that all AES awards were successfully accepted.

