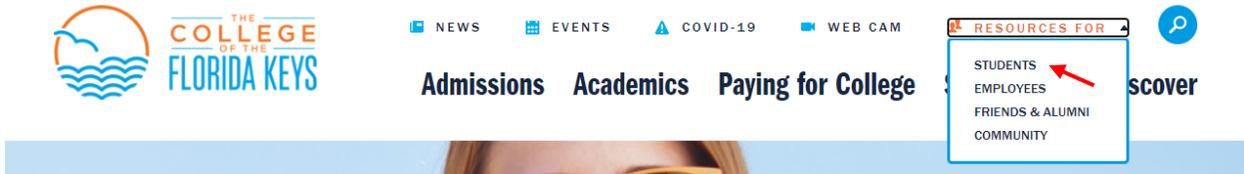


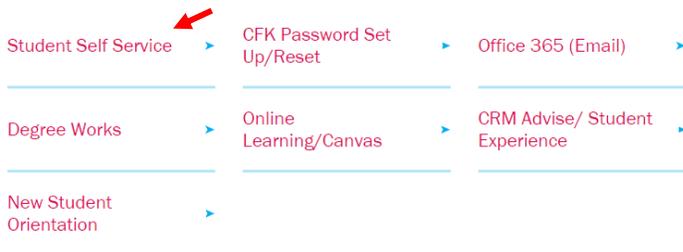
Instructions for Accepting Terms and Conditions. Read these carefully to understand your responsibilities for utilizing Financial Aid.

1. Go to cfk.edu
2. Under Resources For, Select “students”.

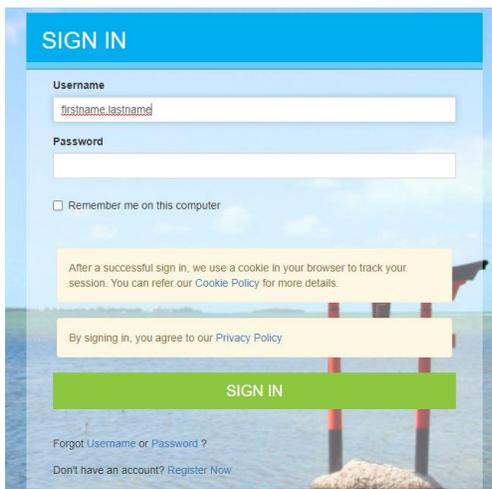


1. Scroll Down and select, “Student Self Service” under MyCFK. . If you have not yet set up your username and password, you will need to that first by clicking “CFK Password Set up/Reset”

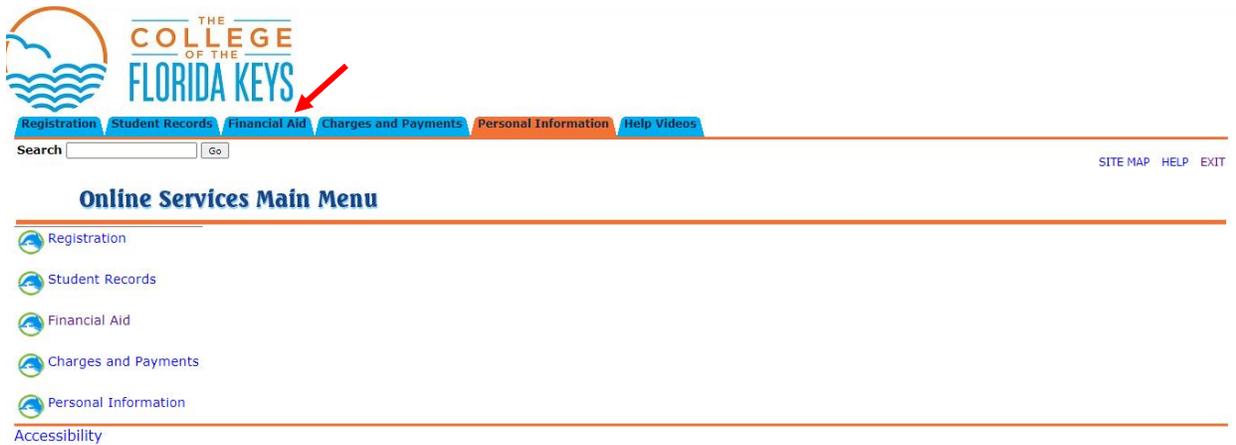
MyCFK



2. Log in. Your username should be your firstname.lastname

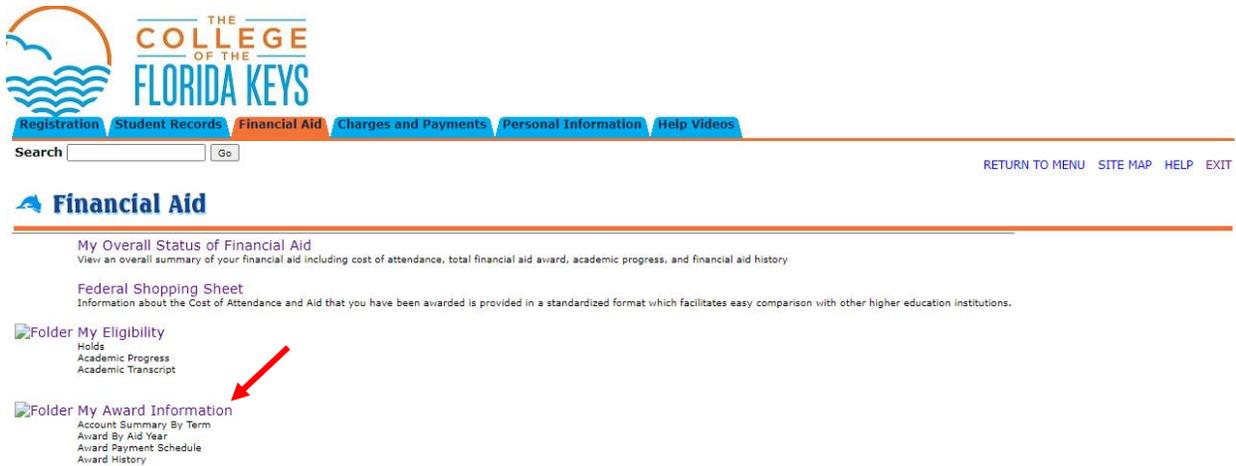


3. Select, the “Financial Aid” tab.



The screenshot shows the top navigation bar of the website. The logo for The College of the Florida Keys is on the left. The navigation menu includes: Registration, Student Records, Financial Aid (highlighted with a red arrow), Charges and Payments, Personal Information, and Help Videos. Below the navigation bar is a search box with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Online Services Main Menu" and lists the same navigation items with icons: Registration, Student Records, Financial Aid, Charges and Payments, and Personal Information. At the bottom of this menu is a link for "Accessibility".

4. Next, select “My Award Information”



The screenshot shows the "Financial Aid" section of the website. The navigation bar is the same as in the previous screenshot, with "Financial Aid" highlighted. Below the navigation bar is a search box with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Financial Aid" and contains several links and folders:

- [My Overall Status of Financial Aid](#)
View an overall summary of your financial aid including cost of attendance, total financial aid award, academic progress, and financial aid history
- [Federal Shopping Sheet](#)
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.
- [Folder My Eligibility](#)
 - Holds
 - Academic Progress
 - Academic Transcript
- [Folder My Award Information](#)
 - Account Summary By Term
 - Award By Aid Year
 - Award Payment Schedule
 - Award History

A red arrow points to the "Folder My Award Information" link.

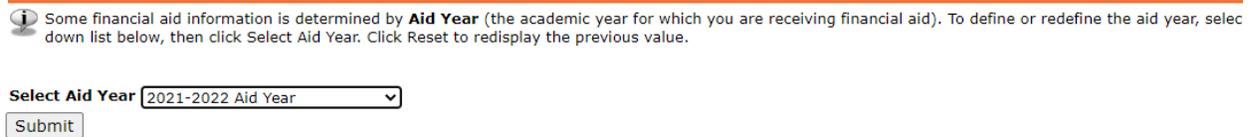
5. Next, select, "Award By Aid Year"



The College of the Florida Keys logo is at the top left. A navigation bar contains links for Registration, Student Records, Financial Aid, Charges and Payments, Personal Information, and Help Videos. Below the navigation bar is a search box with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'My Award Information'. Underneath, there are four links: Account Summary By Term, Award By Aid Year (with a red arrow pointing to it), Award Payment Schedule, and Award History. At the bottom of the section, there is a footer link: [My Overall Status of Financial Aid | Federal Shopping Sheet | My Eligibility | My Award Information]

6. From the Select Aid Year drop down menu, choose the applicable Academic Year and click, "submit".

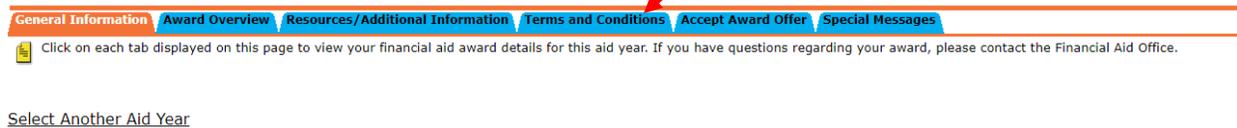
Select Aid Year



An information icon is followed by the text: Some financial aid information is determined by **Aid Year** (the academic year for which you are receiving financial aid). To define or redefine the aid year, select down list below, then click Select Aid Year. Click Reset to redisplay the previous value.

Select Aid Year

7. Next, select the tab that says, Terms & Conditions.



The navigation bar contains tabs for General Information, Award Overview, Resources/Additional Information, Terms and Conditions (with a red arrow pointing to it), Accept Award Offer, and Special Messages. Below the navigation bar is a text box with a document icon: Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

[Select Another Aid Year](#)

8. Once you have read and understand the Terms and Conditions, you may Accept.