



Self Service Information

Self service allows you to electronically accept or decline financial aid that meets your needs. If you would like your Foundation Scholarships, Federal Student Loans or Federal Work Study you **MUST ACCEPT IT.**

Here are the directions for this process:

From E-Hive Student Home

My Student Center, Under Finances

Select “Accept/Decline Awards”

Select the correct aid year “2011” = academic year 2010-2011”

“2012” = academic year 2011-2012”

Click the decline box for each aid type you are declining

Click the accept box for each loan type you are accepting

Click “Submit”

If you want to make changes *other* than declining the entire amount of an individual aid type, you can click on the “Request Counselor Action” link and tell us what changes you *do* want. We will make the changes for you and you will be able to see them on your E-hive when they have been completed. If we have questions or are unable to meet your request, we will email you at your UW-Superior student email address.

If you have any special requests/information you want to communicate to us (i.e., changing enrollment status, declining part of a loan, telling us about scholarships or other aid you will receive, or not attending one or both semesters, etc.):

Click on “Request Counselor Action” and type in your request. Be specific.

Click “Save”

Click “OK”

We hope this service provides convenience to you in your busy life. However, if you prefer personal contact, please feel free to communicate your changes, in writing, in person, via regular mail, or email to finaid@uswuper.edu. **Include your name and student ID number in all communications.** If you are unfamiliar with E-Hive and would like to learn how to use it, contact the Help Desk at (715) 394-8300 or 1-800-806-2890.

UW- Superior Financial Aid Office

Old Main 110

(715) 394-8200

www.uwsuper.edu/finaid

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