



# Self Service Information

Self service allows you to electronically accept, reduce or decline financial aid that meets your needs. If you would like your 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 appropriate aid year**

**Click the decline box for each aid type you are declining  
Click the accept box for each loan type you are accepting  
If you would like a reduced amount of the loan, enter the amount in the box  
Click “Submit”**

If you want to make changes *other* than accepting, reducing or 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. Click “Save”, and then click “OK”. 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 prefer personal contact, please feel free to communicate your changes in writing, in person, via regular mail, or email to [finaid@uwsuper.edu](mailto:finaid@uwsuper.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, PO Box 2000, Superior, WI 54880-4500  
Phone: 715-394-8200      Fax: 715-394-8027      Email: [finaid@uwsuper.edu](mailto:finaid@uwsuper.edu)**