

How to accept your Federal Work Study (FWS) offer

Students who have been offered Federal Work Study (FWS) and who wish to work under the FWS program are required to accept their award in their student portal. **Unaccepted awards will be canceled** and offered to another student. If you are interested in working under the FWS program, we encourage you to accept your offer right away. This guide will show you how.

- Student logs into their student portal
 - Website: <https://inside.mtsac.edu/>

The screenshot shows the Mt. San Antonio College student portal. At the top, there is a navigation bar with the following links: Home, Student, Student Success, **Financial Aid** (highlighted with a red box and an arrow pointing to it), Canvas, Library, and Employees. Below the navigation bar, the main content area is divided into two columns. The left column is titled "Welcome to Financial Aid" and contains several links: Mt. SAC Financial Aid, About the Financial Aid Process, Financial Aid Programs, Determining Financial Need, and Financial Aid Forms. A red arrow points to the "Financial Aid" link in the navigation bar, and a red text overlay says "Go to Financial Aid tab". The right column is titled "Financial Aid Requirements" and contains a section for the "2022-2023 Aid Year" with a "Choose Another Aid Year" dropdown menu. Below this, there is a "Requirements" dropdown menu with "FAFSA Application" selected. A "Message" section is also visible. At the bottom of the left column, there is a "Financial Aid Requirements" section with a link "Look Up Financial Aid Status" highlighted with a red box and an arrow pointing to it, with a red text overlay saying "Click here".

Personal Information Student **Financial Aid** Employee

Search

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

Select the appropriate aid year, then click submit button

RELEASE: 8.21.1

© 2023 Ellucian Company L.P. and its affiliates.

Search Go


Financial Aid Status for 2023-2024 Aid Year

These instructions show up on your portal if you have been offered FWS 

FEDERAL WORK STUDY (FWS)

Congratulations! You have been selected to receive **Federal or CalWorks Work-Study** for the 2023-2024 academic year. Work-Study offers you the opportunity to earn money through part-time employment on campus. If you are interested, please accept offer by clicking on the **Offered** link below. Once in the Financial Aid Offers page, click on the **Accept Offer** tab. Scroll down to the fund **Federal Work-Study** and under **Status**, click on **Accept**. Please click on the fund name for further instructions.

 The following information is based on your status as a Off Campus Housing student receiving financial aid for the Fall-Spring Terms.

 This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

Your estimated [cost of attendance](#) is \$

Click on "offered"

You have been **offered** financial aid which totals \$

Based on your [academic transcript](#), the status of your [academic progress](#) is

View your [financial aid history](#).

[Select Another Aid Year](#)

Search Go

Financial Aid Offer(s) for 2023-2024 Aid Year

Click on Accept Offer tab



 No offer information is available for you at this time, please contact your financial aid office if you have questions.

[Select Another Aid Year](#)

Search Go

Financial Aid Offer(s) for 2023-2024 Aid Year

[Print](#)

Options for Accept Offers include:

1. Accept the full offer amount by selecting Accept Full Amount of All Offers.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Offer Decision

Fund	Status	Term	Amount	Accept Offer
Enrollment Fee Waiver-C ISIR	Accepted	Fall 2023	\$515.00	
	Accepted	Summer 2024	\$37.00	
	Fund Total:		\$552.00	
Federal Work-Study	Offered	Fall 2023	\$3,000.00	
	Offered	Spring 2024	\$3,000.00	
	Fund Total:		\$6,000.00	

1) Select Decision: chose Accept.

Select Decision ▾
 Select Decision
 Accept
 Decline

Submit Decision

2) Click on Submit Decision button.

Search Go

Financial Aid Offer(s) for 2023-2024 Aid Year

[Print](#)

Options for Accept Offers include:

1. Accept the full offer amount by selecting Accept Full Amount of All Offers.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Offer Decision

Fund	Status	Term	Amount
Enrollment Fee Waiver-C ISIR	Accepted	Fall 2023	\$515.00
	Accepted	Summer 2024	\$37.00
	Fund Total:		\$552.00
Federal Work-Study	Accepted	Fall 2023	\$3,000.00
	Accepted	Spring 2024	\$3,000.00
	Fund Total:		\$6,000.00

You have now accepted your FWS award!

- **Navigate back to your FA Status page. You may need to refresh your page.**

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Financial Aid Status for 2023-2024 Aid Year

**If you have accepted your FWS award,
your FA Status page will change to this**



FEDERAL WORK STUDY (FWS)

You have accepted your Federal Work Study (FWS) award. Please visit the [FWS Website](#) to:

- complete FWS orientation
- learn about the FWS hiring process
- look up FWS jobs that you can apply for
- complete your FWS hiring documents

The following information is based on your status as a Off Campus Housing student receiving financial aid for the Fall-Spring Terms.

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

Your estimated [cost of attendance](#) is \$

You have been [offered](#) financial aid which totals \$

Based on your [academic transcript](#), the status of your [academic progress](#) is

View your [financial aid history](#).

[Select Another Aid Year](#)

- **The message will disappear once you have been hired and have finished submitting all of your FWS hiring docs.**
- If not awarded, students should contact the Financial Aid Department to inquire about their Federal Work Study (FWS) eligibility.
 - fws@mtsac.edu
(909) 274-4450