



Financial Aid Office
Federal Work Study (FWS) Program

Student Guide: Accepting Your FWS Award Offer

Students who have received a FWS award offer will receive an email notification and be able to see their award offer in their Welcome to Financial Aid tile in their Mt. SAC portal. Students who wish to work under the FWS program are required to accept their award in their 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.

Questions about FWS?

Contact the [Financial Aid Office](#)

fws@mtsac.edu

(909) 274-4450

Questions about Handshake?

Contact the [Career Center](#)

careercenter@mtsac.edu

(909) 274-4510

1. Log into your Mt. SAC student portal. <https://inside.mtsac.edu/>

MT. SAC
Mt. San Antonio College

IDENTITY SERVER

Sign In

Username

Password

[Forgot Username or Password ?](#)

[1st Time Users \(Claim Account\)](#)

[Change Your Password](#)

[Having Trouble Logging in?](#)

☐ Remember me on this computer

[Continue](#)

1. Click on the “Financial Aid” tab located across your screen.

Click on “Look Up Financial Aid Status”.

Tip: We suggest that you click on the bookmark icon to save this tile to your homepage.

The screenshot shows the Mt. SAC Portal with the 'Financial Aid' tab highlighted in the top navigation bar. A red box around the 'Financial Aid' tab is labeled 'Click here 1st'. Below the navigation bar, the 'Financial Aid' section contains three main tiles. The first tile, 'Welcome to Financial Aid', has a red box around the 'Look Up Financial Aid Status' link, labeled 'Click here 2nd'. The second tile, 'Financial Aid Related Links', has a green circle around its bookmark icon, with a green arrow pointing to it and the text 'Tip: bookmark this tile'. The third tile, 'Financial Aid News Alert', contains various news items.

2. Select the current academic year in the “Aid Year” menu.

If you have been offered FWS, there will be a FWS message.

The screenshot shows the Mt. San Antonio College Financial Aid page. At the top, the 'Aid Year' dropdown menu is set to '2024-2025 Aid Year', which is highlighted with a red box and labeled 'Select current academic year'. Below the navigation bar, a large blue box contains a message titled 'FEDERAL WORK-STUDY (FWS)' with detailed instructions. A green box around this message is labeled 'If awarded FWS, you will see this message'. At the bottom, the 'Student Requirements' section shows a 'Satisfied Requirements' status with a green checkmark and the text 'FAFSA Application Last update: 05/06/2024'.

3. Click on the “Offer” tab.

Scroll down to “Options to Pay Net Cost” section. Click on “select”.

Financial Aid Aid Year: 2024-2025 Aid Year 📧 🖨

Home **Offer** Financial Aid History Resources Notifications Satisfactory Academic Progress College Financing Plan >

Click Offer tab [View your Payment Schedule](#)

Then scroll all the way down

Expected Enrollment Status ⓘ

Full-Time

Student Aid Index

An eligibility index number that determines how much financial aid you would receive if you attend the school.

Cost of Attendance ⓘ

Non Billable Items

Type
Books and Supplies
College Service Fees
Enrollment Fees
Health Fees
Personal
Room and Board
Transportation

Grants and Scholarships to Pay for College ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025
Enrollment Fee Waiver-C ISIR	\$515.00	\$37.00	\$515.00	\$37.00
Cal Grant B	NA	NA	\$824.00	NA
	\$515.00	\$37.00	\$1,339.00	\$37.00

Net Cost ⓘ \$0.00

Options to Pay Net Cost

Work ⓘ


Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount	Take Action
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00	Select
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00	

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4. Select “accept” and submit.

Options to Pay Net Cost

Work ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount	Take Action
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00	Select 
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00	<div><div>Select</div><div>Accept</div><div>Decline</div><div>Submit</div></div>

Select "Accept" and submit

It should now look like this:

Options to Pay Net Cost

Work ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00 ACCEPTED
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00

FWS award should now be accepted

Submit

Congratulations, you have now accepted your FWS award offer. Return to “Home” tab. Your Financial Aid Home page message will update with new instructions.

The screenshot shows the Financial Aid Home page. At the top, there is a navigation bar with the text "Financial Aid" and a red arrow pointing to the "Home" tab, with the text "Click Home tab" in red. The "Home" tab is highlighted with a red box. To the right of the navigation bar, there is a dropdown menu for "Aid Year" set to "2024-2025 Aid Year" and an envelope icon. Below the navigation bar, there is a section titled "FEDERAL WORK-STUDY (FWS)" with a blue background. It contains the text "You have accepted your Federal Work Study (FWS) award. Please visit the FWS Website to:" followed by a bulleted list: "complete FWS orientation", "learn about the FWS hiring process", "look up FWS jobs that you can apply for", and "complete your FWS hiring documents". A green box highlights this section, and a green arrow points from the text "FWS message on Home page should update!" to it. Below the FWS section, there is a section titled "Student Requirements" with a sub-section "Satisfied Requirements" showing a green checkmark and the text "FAFSA Application Last update: 05/06/2024" and a "RECEIVED" button.

Next step: complete FWS orientation. Link can be found on the [FWS Students website](#).

The screenshot shows the Mt. San Antonio College website. The header includes the college name, "Sign In", "Search", "Directory", "Campus Map", and "Listen". Below the header, there is a navigation bar with "Financial Aid" and several links: "How to Apply", "Scholarships", "Cash for College", "Outreach Resources", "Resources", and "Forms". The main content area features a large photo of five students smiling. To the right of the photo, there is a red box with the text "REQUIRED FWS Student Orientation" and "Quick Links" below it. The links are: "Student Guide: Accepting Your FWS Award Offer", "FWS Checklist for Hired Students", "FWS Employment Application", "Direct Deposit Authorization (optional)", and "Student Guide: Accept or Decline Your FWS Offer". Below the photo, there is a section titled "Federal Work Study (FWS) Program" with a brief description of the program. A red arrow points from the text "Click here to complete orientation!" to the "REQUIRED FWS Student Orientation" section.

Click here to complete orientation!



After completing FWS orientation, contact the [Career Center](#) for job search assistance on Handshake!