



# Prairie View A&M University

A Member of the Texas A&M University System

## Steps to View Financial Aid Award:

1. Visit PV Place website at <http://www.pvamu.edu/pvplace/>
2. Select Enter PV Place NOW!
3. Log into PV Place with Username and Password
4. Select "**Student**" tab on home screen
5. In middle column select "**Click here to access Panthertracks**"
6. Select "**Financial Aid**" tab
7. Select "**Award**" link
8. Select "**Award for Aid Year**"
9. Select aid year: Ex: 2018-2019
10. Select "**Award Overview**" tab to review your award package
11. Click on "Terms and Conditions" tab to review and accept. Once accepted "Accept Award Offer" tab will become visible.
12. Click on "Accept Award Offer" tab.
13. To accept award package as is, click on "Accept Full Amount" from the drop down box in the middle of the page.
14. To accept one award and decline another, on the drop down box next to the award line item choose either "Accept" or "Decline" and click on the "Submit Decision" box to the right of the "Accept Full Amount" box.
15. If wanting to accept a **reduced** amount on loans awarded, click on the box next to the award amount and choose "Accept" and enter the dollar amount in the box immediately to the right.
16. Click on the "Submit Decision" box to the right of the "Accept Full Amount" box.

\*\*First time loan borrowers are required to log in to [www.studentloans.gov](http://www.studentloans.gov) to complete a Loan Entrance Counseling and fill out a Master Promissory Note (MPN). There will be a 30-day delay for first time borrowers before loan funds can be applied to your student account.

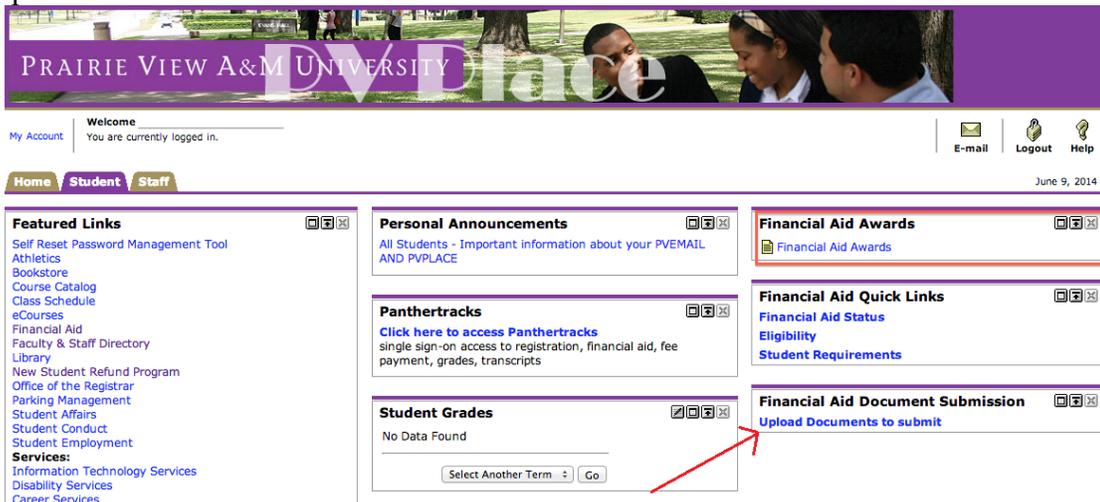


## Instructions on how to upload documents via Panther Pass

Step 1: Ensure documents are in PDF file format.

Step 2: Log into PVPlace.

Step 3: Under the student tab in PVPlace, bottom right corner of page select:  
“Upload Documents to Panther Pass”.



Step 4: Select Panther Pass Document Upload:

Step 5: Type in student email address for email confirmation, select document in PDF format to be submitted, upload document from computer. If document being uploaded contains multiple pages, merge all documents into one file before uploading.

- Ensure all documents that require a signature are signed (Typed signatures will not be accepted)
- Include student name and ID number on every page
- Each document type should be scanned and uploaded independent of any other document type
- Documents submitted must be legible
- Do not take pictures of documents with camera

Step 6: Once documents are uploaded select “Submit”.

Step 7: If documents are successfully submitted a confirmation screen will appear and a confirmation email will be sent.