Lehigh Portal Instructions – Office of Financial Aid  
How to View and Accept Awards:

Financial aid notifications for current students, and revised financial aid notifications for all students, are announced via general email, and award information is accessed following the instructions below. Self-help awards (student loans and work study) must be accepted (or may decline or reduce) by the student following these instructions.

Follow steps 1-8 below to view your awards.  
Continue with steps 9-10 to accept/reduce/decline awards.

1. Log on to the Lehigh Portal (portal.lehigh.edu)

2. On the Connect Lehigh sidebar on the right side of the page, select “Banner”
3. In Banner, click on “Financial Aid”

![Image of Banner Financial Aid page]

4. Click on “Award”

![Image of Banner Financial Aid Award page]
5. Click on “Award by Aid Year”

6. Select the current Academic Aid Year and click “Submit”

7. Click on the “Award Overview” tab

8. Your award will be listed on the resulting page
To Accept Your Loans:

9. Click on the “Accept Award Offer” tab

10. Accept/Decline all awards listed