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Keene Academic Center
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Keene, NH 03431
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Lebanon Academic Center
15 Hanover St, Lebanon, NH 03766
Phone: 603.443.4200
Fax: 603.443.6167

You now have the option to accept or decline your loans, etc. via RVCC's Student Information System (SIS)

How to sign your award letter and the rest of the paperwork online

Log into your SIS (Student Information System) account:

- Go to www.rivervalley.edu
- Choose the CURRENT STUDENTS link at the top right corner of the homepage
- Click on the SIS button
- Enter your CCSNH EasyLogin Username and Password
- Click on SIGN IN

If you have problems with your EasyLogin Username and Password, please contact:
RVCCHelpDesk@ccsnh.edu

Once you have entered your SIS account:

- Click on **Financial Aid**
- Click on **Aid Offers**
- Click on **Aid Offer for Aid Year**, select **RVCC** from the drop down menu click on **Continue**.
- Select **Aid Year**, from the drop down menu select **2020-2021 Aid Year**. Click on **Submit**.
- Should display you are on the **General Information** tab
- Click on **Resources/Additional Information** tab
- Read and answer each question – accept or decline via the drop down menus to the right, then click on **Submit Information**.
- Terms and Conditions – Review and accept the terms and conditions of your award by clicking on the **Terms and Conditions** tab, reviewing the information listed and clicking **Accept**.
- **Note: If you do not click **Accept**, you will not be able to accept/decline your loans online.**
- Accept/Decline Award Offer – click on the **Accept Award Offer** tab. For each loan fund offered, decide to:
 - A. Accept the loan in full by selecting **Accept*** or
 - B. Accepting a portion of the loan by selecting **Accept*** and indicating the desired loan amount for the aid year in the box (*don't forget to account for the lender loan fee charge*) or
 - C. Decline the loan in full by selecting **Decline**.
- **SUBMIT** – Once you have determined whether to accept or decline the loan funds offered to you, **you must click **Submit Decision** to save your choices.**
- Go to the **Award Overview** tab – you will see that you have either accepted via web status on your loans or declined via web status on your loans.

*** Note:** If you accept the loan portion of Financial Aid, **and are a first-time borrower at RVCC**, please make sure you complete the *Entrance Counseling* and *Master Promissory Note* (MPN) online at <https://studentaid.gov/h/complete-aid-process> You will need your FSA ID (Username/Password) to enter the site. **Upon completion, please forward Dept. of Ed. Confirmation of completion emails to RVCC's Financial Aid Office - Attn: jdale@ccsnh.edu** Please note this is a one-time process, unless you attend another college, then this process will have to be repeated.