

View My Financial Aid Package

Overview

This quick reference guide will cover how to view your financial aid package in Workday.

Process

1. After logging into Workday, click the **Finances** icon on your home page.



2. The **Finances** dashboard provides quick links to your account, payment, payment elections, 1098T information and financial aid.

3. Click the View Financial Aid link under the Financial Aid heading.

4. Select the **Academic Unit** (note that **Santa Clara University** is the only option for this field) and **Award Year** (e.g., 2021-2022 Award Year) for the Financial Aid Package and click the **OK** button at the bottom of the screen.

View Financi	al Aid	
Academic Unit *	× Santa Clara University	:=
Award Year *	× 2021-2022 Award Year	:=
ОК	Cancel	

5. The **View Financial Aid** page is divided into 3 sections. The top left quadrant displays the Estimated Financial Aid package. This is based on estimates of your cost of attendance and financial aid eligibility.

Estimated Financial Aid
Grants and Scholarships
Loans
Employment
Total Financial Aid
Total Estimated Costs Out of Pocket Without Loans Out of Pocket With Loans

6. The top right quadrant displays a graphical view of the award types and estimated amount per period in the selected award year.

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Gran	ts and Scholarships	Loans Employment		

7. The bottom portion of the screen will show the Financial Aid Summary and Estimated Costs for the Award Year. Use the **Financial Aid Overview** and **Estimated Cost** tabs to view the information.

8. The **Financial Aid Overview** tab will show each of the awards, the amount offered, accepted and disbursed for each of the periods.

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9. The **Estimated Cost** tab will show the Estimated Cost for the Award Year with a breakdown per period.

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