**WISER Job Aid: Reduce / Decline Federal Direct Loan**

1. Go to Home page of your Student Center in **WISER**
2. Click on Finance and Financial Aid

![WISER Student Center Screen](image1)

3. Click on Financial Aid Center

![Financial Aid Center](image2)

4. Click on Reduce/Decline Awards

![Reduce/Decline Awards](image3)

5. Select the academic year you wish to adjust your loan for.

![Select the aid year](image4)

6. If you wish to decline your loan offer, click on the box to decline your loan.
7. To reduce your loan offer, enter the amount that you wish to borrow for your loan period in the ‘Accepted’ column

8. Click on the ‘Edit’ button and then click on ‘Submit’

9. Click ‘yes’ to continue with submitting the adjustment to your loan.
10. Message will appear that the ‘submit was successful’. Click on OK.