

1. Go to the Wilmington College website:
www.wilmington.edu

Scroll to bottom of webpage.
Click on "WCportal".

- OR •
go directly to the WCportal link:
<https://wcportal.wilmington.edu.ics>

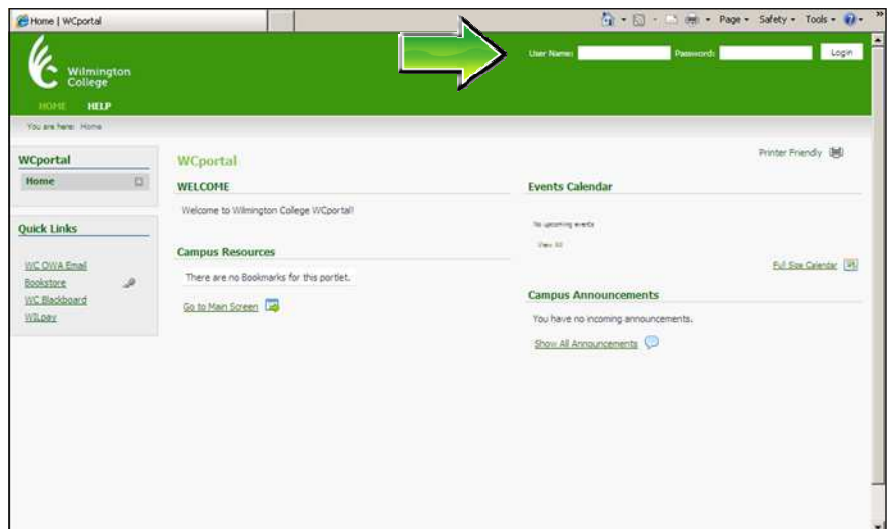


2. Enter your **WC Network User Name** and **Password**.

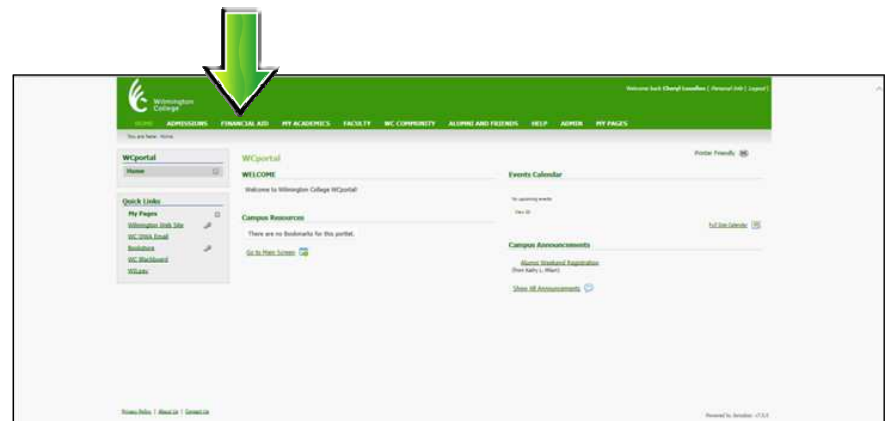
Click on "Login".

This is the same user name and password used to connect to the WC network or your WC OWA Email (web email).

First-time WC students: your Network, WILpay, WCportal and WC Email **User Name and **Password** are the same.*



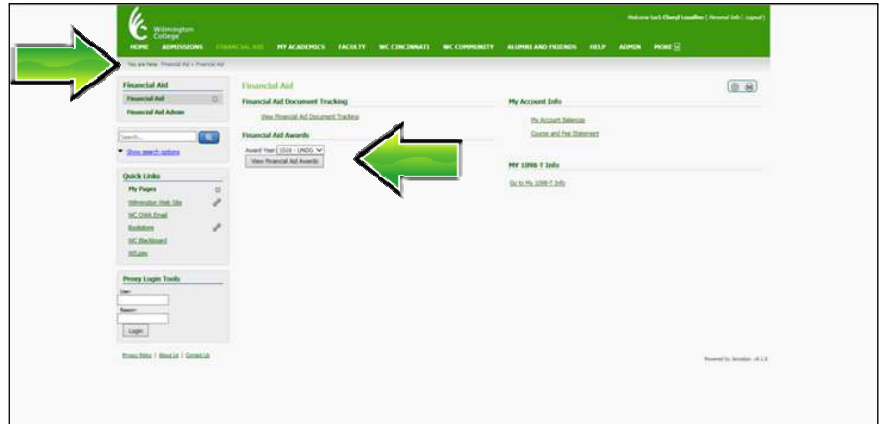
3. Click on "Financial Aid" tab.



4. Under “Financial Aid Awards” choose “1920-UNDG” from the Award Year drop down box.

Click on “View Financial Aid Awards”.

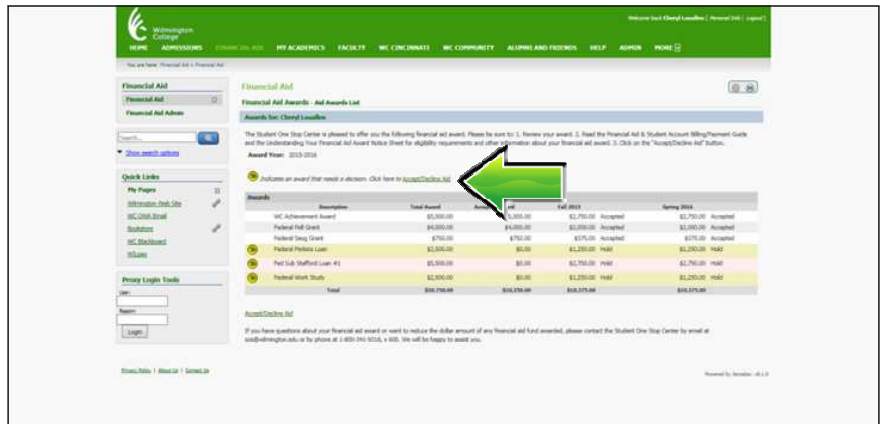
Note: To navigate through WCportal, **do not use the back arrow or backspace button**. Instead use the “You are here:” menu bar and click the desired “bread-crum” or click the desired tab in the header.



5. Notice all grants and scholarships default to an accepted status. (We assume you accept any financial aid that does not require repayment.)

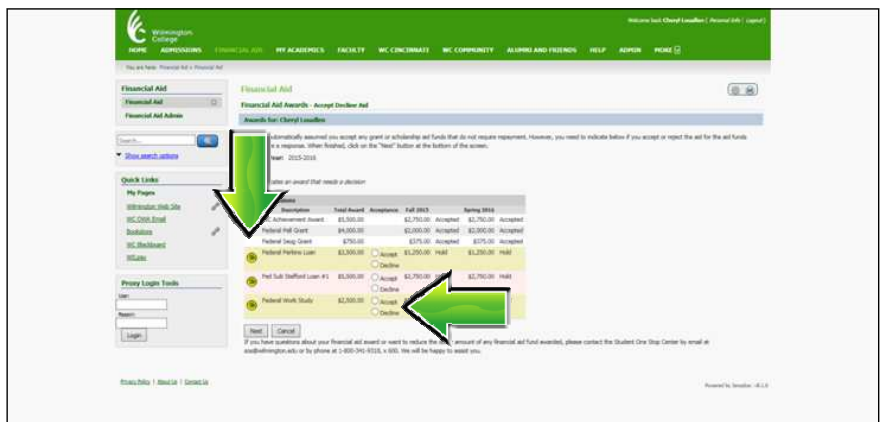
However, each loan offer (which requires repayment) and federal work-study (earned through campus employment) must be “accepted” or “declined”.

To do this, click on the “Accept/Decline Aid” link.

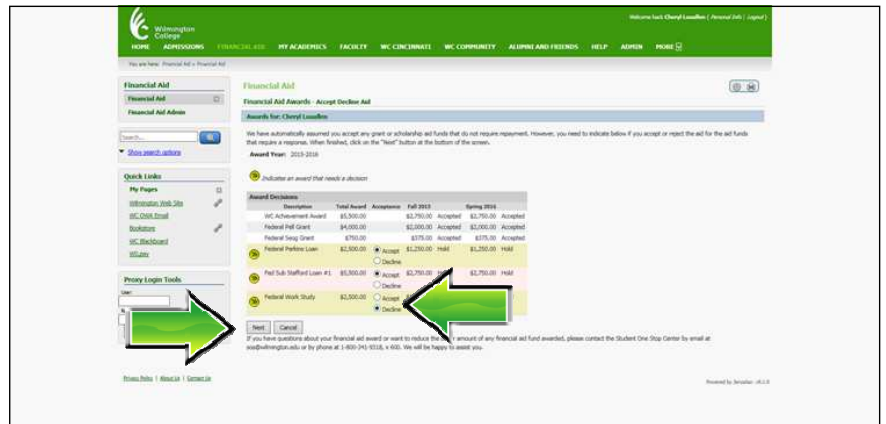


6. The financial aid that must be accepted or declined is indicated by the yellow circle/arrow to the far left of the award screen.

Click “Accept” or “Decline” for each loan and/or work study to make your selection.

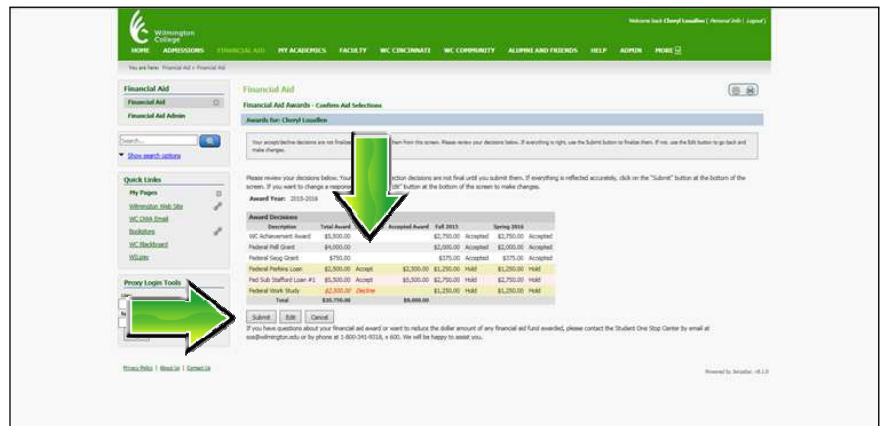


7. The selected action is displayed but may be changed by clicking on the alternative option.
When finished, click on the **“Next”** button.



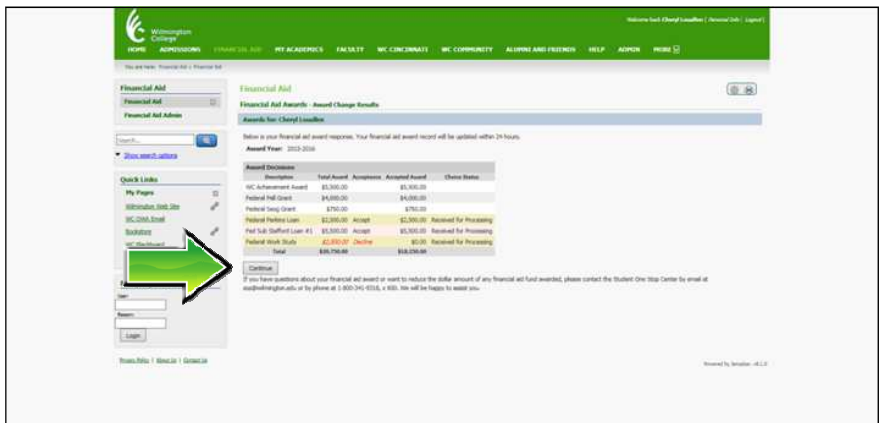
8. The selected action is displayed on the award screen.
Click on **“Edit”** to change a response.
Click on **“Submit”** when selections are final.

You Are Not Done!
Proceed to Next Step!



9. The financial aid award screen reflects final selections.
Now is a good time to print a copy of the award screen for future reference. Right click within the screen and click **“Print”**.

When finished click **“Continue”**. One Stop will receive notification that the award was accepted and/or declined. Please allow 24 hours for processing.



10. Click **“Logout”** located in the right of the menu bar.

If you have any questions or need assistance with the Online Financial Aid Award Notice Response process; please contact the Student One Stop Center by email at sos@wilmington.edu or by phone at 800.341.9318 x600. We will be happy to assist you.