



Financial Aid Office
Federal Work Study (FWS) Program

Student Guide: Accepting Your FWS Award Offer

Students who have received a FWS award offer will receive an email notification and be able to see their award offer in their Welcome to Financial Aid tile in their Mt. SAC portal. Students who wish to work under the FWS program are required to accept their award in their portal. Unaccepted awards will be canceled and offered to another student. If you are interested in working under the FWS program, we encourage you to accept your offer right away. This guide will show you how.

Questions about FWS?

Contact the [Financial Aid Office](#)

fws@mtsac.edu

(909) 274-4450

Questions about Handshake?

Contact the [Career Center](#)

careercenter@mtsac.edu

(909) 274-4510

1. Log into your Mt. SAC student portal. <https://inside.mtsac.edu/>

MT. SAC
Mt. San Antonio College

IDENTITY SERVER

Sign In

Username

Password

Forgot Username or Password ?

1st Time Users (Claim Account)

Change Your Password

Having Trouble Logging in?

☐ Remember me on this computer

Continue

1. Click on the “Financial Aid” tab located across your screen.

Click on “Look Up Financial Aid Status”.

Tip: We suggest that you click on the bookmark icon to save this tile to your homepage.

The screenshot shows the Mt. SAC Portal with the 'Financial Aid' tab highlighted in the top navigation bar. A red box around the 'Financial Aid' tab is labeled 'Click here 1st'. Below the navigation bar, there are three main sections: 'Welcome to Financial Aid', 'Financial Aid Related Links', and 'Financial Aid News Alert'. In the 'Welcome to Financial Aid' section, a red box around the 'Look Up Financial Aid Status' link is labeled 'Click here 2nd'. A green circle around the bookmark icon in the 'Financial Aid Related Links' section is labeled 'Tip: bookmark this tile'.

2. Select the current academic year in the “Aid Year” menu.

If you have been offered FWS, there will be a FWS message.

The screenshot shows the Mt. San Antonio College Financial Aid page. At the top, the 'Aid Year' dropdown menu is set to '2024-2025 Aid Year', which is highlighted with a red box and labeled 'Select current academic year'. Below the navigation bar, there is a message box titled 'FEDERAL WORK-STUDY (FWS)' with a green border. A green arrow points from the text 'If awarded FWS, you will see this message' to this message box. The message box contains text about receiving Federal or CalWorks Work-Study for the 2024-2025 academic year. Below the message box, there are sections for 'Student Requirements' and 'Satisfied Requirements'. Under 'Satisfied Requirements', there is a green checkmark icon next to 'FAFSA Application' with the text 'Last update: 05/06/2024' and a 'RECEIVED' button.

3. Click on the “Offer” tab.

Scroll down to “Options to Pay Net Cost” section. Click on “select”.

Financial Aid

Aid Year: 2024-2025 Aid Year

Home Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Financing Plan

Click Offer tab

View your Payment Schedule

This is your Financial Aid Award Offer. Please review the information below. After taking action on each of your awards, please submit the offer by clicking the "Submit" button at the bottom of this page.

Expected Enrollment Status ⓘ
Full-Time

Student Aid Index
An eligibility index number that determines how much financial aid you would receive if you attend the school.

Cost of Attendance ⓘ

Non Billable Items

Type
Books and Supplies
College Service Fees
Enrollment Fees
Health Fees
Personal
Room and Board
Transportation

Grants and Scholarships to Pay for College ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025
Enrollment Fee Waiver-C ISIR	\$515.00	\$37.00	\$515.00	\$37.00
Cal Grant B	NA	NA	\$824.00	NA
	\$515.00	\$37.00	\$1,339.00	\$37.00

Net Cost ⓘ

\$0.00

Options to Pay Net Cost

Work ⓘ


Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount	Take Action
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00	Select
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00	

- \$6,000.00

4. Select “accept” and submit.

Options to Pay Net Cost

Work ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount	Take Action
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00	Select 
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00	<div><div>Select</div><div>Accept</div><div>Decline</div><div>Submit</div></div>

Select "Accept" and submit

It should now look like this:

Options to Pay Net Cost

Work ⓘ

Type	Fall 2024	Winter 2025	Spring 2025	Summer 2025	Amount
Federal Work-Study	\$3,000.00	NA	\$3,000.00	NA	\$6,000.00 ACCEPTED
	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$6,000.00

FWS award should now be accepted

-\$6,000.00

Submit

Congratulations, you have now accepted your FWS award offer. Return to “Home” tab. Your Financial Aid Home page message will update with new instructions.

Financial Aid **Click Home tab** Aid Year: 2024-2025 Aid Year

Home Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Financing Plan

FEDERAL WORK-STUDY (FWS)
You have accepted your Federal Work Study (FWS) award. Please visit the **FWS Website** to:

- complete FWS orientation
- learn about the FWS hiring process
- look up FWS jobs that you can apply for
- complete your FWS hiring documents

Student Requirements ⓘ
Satisfied Requirements

FAFSA Application
Last update: 05/06/2024 **RECEIVED**

FWS message on Home page should update!

Next step: complete FWS orientation. Link can be found on the [FWS Students website](#).

Mt. San Antonio College Sign In Search Directory Campus Map Listen

Financial Aid How to Apply Scholarships Cash for College Outreach Resources Resources Forms

REQUIRED FWS Student Orientation

Quick Links

- [Student Guide: Accepting Your FWS Award Offer](#)
- [FWS Checklist for Hired Students](#)
- [FWS Employment Application](#)
- [Direct Deposit Authorization \(optional\)](#)
- [Student Guide: Accept or Decline Your FWS Offer](#)

Federal Work Study (FWS) Program

The Federal Work Study (FWS) program provides part-time jobs for students with financial need, allowing them to earn money while pursuing their education. The program encourages community service work and work related to the student's course of study. Since FWS is federally funded, students must meet eligibility criteria.

What are the benefits?

1. If you are interested, accept your FWS award offer!
2. Complete the year's FWS Student Orientation...
3. Start searching and applying to jobs...

Click here to complete orientation!



After completing FWS orientation, contact the [Career Center](#) for job search assistance on Handshake!