Instructions to complete the Authorization to apply Title IV funds (For first-time borrowers only)

1. Access your BannerWeb by selecting "BANNERWEB" from the "TOOLS" drop-down at the top of the University of Richmond's homepage.
2. Log in with your username and password.
3. From the Main Menu, select the Student Services option.
4. Click on Financial Aid
5. Click on Financial Aid Status. Select the appropriate academic aid year. This will take you to your "Overall Status of Financial Aid 20XX-20YY." Here is where you will see "You have unsatisfied student requirements for this aid year." Click on "student requirements" link.
6. Click "Accept your Authorization to apply Title IV funds requirement here." This will take you to the page that describes the Authorization agreement.
7. Review and complete the agreement.
8. Click "Return to View Financial Aid Requirements here" to now review your loans. Students who have been awarded Federal Direct Loan(s) must accept or decline each loan electronically in BannerWeb. Instructions to do so can be found here.