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Claremont, NH 03743
Phone: 603.542.7744 800.837.0658
Fax: 603.543.1844

Keene Academic Center
Washington St., Keene, NH 03431
Phone: 603.357.2142
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Lebanon Academic Center
15 Hanover St, Lebanon, NH 03766
Phone: 603.443.4201

Website: www.rivervalley.edu

New! You now have the option to accept or decline your loans, etc. via RVCC's Student Information System (SIS)

How to sign your award letter and the rest of the paperwork online

Log into your SIS (Student Information System) account at <https://sis.ccsnh.edu/> OR to set up an SIS account follow instructions below:

- Go to www.rivervalley.edu
- Click SIS link at the top right corner of the homepage
- Click on New Users icon
- Click on Enter Secure Area
- Enter your Student ID number that begins with a capital **A** followed by an eight (8) digit number. Student ID: **A**_____
- Enter your PIN – your default PIN is your six digit birthdate (mmddyy) or the last six digits of your Student ID number. Default PIN: _____
- Click on Login
- Next, create your new SIS PIN – choose six to 15 numbers SIS PIN: _____
- You may now use this to log into your SIS
- Set up your security question, if required

Any problems with **SIS**, please contact: RVCCHelpDesk@ccsnh.edu **OR**

Claremont Campus: 603.542.7744, x5499

Lebanon Academic Center: 603.443.4200, x5825

Keene Academic Center: 603.357.2142, x5712

Once you have entered your SIS account:

- Click on Financial Aid
- Click on Award
- Click on Award for Aid year, select RVCC from the drop down menu and then select 2016-17.
- SUBMIT

- Click on General Information tab and review
- Click on Resources/Additional Information tab
- Read and answer each question – accept or decline
- Terms and Conditions – Review and accept the terms and conditions of your award by clicking on the Terms and Conditions tab, reviewing the information listed and clicking Accept.
- **Note: If you do not click Accept, you will not be able to accept/decline your loans online.**
- Accept/Decline Award Offer – click on the Accept Award Offer tab. For each loan fund offered, decide to:
 - A. Accept the loan in full by selecting Accept or
 - B. Accepting a portion of the loan by selecting Accept and indicating the desired loan amount for the aid year in the box or
 - C. Decline the loan in full by selecting Decline.
- SUBMIT – Once you have determined whether to accept or decline the loan funds offered to you, **you must click Submit Decision to save your choices.**
- Go to the Award Overview Tab – you will see that you have either accepted via web status on your loans or declined via web status on your loans.