



The Financial Aid Two-Step

There are two main processes that you have to complete in order to secure your financial aid award package.

STEP 1— myStThom

1. Sign in to your **myStThom** account and accept/decline any financial aid awards that you have been offered.**
2. If you accept any Stafford Loan offers, you will need to wait 3 to 4 business days to receive an e-mail to your webmail account asking you to complete the **TG Loans by Web™** process (<https://lbw.tgslc.org>).

***University scholarships, Parent PLUS loans and work-study cannot be accepted via your myStThom account. Please visit the Office of Scholarships & Financial Aid or call (713) 525-2170 for information on accepting these awards.*

STEP 2— TG Loans By Web™

1. You must first **register and log on** to **TG Loans by Web™**.
 2. Select “**Complete a Loan Award.**”
 3. Complete **Loan Entrance Counseling** and receive a confirmation.
 4. Return to **TG Loans by Web™** and continue the application process to guarantee your loan(s) and provide all necessary information.
 5. Make sure you **select a Lender** and **e-sign your MPN** (Master Promissory Note).*
- *If you are not able to e-sign, you will need to print the MPN and mail it directly to your lender. If this is not done, your funding will NOT disburse.*
6. Frequently sign in to your **myStThom** account to make sure all your finances have been posted to your account.

Important Notice - Any time you are granted a new or additional Stafford Loan, you must complete this same process again.

If you have any questions regarding your financial aid account, please contact or visit the Office of Scholarships & Financial Aid (713) 525-2170. If you are experiencing problems with the TG Loans By Web™ website please contact TG 1-800-845-6267.