

9.2 WCG Eligibility Lock (Batch)

Purpose: Use this document as a reference to run a batch process to lock the WCG eligibility pages once WCG Populate/Update and WCG Calculate process has been run in ctclink.

Audience: Financial Aid staff responsible for managing the Washington College Grant program.

! You must have at least one of these local college managed security roles:

- ZZ FA WCG Eligibility

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

WCG Eligibility Lock Batch

Navigation: NavBar > Navigator > Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Override Process

1. The WCG Override process search page displays.
2. Enter the desired **Run Control ID**.
3. Select **Add** or **Search**.

WCG Override process

Find an Existing Value

Add a New Value

Run Control ID

WA220_WCG_LOCK_KF

Add

Find an Existing Value | Add a New Value

4. The WCG Override Process page displays.
5. At the **Selection Tool** drop-down list, select **PS Query**.
6. In the **Query Name**, enter the query: CTC_FA_WCG_OVERRIDE.
7. In the **Parameters** group box, enter the desired **Academic Institution**.
8. Enter the **Aid Year**.
9. Select the **Lock Eligibility** check box.
10. Select the **Edit Prompts** hyperlink.

WCG Override Process

Run Control ID WA220_WCG_LOCK_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

☒ Population Selection

Selection Tool [Edit Prompts](#)

Query Name [Launch Query Manager](#) [Preview Selection Results](#)

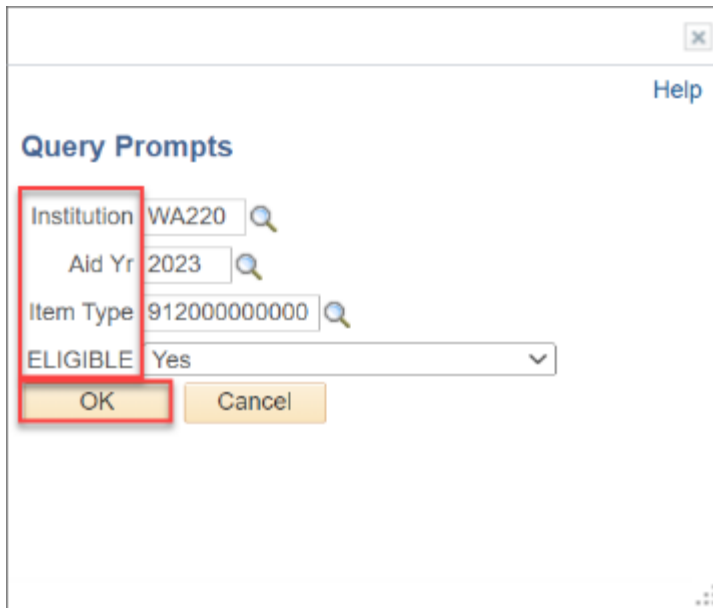
Parameters

*Academic Institution: [Tacoma CC](#) ☐ Lock Eligibility

*Aid Year: [2022-2023 Financial Aid Year](#)

[Save](#)

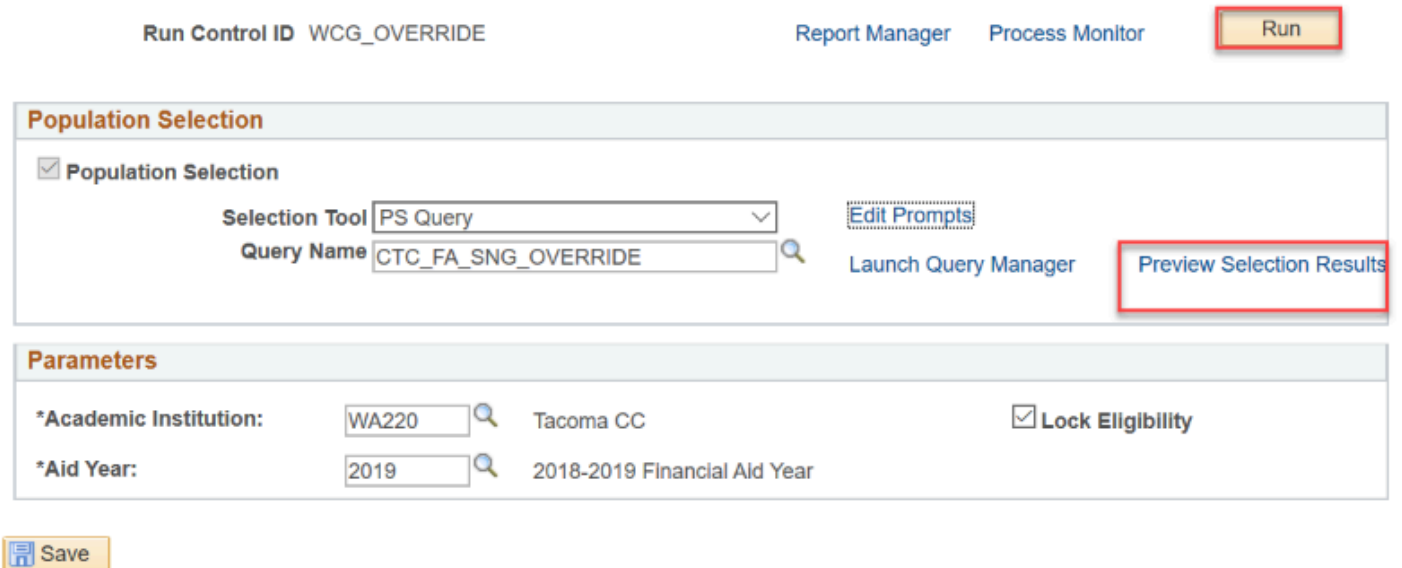
11. The Edit Prompts pagelet displays.
12. Enter the **Institution**.
13. Enter the **Aid Year**.
14. Enter the WCG **Item Type**: 912000000000.
15. In the **ELIGIBLE** field, select **Yes** from the drop-down list.
16. Select the **OK** button.



A dialog box titled "Query Prompts" with a "Help" link in the top right corner. It contains four input fields: "Institution" with the value "WA220", "Aid Yr" with the value "2023", "Item Type" with the value "912000000000", and a dropdown menu for "ELIGIBLE" set to "Yes". At the bottom are "OK" and "Cancel" buttons. A red box highlights the "Institution", "Aid Yr", and "Item Type" fields.

17. The WCG Override Process page displays.
18. Before you run the process, you can **Preview Selection Results**.
19. Select the **Run** button.

SNG Override Process



The "SNG Override Process" page displays the "Run Control ID" as "WCG_OVERRIDE". At the top right are links for "Report Manager", "Process Monitor", and a "Run" button. The main section is divided into two panels: "Population Selection" and "Parameters".

Population Selection

- ☒ Population Selection
- Selection Tool: PS Query
- Query Name: CTC_FA_SNG_OVERRIDE
- Buttons: [Edit Prompts](#), [Launch Query Manager](#), and [Preview Selection Results](#) (highlighted with a red box).

Parameters

- *Academic Institution: WA220 (Tacoma CC)
- *Aid Year: 2019 (2018-2019 Financial Aid Year)
- ☒ Lock Eligibility

At the bottom left is a "Save" button.

20. The Process Scheduler Request page displays.
21. Select the **OK** button.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WCG_OVERRIDE

Server Name Run Date 09/14/2019

Recurrence Run Time 7:11:10AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	E008 : SNG Override Process	CTC_SNG_OVR	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

22. The WCG Override Process page displays.
23. Note the **Process Instance** number - use it to track the **Run Status** of your job.
24. Select the **Process Monitor** hyperlink.

SNG Override Process

Run Control ID WCG_OVERRIDE Report Manager **Process Monitor**

Process Instance:30523990

Population Selection

☒ Population Selection

Selection Tool Edit Prompts

Query Name Launch Query Manager Preview Selection Results

Parameters

*Academic Institution: Tacoma CC ☒ Lock Eligibility

*Aid Year: 2018-2019 Financial Aid Year

25. The Process Monitor page displays.
26. Select Refresh until the **Run Status** runs to **Success**, and the **Distribution Status** runs to **Posted**.

View Process Request For

User ID

_KFORSBERG

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	30523990		Application Engine	CTC_SNG_OVR	CTC_KFORSBERG	09/14/2019 7:11:10AM PDT	Success	Posted	Details
<input type="checkbox"/>	30523986		Application Engine	CTC_ARC_IMP	CTC_KFORSBERG	09/13/2019 9:30:06PM PDT	Success	Posted	Details
<input type="checkbox"/>	30523985		Application Engine	CTC_ARCH_OUT	CTC_KFORSBERG	09/13/2019 8:20:35PM PDT	Success	Posted	Details

27. End of procedure.