

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 ctLink.

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

Run Control ID

[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](#)

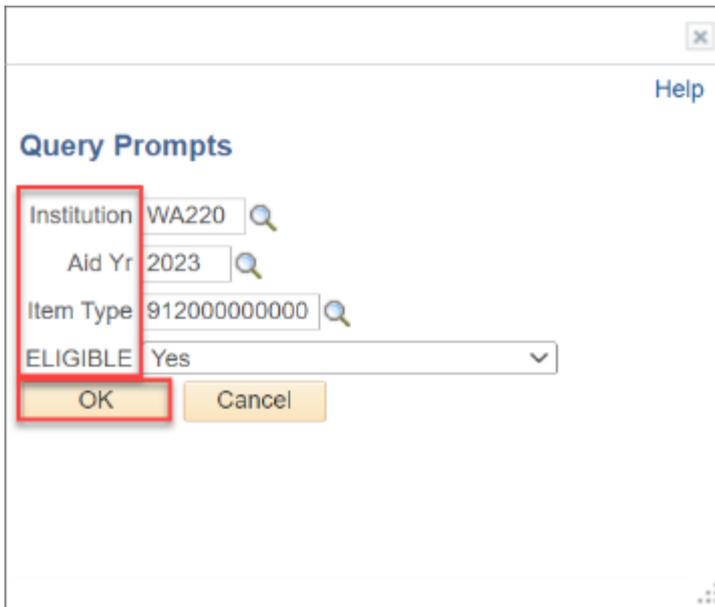
Parameters

*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.



Query Prompts

Institution WA220

Aid Yr 2023

Item Type 912000000000

ELIGIBLE Yes

OK Cancel

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

Run Control ID WCG_OVERRIDE

Report Manager Process Monitor **Run**

Population Selection

Population Selection

Selection Tool PS Query

Query Name CTC_FA_SNG_OVERRIDE

[Edit Prompts](#)

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

Parameters

*Academic Institution: WA220 Tacoma CC Lock Eligibility

*Aid Year: 2019 2018-2019 Financial Aid Year

Save

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

Recurrence Run Time

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	TXT	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 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 Type Last 1 Days

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.