

9.2 College Bound Scholarship - Outbound Process

Purpose: Use this document as a reference on how to perform the outbound processes to collect eligibility data for college bound scholarship-eligible students using ctclink.

Audience: Financial Aid Staff.

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

- ZZ FA College Bound Scholarship

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

CBS Outbound Process

i Pulls all SSN's for students that are eligible for Washington College Grant and creates a file to upload to the WSAC cruncher to collect CBS eligibility data.

Navigation: NavBar > Navigator > Financial Aid > CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Outbound Process

1. The College Bound Outbound Process search page displays.
2. Enter a new or existing **Run Control ID**.
3. Select **Search**.
4. The CBS Outbound Process page displays.
5. Enter **Academic Institution**.
6. Enter **Aid Year** - use the aid year in which you are currently processing. In this example, 2018 is used.
7. Select **Run**.

CBS Outbound Process

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

Request Parameter(s)

*Academic Institution: **WA171** 🔍 Spokane CC

*Aid Year: **2018** 🔍

8. The Process Scheduler Request page displays.
9. Ensure the checkbox is selected in the **Process List** section.
10. Select the **OK** button.

Process Scheduler Request

User ID 201253052 Run Control ID CBS_OUTBOUND_JM

Server Name Run Date 12/10/2018 ×

Recurrence Run Time 9:58:51AM

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	I-067 CBS Outbound Process	CTC_CBS_OUT	Application Engine	Web	TXT	Distribution

11. The CBS Outbound Process page displays.
12. Make note of the Process Instance number created during previous step.
13. Select the **Process Monitor** link.

CBS Outbound Process

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

Process Instance:21356524

Request Parameter(s)

*Academic Institution: Spokane CC

*Aid Year: 2017-2018 Financial Aid Year

14. The Process List tab displays.
15. On the Process List tab, select the **Refresh** button until the **Run Status** for the assigned **Process Instance** is "Success" and the **Distribution Status** is "Posted".
16. Select the **'Details'** link.

Process List Server List

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		Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Calendar"/>					First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21356524		Application Engine	CTC_CBS_OUT	201253052	12/10/2018 9:58:51AM PST	Success	Posted	Details

Go back to College Bound Outbound Process

[Process List](#) | [Server List](#)

17. The Process Detail page displays.
18. Select the **'View Log/Trace'** link.

Process Detail

Process

Instance 21356524 Type Application Engine
 Name CTC_CBS_OUT Description I-067 CBS Outbound Process
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID CBS_OUTBOUND_JM Hold Request
 Location Server Queue Request
 Server PSUNX Cancel Request
 Recurrence Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 12/10/2018 10:01:08AM PST Parameters Transfer
 Run Anytime After 12/10/2018 9:58:51AM PST Message Log View Locks
 Began Process At 12/10/2018 10:01:30AM PST Batch Timings
 Ended Process At 12/10/2018 10:01:45AM PST **View Log/Trace**

OK Cancel

19. The **View Log/Trace** page displays.
20. Select the **CBSOutbound_2018.txt** link.

View Log/Trace

Report

Report ID 904519 Process Instance 21356524 [Message Log](#)
 Name CTC_CBS_OUT Process Type Application Engine
 Run Status Success

I-067 CBS Outbound Process

Distribution Details

Distribution Node local Expiration Date 01/09/2019

File List

Name	File Size (bytes)	Datetime Created
CBS_OutBound_Log_21356524.log	963	12/10/2018 10:01:45.041119AM PST
AE_CTC_CBS_OUT_21356524.log	203	12/10/2018 10:01:45.041119AM PST
CBSOutbound_2018.txt	68,010	12/10/2018 10:01:45.041119AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	201253052

Return

21. A list of Social Security numbers will appear.
22. Copy and paste list into Notepad or Word and save as a .txt file.
23. Save the newly created file to your computer.

24. It is now ready to upload WSAC CSAW cruncher process.

 Instructions for using the WSAC Portal can be found at the WSAC resources site.

<http://www.wsac.wa.gov/FAA-resources>

25. Process complete.