


9.2 College Bound Scholarship - Inbound Process

Purpose: Use this document as a reference on how to import WSAC's cruncher response data to ctcLink.

Audience: Financial Aid Staff.

Before proceeding with the College Bound Inbound process, be sure that the Outbound steps have been completed and you have access to the file you saved from the CBS Cruncher.

 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 Inbound Process

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

1. The College Bound Inbound Process search page displays.
2. Enter a New or Existing **Run Control ID**.
3. Select the **Search** or **Add** button.

College Bound Inbound Process

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID CBS_INBOUND_JM

Add

4. The CBS Inbound page displays.
5. Select **External File** from the Selection Tool.
6. Select **Upload File**.
7. Select **Choose File** and choose the appropriate file and select **Upload**.
8. Select **File Mapping** value '**College Bound Inbound**'.
9. Enter **Academic Institution** and **Aid Year**.
10. Select **Run**.

CBS Inbound

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

Population Selection

☒ Population Selection

Selection Tool External File

Attached File [Upload File](#) [Delete File](#) [View File](#)

File Mapping COLLEGE BOUND INBOUND [Create File Mapping](#)

Select Values to Update

*Academic Institution: WA172 [Spokane Falls CC](#)

*Aid Year: 2018 [2017-2018 Financial Aid Year](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

11. End of procedure.