

Create ISIR Correction Files

Purpose: To create an ISIR correction file using ctLink.

Audience: Financial Aid staff.

This process prepares an outbound correction file that needs to be send to FAA CPS through EdConnect, picking up all corrections made to records in ctLink.

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

- ZZ FA ISIR Corrections

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

Create ISIR Correction Files

Navigation: Financial Aid > File Management > ISIR Corrections > Process ISIR Corrections

15. The **ISIR Correction Export** run control page displays.
16. Enter a New or existing **Run Control ID**.
17. Select the **Add** or **Search** button.
 4. The **ISIR Corrections Export** page displays.
 5. Enter **Institution**.
 6. Enter **Aid Year**.
 7. Enter **School Code**.
 8. Ensure the **Active** checkbox is selected.
 9. Enter **TG Number** -- use your actual institution's TG Number.
10. Checkbox options:
 - **Process Corrections** (This box will be checked at all times.)
 - **Process Add Institution**
 - **Process ISIR Signatures**
11. Select the **Run** button. The Process Scheduler Request page will display.
12. On the **Process Scheduler Request** page select the **OK** button. The ISIR Corrections Export page will display.
13. Make note of the **Process Instance** number.
14. Select the **Process Monitor** link. The Process List page will display.
15. On the **Process List** page, select **Refresh** until **Run Status** = Success and **Distribution Status** = **Posted**.

16. Creating ISIR correction file is now complete

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Create ISIR Correction Files](#). This link will open in a new tab/window.

View 20xx-20xx Outbound Files

 The View Outbound files step shows you the student records on which corrections were made and what the specific correction changes were in each correction file.

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

- ZZ FA ISIR Corrections

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

Navigation: Financial Aid > File Management > ISIR Corrections > View 20xx-20xx Outbound Files

1. The **ISIR Outbound Summary** page displays.
2. Enter the **Academic Institution**.
3. Select the **Search** button.
4. Select **EC Queue Instance**. Notice that the numbers in the **EC Queue Instance** column can change when you double click on the EQ Queue Instance column in the search results. The goal is to cause the largest **EC Queue Instance** number to display. Continue selecting **EC**

Queue Instance until the largest number is displayed -- The highest EC Queue Instance, the most recent the transaction.

 **Tip!** Alternatively, you can also find the **EC Queue Instance** number from the Message text in the previous step. Copy the EC Queue Number and enter it into the search results.

5. Select the **Grid** icon next to the File Create/Date tab to expand the select-able options on the page.
6. Select the **Detail** link of the row with the largest **EC Queue Instance** number.
7. The **View 20xx-20xx Outbound Data** page displays.
8. Select the **ISIR Correction A** tab. There you can review the student records that were picked up in the Corrections batch.
9. Select the **Correction Data** link.
10. The **Field Nbr(s)** display with the changes.
11. Select the **Return** link to return to the list.
12. Optional- you can select the **ISIR Sign A** tab to review any signatures processed if you opted for that checkbox in the previous step. (This is used infrequently.)
13. The process to view the outbound file is complete.

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View Tutorial Via Panopto

View the external link to [View 20xx-20xx Outbound Files](#). This link will open in a new tab/window.

Create Federal Data Correction File

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

- ZD FA ISIR File Prcs
- ZZ FA ISIR File Prcs
- ZZ FA ISIR Processor

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

Navigation: Financial Aid > File Management > Create Federal Data Files

1. The **FA EC File Outbound** run control page displays.
2. Enter a New or existing **Run Control ID**.
3. Select the **Add** or **Search** button. The **FA Outbound** page displays.
4. On the **FA Outbound** page, enter the **Outbound File Path**.

 **Tip!** Copy the File Path from the Upload/Download page to reduce keystroke errors.

5. Enter **Outbound File Type**.
6. Enter **Aid Year** -- in this example, the 2024 AY is used.
7. Enter **Institution**.
8. Select **Run**. The Process Scheduler Request page will display.
9. The **Process Scheduler Request** page displays.
10. Select **OK**.
11. The FA Outbound page displays. Make note of the Process Instance number.
12. Select the **Process Monitor** link.
13. The Process List page displays.
14. On the Process List page, select the Refresh button until the **Run Status** = **Success** and **Distribution Status** = Posted.
15. Select the **Actions** link, and then select the **Message Log** drop down option.
16. Note the **File Name** CORR24IN.001; it will be used in the download step.
17. The process to create the federal data file is now complete.

 **Note:** You will still need to download the file to export out to EdConnect. The QRG step for downloading is linked here - [Upload/Download Process for ISIR Corrections](#).

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