

# Manually Loading ISIRs

**Purpose:** Use this document as a reference for how to Manually Load an ISIR in ctcLink.

**Audience:** Financial Aid Counselor/Technician.

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

- ZD FA Director
- ZD FA ISIR Data Mgmt
- ZZ FA ISIR Data Mgmt
- 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.

## Manually Loading an ISIR

**Navigation:** Menu > Financial Aid > File Management > ISIR Import > 2023-2024 Suspense Management

1. The **ISIR Susp Management 20xx/20xx** search page displays.
2. Enter the student's **Social Security #**, student **ID**, or **Last Name**.
3. Select **Search**.
4. The **ISIR Suspense Management 20xx/20xx** page displays.
5. When the **ISIR Suspense Management 20xx/20xx** page opens, ensure that the ISIR transaction number shown is the appropriate transaction being loaded.
6. Select the **Search Match** link to verify whether or not the student record is associated with an student **ID**.
7. The **Search Match** page displays; enter the following information:
  - **Search Type:** Person
  - **Search Parameter:** FA\_ISIR\_LOAD
8. Select the **Search** button.
9. The **Search Criteria** page displays.
10. in the **Search Result Code** field, enter or search for **PSCS\_TRAD\_RESUL**.
11. Enter the following **Search Criteria** for the student:
12. **National ID**
13. **Date of Birth**
14. **Last Name**
15. **First Name**

16. Select **Search**.
13. The **Search Results** page displays.
14. If a student **ID** exists, the Search Results will return student **ID** information and a **Search Order Number** to indicate which data elements match between the biographic data and the ISIR data.
15. Verify that the student record associated with the student **ID** found is the same student associated with the ISIR being loaded. This may require further research between the biographic information in Campus Community and the ISIR information.
16. Select the **Details** link from the **Search Results** page to redirect you to the **Add/Update Person** page in Campus Community.
17. If there is no match to student **ID**, you will receive a message.

 To access the **Add/Update a Person** page in **Campus Community**, you must have at least one of these local college managed security roles:

- ZC CC Personal Information
- ZC CC SOGI
- ZD CC Personal Information
- ZD CC SOGI
- ZD CC Super user
- ZZ CC Pers Info NID Update
- ZZ CC Personal Information
- ZZ CC SOGI

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

18. You may continue your research on whether or not the student exists with discrepant bio/demo data by navigating to:
  - **Campus Community > Personal Information > Add/Update a Person.**
19. Once the biographic data and ISIR data have been reconciled and you have an student **ID**, ensure that the student **ID** is populated in the **ID** field on the **ISIR Suspense Management page**.
20. Select the **ID Lock** box and **Add ISIR** radio button.
21. Select the **Process ISIR** button.
22. After selecting **Process ISIR**, the **Skip/Done** radio button will be selected.
23. Once the ISIR is loaded, you will be required to manually run the Need Analysis (INAS) process to populate the student's EFC information into the appropriate financial aid pages in ctcLink.

## Video Tutorial

The video below demonstrates the process actions described in 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 link to [Manually Loading ISIRs](#). This link will open in a new tab/window.

## Processing EFC Calc

 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.

 **Note:** EFC Calc will only be used through the 2023/2024 AY. Beginning with the 2024/2025 AY, SAI will replace the EFC.

**Navigation: Financial Aid > Federal Application Data > Correct 20xx-20xx ISIR Records**

24. The **ISIR Corrections 20xx/20xx** search page displays.
25. Enter the student **ID**
26. Enter the **Academic Institution**
27. Select **Search**.
28. The **Correct 20xx/20xx ISIR Records** page displays.
29. From the **Student Information** tab select **Calc EFC** button to run the Need Analysis process to populate the student's EFC information into the appropriate financial aid pages in ctcLink.
30. Process complete.

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## Video Tutorial via Panopto

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