


Making ISIR Corrections

Purpose: Use this document as a reference for how to make ISIR corrections in ctcLink.

Audience: FA Counselor/Technician.

-  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.

Making ISIR Corrections

 *Select the Aid Year to be Corrected -- in the below example, the 2023-2024 Aid Year is used.*

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

1. The **Correct 2023-2024 ISIR Records** search page displays.
2. Enter or search for a student **ID**.
3. Enter the **Academic Institution**.
4. Select **Search**.
5. The **Correct 2023-2024 ISIR Records** page displays.
6. To begin the correction process select the **(+)** link to insert a new row on the **Student Information** tab.
7. Once the new row is inserted fields will open to correct ISIR information. Corrections can be made in any open field on any tab on the **Correct 2023-2024 ISIR Records** page. The **(+)** link is now hidden and the **Calc EFC** button remains.
8. Change the **Correction Status** to *Send Correction(s)*.
9. Make the necessary corrections for submitting.
10. When the corrections have been made select the **Save** button.
11. Carefully read all processing messages and select **OK** to proceed through them.
12. Select the **Calc EFC** button to finish the process-- note any EFC changes.
13. Select the **Save** button again.
12. Process 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.

Video Tutorial Via Panopto

View the external link to the [Making ISIR Corrections](#) video. This link will open in a new tab/window.