


9.2 Assign Awards & Override with Professional Judgment

Purpose: Use this document as a reference on how to assign and override awards with a professional judgment using ctcLink.

Audience: Financial Aid staff.

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

- ZD FA Award Processing
- ZD FA Director
- ZZ FA Award Processing
- ZZ FA Award Processor

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

Assign Awards and Override with Professional Judgment

Navigation: NavBar > Navigator > Financial Aid > Awards > Award Processing > Invoke Professional Judgment

1. The Award Override search page displays.
2. Enter the **Empl ID**.
3. Enter the **Academic Institution**.
4. Enter the **Aid Year**.
5. Select the **Search** button.

Award Override

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID	begins with ▼	<input type="text"/>	
Academic Institution	= ▼	<input type="text"/>	
Aid Year	= ▼	<input type="text"/>	
National ID	begins with ▼	<input type="text"/>	
Campus ID	begins with ▼	<input type="text"/>	
Last Name	begins with ▼	<input type="text"/>	
First Name	begins with ▼	<input type="text"/>	

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

6. The Award Override page displays.
7. On the Professional Judgement tab, if necessary, select the **[+]** button to add a row to add a new award.
8. In the new row, enter **Nbr.**
9. Select the **Action** value.
10. Enter the **Item Type**.
11. Enter the **Offered** amount.
12. Enter the **Disbursement Plan**.
13. Enter the **Split Code**.

! After you enter all awards for a student, you must run the **Validation** process before you can post the awards to the award tables.

Validation must be successful before the **Posting** routine can be run.

14. Use the **Validate** button to run the validation process.
15. Use the **Post** button to start the posting process.

Professional Judgement
Need Summary
Term Summary

Cook, Nico
ID 101000104
Aid Year 2018
2017-2018 Financial Aid Year
Institution WA171

Career UGRD Undergrad
Packaging Plan ID
Repackaging Plan ID
Package Status Applied
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Award
Status

*NUM	Action	Career	*Item Type	Description	Offered	Accepted	*Disbursement Plan	*Split Code
					0.00	0.00		

Save
Return to Search
Previous in List
Next in List
Notify

Professional Judgement | Need Summary | Term Summary

Validate
Post
Reset
Award Notification

16. The process to manually award financial aid is now complete.
17. End of procedure.