9.2 Revising Awards

Purpose: Use this document as a reference for how to Revise an Award in ctcLink.

Audience: FA Counselor/Technician.

P 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.

Revising Awards

Navigation: NavBar > Navigator > Financial Aid > Awards > Award Processing > Assign Awards to a Student

- 1. The Award Entry search page displays.
- 2. Enter Student **ID**.
- 3. Enter the Academic Institution.
- 4. Enter the Aid Year use the Aid Year in which you are processing.
- 5. Select the **Search** button.

Award Entry
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 V
Academic Institution = V
Aid Year =Q
Campus ID begins with V
Last Name begins with
This reacted begins with V
Search Clear Basic Search 🖾 Save Search Criteria

6. The Student Aid Package tab displays.

Rami	irez, Carr Aid Year	nen r 2018	2017-2018 Financial	Aid Year	Instit	ID 2010616 tution WA172	39 № ₪ 🤇			
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- 7. For this example, we'll revise the student's Opportunity Grant Books award from \$400 to \$500.
- 8. From the Student Aid Package tab, update the **Action** field to 'O' for offered.
- 9. Update the **Offered** field to \$500.00.
- 10. Select Validate.

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- The validation Message box displays.
 Select the **OK** button.

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Student /	e 💽 R Nid Packag	teturn ti ge Nei	Verify that the amounts	are correct. Remember to "Post" th	ne awards once you	are sa	itisfied with	the results.				

- 13. The Student Aid Package tab displays.
- 14. Select the **Post** button.

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- The posting Message box displays.
 Select the **OK** button.

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- 17. The process to revise awards is now complete.
- 18. End of procedure.