

## 9.2 Overriding Incoming Aggregate Aid Data

**Purpose:** Use this document as a reference on how to override incoming aggregate aid data using ctcLink.

**Audience:** Financial Aid staff.

Use the **Aggregate Aid Data** page to ensure that a student does not exceed annual and lifetime limits for certain award programs.

This page displays the student's aggregate data and also allows you to enter external aid received and update lifetime total amounts for each aggregate area, cumulated by aid year.

The page is updated by internal awarding and packaging processes as well as your manual entries. Be sure to enter all external aid for the corresponding aid year to ensure that proper annual limits are evaluated during the awarding and packaging process. This is especially important for a student who is a mid-year transfer student and has received aid from another institution. All current year aid must be assessed to determine eligibility of remaining annual level limits. This is required regardless of how Aggregate Source is set for the student. This page also displays the corresponding NSLDS aggregate total for possible use during the awarding and packaging process.

For a deeper-dive explanation of how the Aggregate Aid Data pages function, please review the NSLDS information found in the following business processing guides:

- [Pell Business Processing Guide](#)
- [Loan Business Processing Guide](#)
- [NSLDS Transfer Monitor Business Processing Guide](#)

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

- ZD FA Award Aggregates
- ZD FA Director
- ZZ FA Award Aggregates

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

# Override Incoming Aggregate Aid Data

💡 Use this Override Incoming Aggregate Aid Data page when you identify mismatching information between COD and NSLDS, and you have concluded COD to contain more current information.

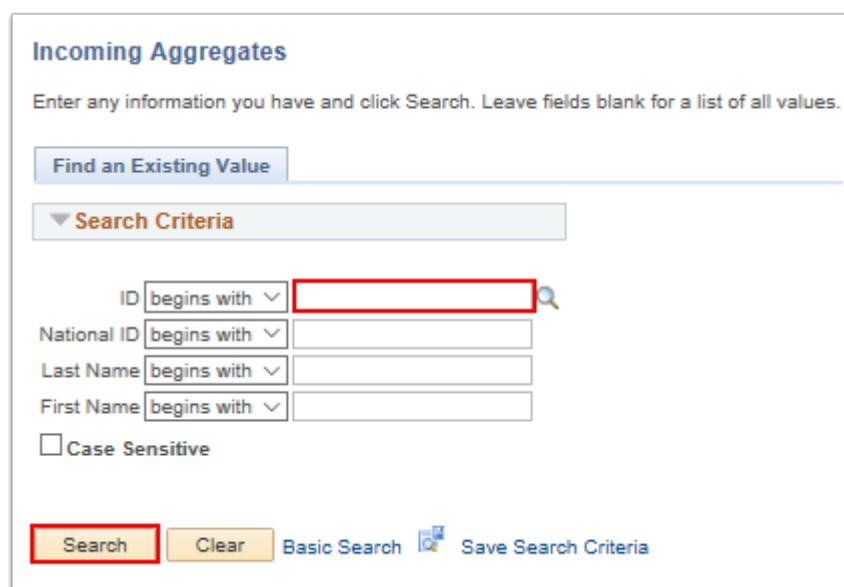
Use only as needed -- ideally for Pell LEU nearing 600%, or when reviewing transfer students' whose prior college has not yet updated disbursement information in COD.

Be aware, that any updates you make, depending on the specific point in the Aid Year, will need to reflect any disbursements reported to COD for the Aid Year.

For example, if you have a transfer student now attending your institution, and they received 33.333% of Pell in the Aid Year, and it hasn't yet been reflected in COD, or in the NSLDS pages, you will need to account for that 33.333% in the overall LEU so that the award is calculated correctly.

**Navigation: NavBar > Navigator > Financial Aid > Awards > Aggregates > Update Incoming Aggregates**

1. The Update Incoming Aggregates search page displays.
2. Enter the **ID**.
3. Select the **Search** button.



4. The Aggregate Aid Data page displays.
5. Enter the **Aid Year** -- in this example, 2017 is used. Enter the Aid Year in which you are processing.

6. In the **NSLDS Total** row, select the Override check box. This opens the **NSLDS Total** field to be editable.
7. Enter the desired amount into the **NSLDS Total** field.
8. In the **Percent Scheduled Used** row, select the **Override** check box. This opens the **Percent Scheduled Used** field to be editable.
9. Enter the updated **Percent Scheduled Used** amount in the Aid Year in which you are updating the information.
10. In the Lifetime Eligibility Used row, select the **Override** check box. This opens the Lifetime Eligibility Used field to be editable.
11. Enter the desired amount into the **Lifetime Eligibility Used** field.
12. Select the **Save** button.

### Aggregate Aid Data

Smith 2010

Aggregate Area PELL172 Pell WA172

5

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11

Aid Year

2017

NSLDS Total

1,939.00

Percent Scheduled Used

33.3447

Lifetime Eligibility Used

33.3440

☒ Override

☒ Override

☒ Override

2016-2017 Financial Aid Year

NSLDS Data

Total % Used 33.3447

6

8

10

Undergrad Lifetime Total Used 0.00 Graduate Lifetime Total Used 0.00

*Aggregate Level	*School Code	Award Amount	Terms
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12 Save Return to Search Previous in List Next in List Notify

13. The process to override aggregate aid information is now complete.
14. End of procedure.