

# Updating FA Progress Units on Desired Classes by Students

**Purpose:** Use this document as a reference for how to update FA progress units on ABE/ Basic Skills courses by students in ctLink.

**Audience:** Financial Aid Staff.

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

- ZC FA Term Prcs
- ZD FA Term Prcs
- ZZ FA Term Prcs

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

## Updating FA Progress Units on Desired Classes by Students

**Navigation:** Financial Aid > Financial Aid Term > Update FA Progress Units

**i** This process is run in your nightly ISIR JobSet, but can be run ad hoc as needed.

1. The **Update FA Progress Units** page displays. Select the **Add a New Value** tab.
2. Create a new **Run Control ID** and enter it into the Run Control ID field.
3. Select the **Add** button.
4. The **Update FA Progress Units** page displays. Use the **Selection Tool** drop-down menu to select **PS Query**.
5. In the **Query Name** field enter CTC\_FA\_ZEROFAUNITS.
6. Enter "0.00" in the **FA Progress Units** field.
7. Select the **Edit Prompts** link. The **Query Prompts** pagelet displays.
8. In the **Query Prompts** pagelet, enter the desired **Institution** and **Term**, then select **OK**. In this example, the 2237 term is used. Use the term in which you are processing.

**!** Note: This process used a term-based query parameter that needs to be updated quarterly. For example, when grades are posted at the end of the quarter, and before the start of the term, update the Term in the Edit Prompt so that classes that should not be counted in FA Load will be removed. If you do not update this term-based parameter, you risk disbursing aid on incorrect FA Loads.

9. **\*Optional** - Select the **Preview Selection Results** link to ensure students are being selected.
10. Select the **Run** button.
11. The **Process Scheduler Request** page displays. Select the **OK** button.
13. Review the **Process Monitor** to verify the process completed with a **Run Status** of *Success* and a **Distribution Status** of *Posted*.
14. Select the **Actions** link, then select **Message Log** to review/identify records updated, and review any records that could not be updated -- specific EMPLs will be listed in this detail.
15. 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.

## View Tutorial Via Panopto

View the external link to [Updating FA Progress Units on Desired Classes by Students](#). This link will open in a new tab/window.