

View DL Promissory Note Actions

Purpose: Use this document as a reference to view a direct loan promissory note using ctcLink.

Audience: Financial Aid staff.

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

- ZD FA DL Prcs
- ZD FA Director
- ZZ FA DL Prcs
- ZZ FA Direct Loan Processor

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

View Direct Lending Promissory Note

Navigation: Financial Aid > Loans > Direct Lending Management > View Promissory Note Actions

1. The Direct Loan PNote Actn search page displays.
2. Enter the **ID**.
3. Select the **Search** button.
4. The Search Results displays.
5. Select the ID in the displayed results. Select the desired record.
6. The Direct Loan PNote Action page displays.
7. Verify records are displayed under the **Actions** tab.
8. You have successfully reviewed promissory note actions.
9. End of procedure.

View 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 [View DL Promissory Note Actions](#). This link will open in a new tab/window.