9.2 Manually Awarding Financial Aid

Purpose: Use this document as a reference for how to manually enter an award in ctcLink.

Audience: FA Counselor/Technician.

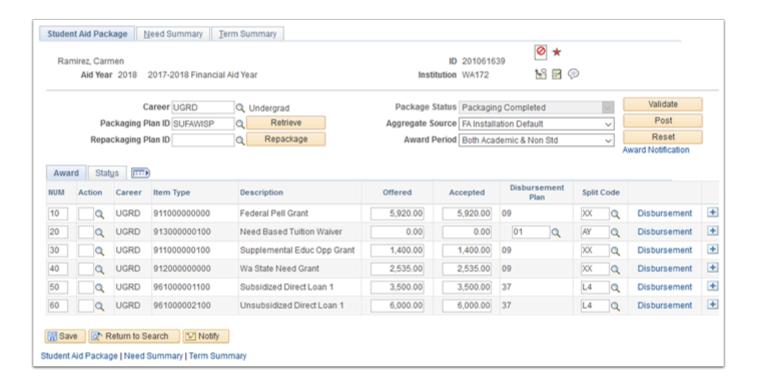
- You must have at least one of these local college managed security roles:
- ZD FA Award Processing
- ZD FA Director
- ZZ FA Award Processing
- ZZ FA Award Processor

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

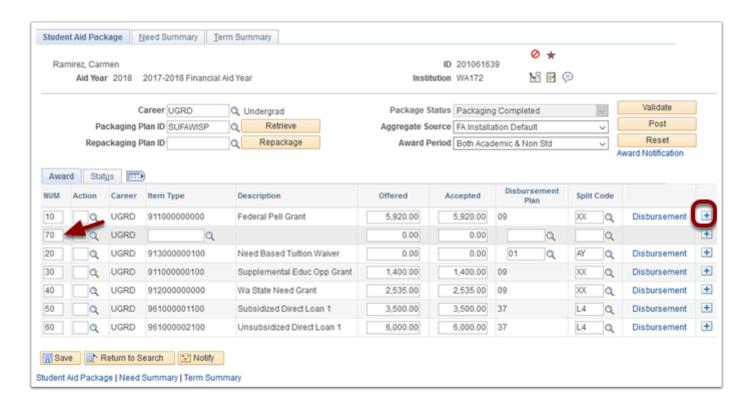
Manual Awarding Financial Aid

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

- 1. The Assign Awards to a Student search page displays.
- 2. Enter a Student **ID**.
- 3. Enter the Academic Institution.
- 4. Enter the Aid Year.
- Select the **Search** button.
- 6. The **Assign Awards to a Student** page displays.
- 7. The student's current awards are shown.

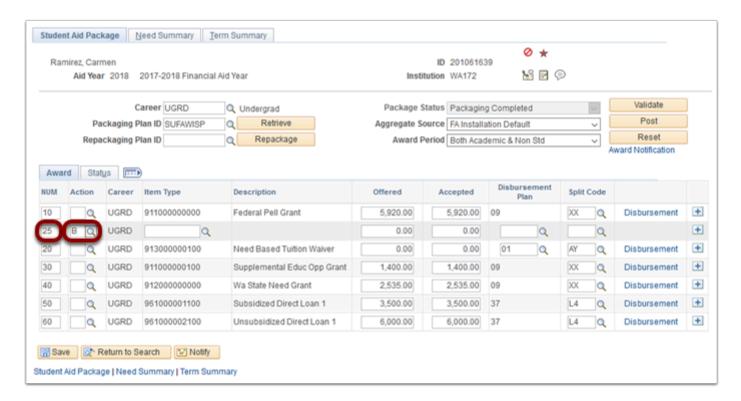


- 8. Insert a new row by selecting the [+] button at the end of any existing row.
- 9. A new, nearly blank row is displayed. The new row is automatically assigned a **NUM** value that is greater than the highest value of the existing awards; in this example, the new row gets a **NUM** value of 70.

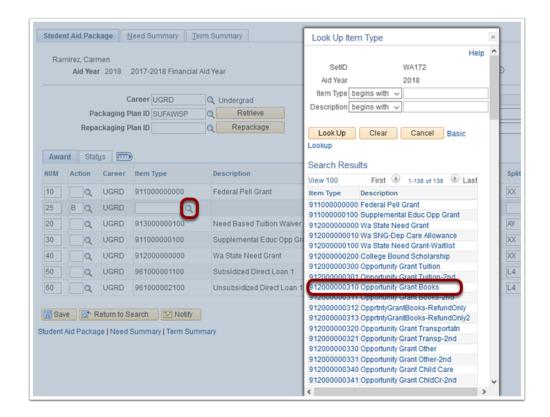


10. Update the **NUM** field to a value that will place the new award in the proper sequence of all awards, as required by your college's policy. In this example, we want the new award to appear after Need Based Tuition Waiver (**NUM** = 20) and before Supplemental Educ Opp

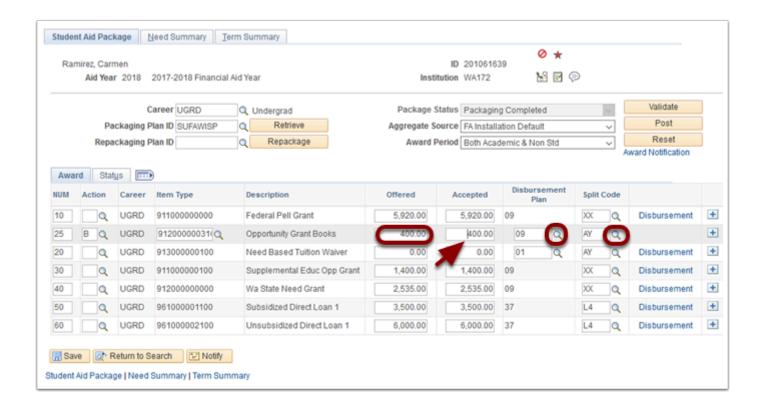
- Grant (**NUM** = 30), so we assign the new award a **NUM** of 25. Any **NUM** value greater than 20 and less than 30 will work.
- 11. Update the **Action** field to 'O' if the new award is Offered, or to 'B' if the new award is both Offered and Accepted. You can type the O or the B directly into the **Action** field, or you can use the lookup tool next to the **Action** field. In this example we type 'B'.



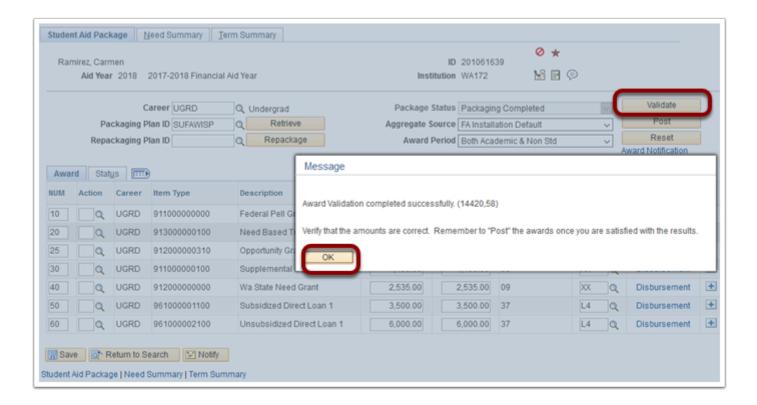
- Note: If there is an error, do not choose 'X' to discard the award. Instead select the Reset button to restart the process.
- 12. Use the lookup tool next to the **Item Type** field to choose the desired award.
- 13. The **Look Up Item Type** pagelet displays.
- 14. In this example we're awarding Opportunity Grant Books. Select the link in the Item Type field to choose this item.



- 15. The **Student Aid Package** tab displays with its **Item Type** and **Description** fields populated.
- 16. Enter the dollar amount in the **Offered** field then press tab to automatically update the **Accepted** field with the same amount.
- 17. The **Disbursement Plan** field will update with '09' to show the disbursement plan is for Summer-Fall-Winter-Spring. If this is wrong, use the **Disbursement Plan** lookup to choose the correct plan.
- 18. The **Split Code** field will update to 'AY'. If this is wrong, use the **Split Code** lookup to choose the correct split.

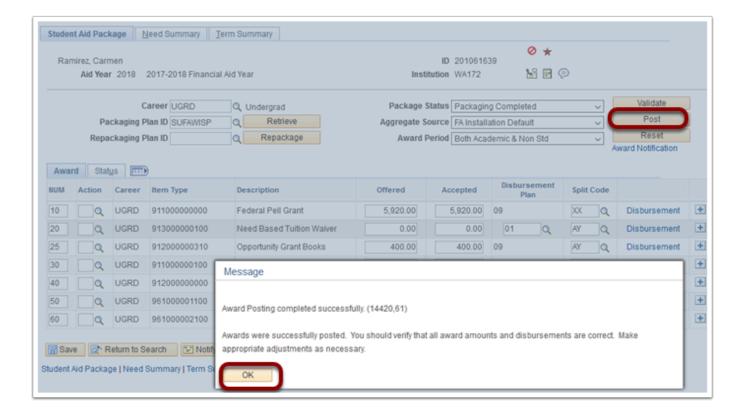


- 19. Select the **Validate** button to verify that the new award meets your college's awarding requirements.
- 20. A confirmation message displays.
- 21. Select OK.

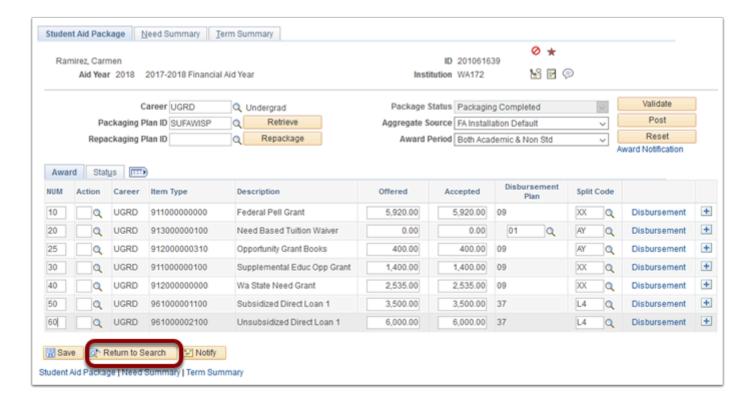


- 22. The Student Aid Package tab displays.
- 23. Select **Post** to complete the process.

- 24. The Award Posting completed message displays.
- 25. Select **OK** after reading the confirmation message.

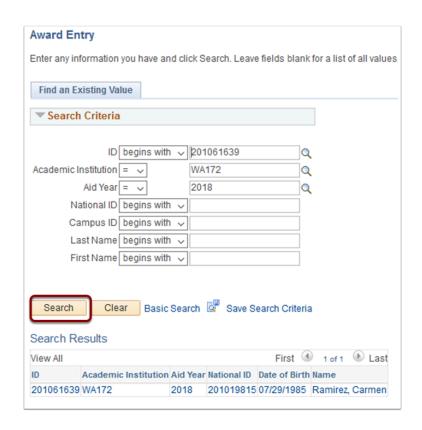


- 26. The **Student Aid Package** tab displays.
- 27. To ensure that the new award was sequenced properly, select **Return to Search**.

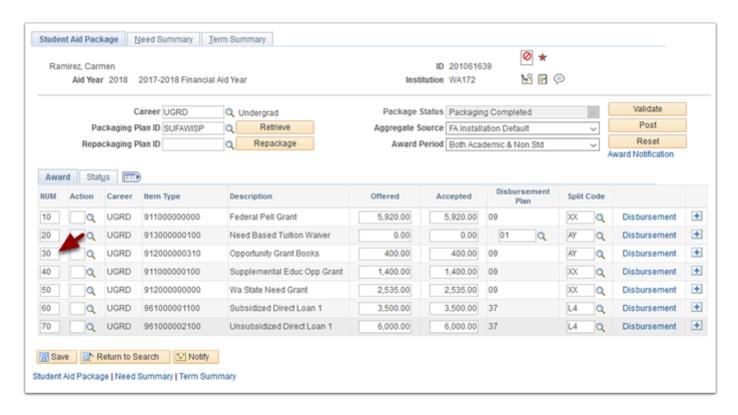


28. The Award Entry search page displays.

29. Select Search.



- 30. The Student Aid Package tab displays.
- 31. The new award displays in the proper sequence.



32. Process complete.