

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**.
5. Select the **Search** button.
6. The **Assign Awards to a Student** page displays.
7. The student's current awards are shown.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset
Award Notification

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
30		UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

- Insert a new row by selecting the **[+]** button at the end of any existing row.
- 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.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset
Award Notification

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
70		UGRD			0.00	0.00			
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
30		UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

- 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'.

Student Aid Package
Need Summary
Term Summary

Ramirez, Carmen
ID 201061639
Aid Year 2018
2017-2018 Financial Aid Year
Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage
Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std
Validate
Post
Reset
Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
25	B	UGRD			0.00	0.00			
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
30		UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save
Return to Search
Notify

Student Aid Package | Need Summary | Term Summary

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.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen
Aid Year 2018 2017-2018 Financial Aid Year

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Award Status

NUM	Action	Career	Item Type	Description
10	<input type="checkbox"/>	UGRD	911000000000	Federal Pell Grant
25	<input checked="" type="checkbox"/>	UGRD		
20	<input type="checkbox"/>	UGRD	913000000100	Need Based Tuition Waiver
30	<input type="checkbox"/>	UGRD	911000000100	Supplemental Educ Opp Grant
40	<input type="checkbox"/>	UGRD	912000000000	Wa State Need Grant
50	<input type="checkbox"/>	UGRD	961000001100	Subsidized Direct Loan 1
60	<input type="checkbox"/>	UGRD	961000002100	Unsubsidized Direct Loan 1

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Look Up Item Type

SetID WA172
Aid Year 2018

Item Type begins with
Description begins with

Look Up Clear Cancel Basic

Lookup

Search Results

View 100 First 1-138 of 138 Last

Item Type	Description
911000000000	Federal Pell Grant
911000000100	Supplemental Educ Opp Grant
912000000000	Wa State Need Grant
912000000010	Wa SNG-Dep Care Allowance
912000000100	Wa State Need Grant-Waitlist
912000000200	College Bound Scholarship
912000000300	Opportunity Grant Tuition
912000000301	Opportunity Grant Tuition-2nd
912000000310	Opportunity Grant Books
912000000311	Opportunity Grant Books-2nd
912000000312	Opportunity Grant Books-RefundOnly
912000000313	Opportunity Grant Books-RefundOnly2
912000000320	Opportunity Grant Transport
912000000321	Opportunity Grant Transp-2nd
912000000330	Opportunity Grant Other
912000000331	Opportunity Grant Other-2nd
912000000340	Opportunity Grant Child Care
912000000341	Opportunity Grant ChildCr-2nd

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.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed Validate
Aggregate Source FA Installation Default Post
Award Period Both Academic & Non Std Reset
Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
25	B	UGRD	912000000310	Opportunity Grant Books	400.00	400.00	09	AY	Disbursement
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
30		UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

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**.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed Validate
Aggregate Source FA Installation Default Post
Award Period Both Academic & Non Std Reset
Award Notification

Message

Award Validation completed successfully. (14420,58)

Verify that the amounts are correct. Remember to "Post" the awards once you are satisfied with the results.

OK

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell G					
20		UGRD	913000000100	Need Based T					
25		UGRD	912000000310	Opportunity G					
30		UGRD	911000000100	Supplemental					
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

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.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset
Award Notification

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
25		UGRD	912000000310	Opportunity Grant Books	400.00	400.00	09	AY	Disbursement
30		UGRD	911000000100						
40		UGRD	912000000000						
50		UGRD	961000001100						
60		UGRD	961000002100						

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Message

Award Posting completed successfully. (14420,61)

Awards were successfully posted. You should verify that all award amounts and disbursements are correct. Make appropriate adjustments as necessary.

OK

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

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201061639
Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad
Packaging Plan ID SUFAWISP Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset
Award Notification

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
20		UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
25		UGRD	912000000310	Opportunity Grant Books	400.00	400.00	09	AY	Disbursement
30		UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
40		UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
50		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
60		UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4	Disbursement

Save **Return to Search** Notify

Student Aid Package | Need Summary | Term Summary

28. The **Award Entry** search page displays.

29. Select **Search**.

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

Academic Institution

Aid Year

National ID

Campus ID

Last Name

First Name

Search [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

ID	Academic Institution	Aid Year	National ID	Date of Birth	Name
201061639	WA172	2018	201019815	07/29/1985	Ramirez, Carmen

30. The Student Aid Package tab displays.

31. The new award displays in the proper sequence.

Student Aid Package [Need Summary](#) [Term Summary](#)

Ramirez, Carmen ID 201061639

Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career Undergrad

Packaging Plan ID

Repackaging Plan ID

Package Status

Aggregate Source

Award Period

[Award Notification](#)

Award [Status](#)

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
20	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01 <input type="button" value="Q"/>	AY <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
30	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	912000000310	Opportunity Grant Books	400.00	400.00	09	AY <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
40	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
50	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
60	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4 <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>
70	<input type="checkbox"/> <input type="button" value="Q"/>	UGRD	961000002100	Unsubsidized Direct Loan 1	6,000.00	6,000.00	37	L4 <input type="button" value="Q"/>	Disbursement <input type="button" value="+"/>

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

32. Process complete.