

9.2 Revising Awards

Purpose: Use this document as a reference for how to Revise 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.

Revising Awards

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

1. The Award Entry search page displays.
2. Enter Student **ID**.
3. Enter the **Academic Institution**.
4. Enter the **Aid Year** - use the Aid Year in which you are processing.
5. Select the **Search** button.

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	begins with	<input type="text"/>	<input type="button" value="Q"/>
Academic Institution	=	<input type="text"/>	<input type="button" value="Q"/>
Aid Year	=	<input type="text"/>	<input type="button" value="Q"/>
National ID	begins with	<input type="text"/>	
Campus ID	begins with	<input type="text"/>	
Last Name	begins with	<input type="text"/>	
First Name	begins with	<input type="text"/>	

Search

Clear

Basic Search



Save Search Criteria

6. The Student Aid Package tab displays.

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	<input type="checkbox"/>	UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	09	XX	Disbursement
20	<input type="checkbox"/>	UGRD	913000000100	Need Based Tuition Waiver	0.00	0.00	01	AY	Disbursement
30	<input type="checkbox"/>	UGRD	912000000310	Opportunity Grant Books	400.00	400.00	09	AY	Disbursement
40	<input type="checkbox"/>	UGRD	911000000100	Supplemental Educ Opp Grant	1,400.00	1,400.00	09	XX	Disbursement
50	<input type="checkbox"/>	UGRD	912000000000	Wa State Need Grant	2,535.00	2,535.00	09	XX	Disbursement
60	<input type="checkbox"/>	UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	37	L4	Disbursement
70	<input type="checkbox"/>	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

- For this example, we'll revise the student's Opportunity Grant Books award from \$400 to \$500.
- From the Student Aid Package tab, update the **Action** field to 'O' for offered.
- Update the **Offered** field to \$500.00.
- Select **Validate**.

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- The validation Message box displays.
- Select the **OK** button.

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Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

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

- The Student Aid Package tab displays.
- Select the **Post** button.

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Student Aid Package | Need Summary | Term Summary

15. The posting Message box displays.

16. Select the **OK** button.

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Save Return to Search Notify

Student Aid Package

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

17. The process to revise awards is now complete.

18. End of procedure.