

Building FA Term

Purpose: Use this document as a reference for building an FA Term in ctcLink.

Audience: FA Counselor/Technician.

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


- ZC FA Term Prcs
- ZD FA Director
- 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.

Building an FA Term

Navigation: Financial Aid >Financial Aid Term >Maintain Student FA Term

1. The Maintain Student FA Term search page displays.
2. Enter the student **ID**.
3. Enter the **Academic Institution**
4. Enter the **Aid Year**
5. Select the **Search** button. The **Maintain Student FA Term** page will display.
6. In the **Term Information** section select the **[+]** button to insert a new row.
7. In the **Term Information** section enter the desired term number in the **Term** field (Use the Lookup tool if you do not know the term number).
8. In the **Student Data** section select **Build**.
9. Select **Save**.

 **Note:** Typically, FA Terms are built in the overnight ISIR JobSet. Periodically, you will need to manually build FA Term. For example, if you are loading a suspended ISIR and you do not want to wait for the ISIR JobSet pieces to build overnight; you want to build them in the same day you loaded the suspended ISIR. For the Build button to work, a student must be Plan Stacked, Term Activated, and Enrolled in classes.

10. 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 [Building FA Term](#). This link will open in a new tab/window.